



Position: Administrative Assistant (req-7213)

Company: SITE Personnel Services, Inc

Job Location(s): Chicago, IL

Start Date: asap

Employment Term: Temporary

Employment Type: Full Time

Starting Salary Range: \$15/hr

Required Education: Associate Degree

Required Experience: 5 to 20+ years

Required Security Clearance: None

Related Categories: Admin - Secretarial and Office Mgmt, Banking - Management, Finance - Operations/Admin

Position Description

Administrative Assistant 18 month contract Chicago, IL \$15/hr

- 1) Hours 8am-5pm
- 2) Candidates should have strong technical skills
- 3) Excellent knowledge of Excel, Powerpoint, word and outlook.
- 4) Experience booking travel, calendar management printing and modifying documents.
- 5) Great attitude and personality is key. Needs to be more of a Type A personality, proactive, very organized, and politely assertive.

Summary: Provide high-level administrative support.

Education/Experience. High School Diploma or equivalent required. 2 to 4 years experience required

Skills and Competencies: Verbal and written communication skills, multi-tasking, customer service skills and interpersonal skills. Ability to work independently and manage one's time. Ability to keep information organized and confidential. Excellent Microsoft Word, Outlook, Excel and PowerPoint skills required.

Major Job Duties and Responsibilities: Provide support for 4 - 6 attorneys; Perform general support duties including maintaining records management and e-billing systems. Create and edit reports, memos, letters, and other documents. Strong multi-tasking skills needed. Perform other duties as assigned.

Apply online at <http://www.illinoisjobnetwork.com/j/t-Administrative-Assistant---req7213-e-SITE-Personnel-Services-Inc-I-Chicago,-IL-jobs-j6424045.html>

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Position: Server

Company: Marriott International - Lincolnshire, IL

Start Date: As soon as possible

Employment Term: Regular - Full Time

Required Experience: Open

Required Security Clearance: None

Job Summary

Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, re-cook orders, and product availability. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Record transaction in MICROS system at time of order. Check in with guests to ensure satisfaction with each food course and/or beverages. Pick-up trays and clean tables as needed to ensure a clean dining area. Maintain cleanliness of work areas, china, glass, etc., throughout the day. Maintain cleanliness of work and guest areas by clearing, collecting and returning food and beverage items to proper area. Complete closing duties, including restocking items, turning off lights, etc. Present physical and accurate check to guest and process payment. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (e.g., small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and objects in excess of 50 pounds with assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors. Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Apply online at www.marriott.com

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Position: Guest Service Representative

Company: Marriott International

Job Location(s): Deerfield, IL

Start Date: As soon as possible

Employment Term: Regular - Full Time

Required Security Clearance: None

Related Categories: Hospitality/Hotel/Resort, Customer Service - General

Job Summary

Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss

Prevention/Security of any guest reports of theft. Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Apply online at <http://www.illinoisjobnetwork.com/j/t-Guest-Service-Representative-e-Marriott-International-I-Deerfield,-IL-jobs-j6420917.html>

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Job Title Cashier

Requisition ID 307395BR
Business Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly

Job Description: Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Location Address 1 7050 S PULASKI
Location Chicago, IL 60629-5824
Store/Unit 04235

Apply online at <https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1127238&PartnerId=455&SiteId=185&codes=IND>

Maintenance Worker

Job ID 2014-6008
Center Irving Park
Positions 1
Address 4251 W Irving Park Rd, Chicago, IL
Type Regular Full-Time
Hours per Week 40
Variable Schedule Flexible

Responsibilities & Requirements: Assists the building superintendent with all work orders and preventive maintenance needs. Maintains a clean environment for all. Performs general and preventative maintenance in a large, full-service facility. General housekeeping and landscaping duties required. Mowing of grass, removal of snow, maintain parking lots, driveways, and sidewalks. Assists repairs on appliances, smoke alarm system, motors and other systems.

