



Sewer Sales Representative

Precision Plumbing-Heating & Cooling - Chicago, IL

Job Type: Full-Time

Specialty: Residential

Must be Authorized to Work in the US

Requirements:

Proven track record in sales. Competent in diagnosing problematic sewer lines and developing long term solutions. Know how to establish customer rapport to present the right products and services. Ask the right lifestyle and symptom questions to properly assess the problem. Educate and assist customers in choosing the best finance options and maintenance plans. Explain replacement opportunities for aging and problematic sewer systems. Understand your sales criteria and hold yourself accountable for exceeding revenue goals. Show yourself as professional and knowledgeable to win new referrals and repeat business. Work along side customer service and dispatch to ensure overall success of the business. Highly organized with exceptional follow-through abilities. Strong verbal and written communications. Good presentation and public speaking skills. Passionate about Precision and loves the brand. Familiar with local codes and can speak to company product lines. Outgoing personality that blends well with a fast-paced, goal-driven environment. Highly motivated, flexible and great attitude on life. Possess a valid Illinois Driver's License. Squeaky clean criminal background. Free of recreational drug usage

We've been providing professional service and solutions to Chicagoland homeowners for over 22 years! Precision Plumbing-Heating-Cooling proudly supports the following organizations:

Naperville Area Humane Society; Northern Illinois Food Bank; Western Du Page Special Recreation Association; Midwest Shelter For Homeless Vets; YMCA

Benefits :

Medical Insurance; Dental Insurance; Vision Insurance; Life Insurance; Retirement Benefit; Disability Insurance; Recognition; Paid vacations; 401k with match; iPhone iPad; Clean & pressed uniforms; Paid ongoing training

Apply online at

http://www.indeed.com/viewjob?jk=76228d2870883684&q=YMCA&l=chicago&tk=18jhj44cu06ag6s4&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 04/04/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2936

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records and Clerk of the Court payment records to determine the correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issues referrals for accounts in need of adjustments; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience or two years independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.
Location: Division of Child Support Services / ARO - Downstate Operations (55)
Satellite Office - Lake County 227A North Genesee Waukegan, Illinois 60085
Contact Person: Kathy Hunter / Division of Child Support Services
509 South Sixth Street Springfield, Illinois 62701
217-557-3900 Office 217-557-1676 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).
Option 2 - Typing

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Job Title: Police Officer III Agency: State Police
Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time
Salary: \$5,017.00 - \$7,387.00 monthly Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 2
Plan/BU: RC029 Bid ID#: 21-61-ISP14-024

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of high school. Requires three years of law enforcement experience as a police officer. Requires extensive knowledge of all applicable federal and state laws, county and local ordinances. Requires extensive knowledge of criminal investigation and evidence gathering and preservation. Requires working knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities. Requires working knowledge of public relations techniques and practices. Requires working knowledge of supervisory techniques and practices. Employees will be required to periodically demonstrate continuing physical proficiency as defined by departmental policy sufficient to carry out duties of the classification. Employees will be required to periodically qualify with appropriate firearms as defined by departmental policy and applicable law including skill in the use, care, and safety of such weapons. Requires ability to plan, coordinate, and direct the efforts of a small staff. Requires the ability to analyze and respond to emergency situations quickly and effectively, and to justify and document courses of action taken. Requires ability to use courtesy, firmness, and tact in relations with the general public and employees working with the facility. Requires the ability to provide sound leadership to subordinate staff. Requires ability to communicate effectively both orally and in writing. Requires ability to prepare clear and concise reports substantiated by all required documentation and to ensure like preparation from subordinate staff. Requires ability to testify in court accurately and succinctly. Requires advanced skill in the care and use of firearms and related weapons. Requires ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.

Work Hours & Location/Agency Contact: WORK HOURS: 2pm - 10 pm, Mon through Fri
WORK LOCATION: Illinois State Police James R Thompson Center
Suite #2-300 100 West Randolph Street Chicago, IL 60601
AGENCY CONTACT: Claire Salvador / Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277 Spfld, IL 62794-9277 Phone: (217) 557-6015
How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Administration Intern

Agency: Aging

Closing Date/Time: Tue. 04/01/14 5:00 PM Central Time

Salary: \$2,611.00 - \$5,454.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-14-13

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Department's Senior Colbert Administrator and Deputy Director, participates in an agency sponsored training program; receives work assignments designed to provide work experience, training, and other developmental opportunities relating to the Departments' statewide programs and operations; receives controlled assignments involving work tasks of increasing difficulty and responsibility.

Minimum Requirements:

Requires a bachelor's degree with major coursework in public administration, gerontology, or social work, the degree must have been obtained no earlier than 18 months prior to submitting an application. Prefers knowledge of programs serving the elderly and related State and Federal statutes.

Ability to prepare written and oral reports. Requires ability to successfully apply learned knowledge and techniques to working environment. Requires ability to profit from training received in the designated area of state government. Requires ability to establish and maintain effective working relationships with agency personnel. Requires knowledge and experienced use of Business software applications involving MS Word, Excel, Access, and PowerPoint.

Work Hours & Location/Agency Contact:

Work Hours & Location: Monday - Friday 8:30 - 5:00

160 N. LaSalle Ave. Ste. N-700 Chicago, IL

Please send your resume/application to: Illinois Department on Aging

Attn: Office of Human Resources

One Natural Resources Way, Ste. 100 Springfield, IL 62702

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

Salary: \$6,201.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1447015-477849

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university, three years of supervisory experience plus four years professional child welfare experience or an approved, related COA Master's Degree from a recognized college or university; requires a valid driver's license. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1755 Lake Cook Road Deerfield, IL

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601

FAX: (312)814-7134

How to Apply:

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

Option 6 - Health & Human Services

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INTERNATIONAL JOB LEAD: A Summer to Discover: Camp Counselors Program with YMCA Spain

A Summer to Discover - Camp Counselor positions available through YMCA Spain

YMCA Spain is looking for dynamic and committed camp counselors for its 2014 summer camp programs. This five-week, international experience (June 26 - July 28, 2014) will take place at YMCA Spain's Camp Priego, Camp Cuenca and Camp Ordesa. This is an excellent opportunity for participants to expand their global perspective and experience; develop critical leadership skills and cultural competencies; and celebrate the strength