Requirements: High School graduate or equivalent work/education experience. Two to three years facilities maintenance experience.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/6008/maintenance-worker/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&nedsRedirect=false>

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Mail Clerk/Courier

Department: Facilities & Mail

Location: Chicago, IL

Under the direction of the Mail Room Supervisor, the Mail Clerk/Courier serves as an important link between all of Illinois Action for Children sites providing mail services and other clerical duties to support the Family Resources Program. This position requires flexibility to take over the courier van responsibilities with or without advance notice. All work to be completed with minimum supervision and in accordance with Organizational standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. The organization reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. Compile, sort, cut, process and distribute incoming mail.
2. Perform daily auditing of previous business day's mail and drop box.
3. Be aware of applicable mail procedures; assist users as necessary regarding these procedures.
4. Ensure confidentiality of parent and provider information received and managed by Illinois Action for Children.
5. Maintain current knowledge of applicable mail/courier procedures; assist users as necessary to implement procedures.
6. Act as back up for Courier as needed and/or assigned. Assist the Mail Team Supervisor with duties as needed and/or assigned. Report mail/courier needs to supervisor.
7. Adhere to the Courier Safety and Responsibilities manual.
8. Other Functions: The organization may assign other functions to the job at its discretion.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and one to three months related experience and/or training.

Valid Illinois Drivers' License and proof of insurance

Location: 1340 S. Damen, Chicago, IL 60608

Salary: \$ 24,700/year

Illinois Action For Children is EEO/AA Employer

Apply online at

<http://actforchildren.hrmdirect.com/employment/view.php?req=168745&jbsrc=1014>

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School Clerk Assistant - 2014-2015 School Year Job ID: 399

Secretarial/Clerical/Clerk II

Date Posted: 3/12/2014

Location: Chicago IL

Responsibilities:

Facilitate the enrollment, registration and transfers of new or exiting students
Oversee the submission of daily attendance and tracking from teaching staff
Prepare and type a variety of original correspondence as directed by the school administrators. Perform administrative duties (answer and place phone calls, open/sort mail, greet and direct visitors to appropriate staff, office bulletin boards, etc.)
Respond to general inquiries from students, parents and guardians and the general public concerning school operations
Manage email communication, school calendars, and scheduling functions for school administrators. Assist School Clerk I in select financial and office support functions
Operate basic office machines and intercom system
Display great written and verbal communication skills, record-keeping skills, time management and organization skills, and exceptional customer service for all school stakeholders. Proficient with Microsoft Office Suite and Google Mail

Qualifications: High school diploma (or G.E.D. equivalent)

Previous clerical experience in a Chicago Public School (preferred, but not required)

Reside within the city of Chicago

May not be in debt to the city of Chicago

Successfully pass pre-employment drug and alcohol screening and background check

Able to lift up to 10 pounds (sedentary work)

Type 35 words per minute with fewer than 10 errors

Mastery in the skill of multi-tasking several high priorities simultaneously

In order to be considered for a position or an interview, applicants must:

- Permit one or more interviews by a school leaders/selection committee

Legal Statement (Title IX): It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, age, disability or sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972 and the regulations promulgated there under concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 125 S. Clark St., Chicago, Illinois 60603, 773-553-2688 (TTY-773-553-2699).

Inquire at

<http://www.applitrack.com/aus/onlineapp/jobpostings/view.asp?all=1&AppliTrackJobId=399&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1&ref=indeed.com>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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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Billing Clerk/Junior Billing Coordinator

Date Posted: 17 March 2014

Business Services

Chicago

Description

The Junior Billing Coordinator position is a member of the Chicago office Billing department. The role will be responsible for directly discharging, and/or supporting Billing Coordinators and management, in preparing client invoices and/or supporting documentation, and in maintaining Firm records of same. The primary responsibilities of the position are as noted below:

Responsibilities:

Develop client invoices in accordance with Firm and client billing standards.

Organize and maintain Firm records (i.e. physical and electronic) that support client billing statements. Collaborate with Firm billing and finance personnel, billing attorneys and clients in discharging designated responsibilities.

Performing other responsibilities as assigned.

Experience Required

Associates Degree in administrative assistance, accounting or finance required.

Microsoft Office Specialist (MOS) Certified preferred.

1-4 years of relevant billing and/or document production experience required, preferable within a global professional services organization(s).

Skills:

Strong detail orientation, with solid analytic and problem solving skills.

Basic knowledge of accounting and billing functions.

Proficient in Microsoft Office (e.g. Excel and Word) and other applicable information systems technologies (e.g. financial systems software packages).

Excellent verbal and written communication skills, including ability to edit grammar of other's written content.

Ability to effectively self-prioritize and manage workloads to meet prescribed timelines and objectives.

Collaborative work ethic.

Involves extended computer work and desk visits throughout the office. Fine hand manipulation (typing, dialing, filing). May require lifting of documents of up to 25 lbs.

Apply online at

http://www.bakermckenzie.com/ChicagoBillingClerk/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Position: Sales Associate Job - Carson's

Company: Bon-Ton

Job Location(s): Chicago, IL

Start Date: As soon as possible

Employment Term: Regular

Employment Type: Full Time

Required Experience: Open

Required Security Clearance: None

Related Categories: Retail/Wholesale - Sales and Counter

Position Description

Category: Customer Service/Support

City: CHICAGO

State: Illinois

Employment Status: Short Hour - Less than 20hrs/week

Requisition Number: 2014-10011

Nameplate: Carson's

Mall Name: Ford City Shopping Ctr.

Job Description:

Enjoy making a great first impression? Our Sales Associates are the first people our customers interact with-that first impression is everything!

Join our team of retail experts who share their knowledge of the latest retail trends, assist customers with selections, merchandise new product as it arrives, and promote our store credit card. Our Sales Associates ensure that our customers are served as quickly and efficiently as possible.

We'll value your:

- Ability to make a great, positive, long lasting first impression
- Excellent interpersonal skills with both customers and associates
- Strong customer service and selling techniques
- Effectively handle multiple customers while maintaining poise and upholding our customer service standards.
- Prior experience with Point of Sales (POS), preferred

Schedules include a variety of day, evening and weekend hours.

Apply online at <http://www.illinoisjobnetwork.com/j/t-Sales-Associate-Job--Carsons-e-BonTon-l-Chicago,-IL-jobs-j6417758.html>

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Job Title: Medical Equipment Technician

Department: Clinical Engineering

Shift: 4th (Rotating)

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

Specialty: Medical Technology

Job Number: 2013-1749

Job Description:

Are you interested in joining a leading health care organization?

We are seeking a highly motivated and dynamic Medical Equipment Technician to join our Clinical Equipment Support Group at Rush University Medical Center!

Knowledge, Skills and Abilities:

A high school diploma or GED is necessary as the work requires the ability to read and write English, and comprehend and transmit technical information.

Knowledge and understanding of the proper technique and usage of Universal Precautions must be attained within the probationary period allotted.

Knowledge of basic electronics is preferred.

Good organizational skills. Must be able to work independently (e.g. without direct supervision).

Must be able to communicate clearly.

Typing and computer skills.

Must be able to access information stored in the database and input information into the database.

The ability to stand, walk, and bend 50% of the time.

The ability to lift 20 pounds in order to move boxes of stock, equipment and push a 60 lb cart.

The ability to operate basic test equipment.

The ability to manipulate hand tools in order to process and maintain equipment.

Ability to read, understand and perform preventive maintenance procedures in conjunction with the operation of electrically operated test equipment.

Basic mechanical aptitude.

Able to demonstrate an intermediate level of proficiency in Microsoft Office applications such as Excel, Word and Outlook.

Able to demonstrate an intermediate knowledge of medical terminology preferred.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140317110040&

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Job Title: University Registrar*

Department: RUO Registrar

Shift: 1st

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

Specialty: Education

Job Number: 2014-0368

Job Description:

Rush University presents an opportunity for a University Registrar. The University Registrar serves as the chief custodian officer of all academic and student records for Rush University and provides services to students, alumni, faculty, and their departments. The University Registrar provides leadership on subject matters related to academic policies and programs that directly supports the University's instructional mission and campus support for student success and graduation. He/she oversees several key functions in the Office of the Registrar, including but not limited to the following: administering academic policies related to degree requirements and credit distribution of programs of study, processing student grades, issuing transcripts, coordinating the student registration process, publishing the university catalog, assigning academic space, providing enrollment verification, performing graduation and commencement activities, and other ancillary services. Primary duties also include the development and oversight of the departmental budget, overall planning for the department, and liaison with the Office of Institutional Research, Assessment, and Accreditation (OIRAA), and academic units including working closely with Deans, Department Chairs, and faculty.

Knowledge, Skills, and Abilities:

Master's degree required; PhD or EdD preferred.

Four years of related experience in a Registrar's Office required.

Experience working in a higher education research institution, medical, or academic health center preferred.

Strong technology background, academic policies, interpersonal, communication, and collaboration skills are required.

Demonstrated ability to lead, develop, and execute strong student-centered services with adherence to comprehensive policies.

Proven ability to work effectively with multidisciplinary teams and diverse communities.

Ability to implement effective change and maintain results.

Ability to prioritize and multitask in a fast-paced environment.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140317110136&

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Academic Advisor (2)

Posted Date 3/11/2014

Requisition # 17974

Position Type Full-Time

Salaried/Hourly Exempt

Category Other - Other Department College of Education

Campus Lincoln Park Campus Location US-IL-Chicago

Minimum Requirements

- Bachelors degree or equivalent experience.
- 3 or more years of experience in higher education and academic advising.
- Experience working with culturally diverse populations.
- Experience in managing multiple projects and tasks.
- Knowledge of teacher licensure process, state program, and state program approval regulations, and teacher preparation programs.
- Knowledge of Illinois State Board of Education licensure requirements.
- Knowledge of graduate and undergraduate program requirements.
- Knowledge of the best practices in the field of Academic Advising.
- Demonstrated competency in using technology utilized by DePaul University and the College of Education. •Excellent communication skills: verbal, written and listening.
- Excellent organization skills.
- Demonstrated workplace professionalism and the ability to maintain confidentiality.
- Ability to work well in an urban academic community.
- Ability to function in a fast-paced, diverse environment with numerous interruptions.
- Ability to respond to student concerns and needs professionally.
- Ability to work well with students, faculty, and other staff, in both a team and individual setting.
- Ability to write letters, handbooks and other forms of informational materials.

Preferred Requirements: •Masters degree in student affairs, higher education administration, counseling or education.

Salary & Benefits:

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Apply & inquire online at <https://jobs-depaul.icims.com/jobs/17974/academic-advisor-%282%29/job>

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Job Title: Coordinator, Engineering Project Planning

Location: Chicago, IL, US

Job Type: Full - Time Permanent

Department Records Management / Document Control

SALARY TARGET: \$59,000 - \$65,000

Primary duties and Responsibilities

Coordinates records management activities to make sure that all types of information files including microfilm, aperture cards, drawings, AutoCAD files, and paper documents can be scanned, indexed, and stored in a manageable electronic format. Maintains backup recovery tools to ensure contingency planning measures are adequate to prevent loss of data. Maintains current status of records, information, and drawings for accurate retrieval. Keeps manual and/or computerized logs of scanning and index processes, and may be required to output statistics as required. Retrieves, compiles, copies, transmits and distributes requested records and information. Transfers inactive records to storage in accordance with retention policy and established procedures. Processes obsolete records for destruction, in accordance with retention policy and established procedures. Coordinates prompt pick-ups and deliveries (transmittals) of requested records. Performs activities for maintaining digital vault server, and supports the electronic records management system in activities involved with the installation, modification, networking, repair, replacement, and upgrading of software and/or hardware. Monitors usage, performs information database backups and administers to user system needs. Assists architects and engineers, and clients in state-of-the-art electronic document management technology, using software to establish network communications between applications. Assists with the preparation and implementation of the summer temporary staff such as interns, including training and supervision. Conducts research to develop strategies to migrate database information through new technologies to ensure that CTA practices are kept current with industry standards. Performs work to assure appropriate training in work procedures, and reviews completed work for conformance to stipulated programs and procedures. Performs duplication of CD's and multiple copying of CD disks. Performs other clerical and computer-related work for engineering department as needed.

Education and Experience Requirements

Bachelor's Degree in a related Engineering Field, Planning, Architecture, Building Construction, or have a combination of education and approximately 5 years experience related to this position. Valid Illinois Driver's License.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <http://www.transitchicago.com/careers/> and click new applicant

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Career Opportunities: Receptionist (70622)

Req ID 70622

Posted 03/13/2014

Regional Office - Midwest - IL, Chicago - Midwest Corporate (50006)

Team/Department (1) - Full-Time - Regional Office - Team Member - United States

Summary:

The Receptionist will manage a multi-line phone system in a polite and professional manner and direct calls to appropriate Team Members. Direct customers with questions, concerns or complaints to the appropriate Store Leadership or Regional Team/Buyer/Coordinator and greet all visitors at the Regional Support Office. This position will directly report to the Office Services ATL. The Receptionist is responsible for providing outstanding customer service; managing all incoming telephone calls, corporate inquiries, visitor traffic and various office team administrative duties.

Qualifications:

Outstanding communication skills, including both verbal and written and including phone etiquette. Excellent interpersonal skills and ability to manage difficult or emotional customer situations. At least 2 years Receptionist experience in an office setting. Proficient in Microsoft Word, Excel, and Outlook. Detail-oriented with the ability to handle multiple tasks in a calm and efficient manner; sometimes in a hectic atmosphere. Able to work independently and proactively while being solution-oriented. Extremely organized with exemplary follow through skills. Grounded sense of urgency. Discreet, able to maintain confidentiality. Must have a good sense of humor and a pleasant, positive attitude. A passion for Whole Foods Market Core Values.

Essential Job Functions:

Stand and walk for extended periods of time.

Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.

Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.

Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.

Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

We offer great benefits beginning with a full complement of medical and other traditional group health plan coverage, 401k plan, and a 20% discount at our stores. To learn more, apply your passion today at

https://career4.successfactors.com/career?company=WFM&career_job_req_id=70622&career_ns=job_listing&navBarLevel=JOB_SEARCH&jobPipeline=Indeed

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Customer Services Specialist

Location: Chicago, IL Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary:

As an integral part of the Aquarium's central information hub, this individual will provide an elite level of service to guests and other teams within the Aquarium. Each team member actively engages guests both in person and over the phone, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Constituent Care Specialists ensure that reservations and sales are processed accurately and support internal operations of the Aquarium through reporting and data management.

This is a part-time, hourly position. The Constituent Services team is a 7-day operation. Hours may vary, and the individual must be willing to work weekends and holidays regularly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

Qualifications:

Excellent written and verbal communication, organization and interpersonal skills. Strong customer service skills required. Computer literate in Microsoft Office suite. Experience with ticketing and/or fundraising software preferred. Flexibility to react quickly to changing priorities and tasks. Ability to work with variety of constituents (including civic/corporate leaders, major donors, members, guests, support staff etc.). Detail oriented. Ability to make decisions under pressure and independently. Ability to multi-task and adhere to deadlines. Must be a great team player.

Experience: Minimum of 1-2 years in a customer service position required with a demonstrated ability to be proactive, work independently and accomplish results in a high-level service environment. Similar experience in a museum or cultural institution is desirable. Frequent evening and/or weekend hours required.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Part-Time Driver - Chicago - Albany Park

Job ID 2014-102626 Category Customer Service/Support - Driver

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 4860 N. Elston Ave, Chicago, IL.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road
- Deliver customers and vehicles to appropriate destination in a safe and courteous manner
- Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
- Organize travel route and ensure vehicle paperwork is accurate and timely
- May need to communicate via 2-way radio or cellular phone
- May be asked to clean vehicles
- Perform miscellaneous job-related duties as assigned

Qualifications:

- Must be at least 18 years old
- Must have 1 year of prior work experience
- Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must be willing to work for a non-negotiable wage of \$8.25/hr.

•Apart from Religious observances you must be able to work one of the following schedules:

- Mon/Tues/Fri: 8:00am-5:00pm
- Weds/Thurs/Fri: 8:00am-5:00pm
- Mon/Tues: 8:00am-5:00pm & Sat (as needed): 8:00am-1:00pm
- Weds/Thurs: 8:00am-5:00pm & Sat (as needed): 8:00am-1:00pm

Apply online at https://us-erac.icims.com/jobs/102626/*part-time-driver---chicago---albany-park/job

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***Part-Time Service Agent (car detailer) - Chicago (Stony Island), IL**

Job ID 2014-106459 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

- Clean vehicle exterior by hand, brush or by operating washing equipment
- Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand
- Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)
- Determine need for and add windshield fluid, gas, oil, water and antifreeze
- Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
- Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
- May be responsible for maintaining an inventory of cleaning supplies
- May assist with local automobile deliveries
- Perform miscellaneous job-related duties as assigned

Qualifications:

- Must be at least 18 years old
- Must have 1 year of prior work experience
- Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
- Must be willing to accept the starting pay of \$8.25/hr

•Must be able to work the following schedule:

- Monday - 8am - 6pm
- Tuesday - 2pm - 6pm
- Wed - 12pm - 6pm
- Sat - 9am - 1pm

Apply online at https://us-erac.icims.com/jobs/106459/*part-time-service-agent-%28car-detailer%29---chicago-%28stony-island%29%2c-il/job

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Part-Time Branch Shuttle Driver - Chicago (Michigan Ave.), IL

Job ID 2014-106985

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: South Suburbs

The Branch Shuttle Driver for Schaumburg, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Responsibilities:

The Part Time Branch Shuttle Driver is responsible for the transporting of fleet cars to and from rental locations, transporting customers, as well as navigating written directions.

Qualifications:

- Must be at least 18 years of age
 - 6 months work experience required
 - Previous customer service experience
 - Must have valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past three years.
 - No drug or alcohol related conviction on driving record in the past three years.
 - Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
 - Must have reliable transportation to and from Schaumburg, IL
- Customer Service experience preferred
Must have at least 6 months of work experience
- Must be willing to work for \$8.25/hr

- Apart from religious observances, MUST be able to work the following schedule:

Monday 7:30am - 1:00pm
Wednesday 7:30am - 12:00pm
Thursday 7:30am - 12:00pm
Friday 2:00pm - 6:00pm
Sunday 10:00am - 2:00pm

Apply online at <https://us-erac.icims.com/jobs/106985/part-time-branch-shuttle-driver---chicago-%28michigan-ave.%29%2c-il/job>

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Staff Accountant - Chicago

Job ID 2013-99832 Category Accounting/Finance - Accountant

Location US-IL

Area Chicagoland

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Qualifications:

- Must be at least 18 years old.
- Must have a Bachelor's degree in Accounting or Finance.
- Must be planning to attain CPA within 1-2 years.
- Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance.
- Must have basic proficiency with Microsoft Excel and Word.
- Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.
- Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.
- No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/99832/staff-accountant---chicago/job>

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Part Time Sr. Customer Assistance Representative -West Suburbs

Job ID 2013-98723

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: West Suburbs

We are an Equal Opportunity Employer M/F/D/V.

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location. This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Qualifications:

- Currently enrolled in college or received an associates or bachelor's degree
- Must have 1 year of customer service experience in a professional setting
- Prefer experience working in a sales environment
- Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.
- No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).
- Must be at least 18 years old.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

•Apart from religious observances, preferred work schedule:

- Monday and Friday 7:30AM-12:30PM or 2:00PM-6:00PM
- Saturday 8:30AM-12:30PM
- Sunday 9:00AM-1:00PM

Apply online at <https://us-erac.icims.com/jobs/98723/part-time-sr.-customer-assistance-representative--west-suburbs/job>

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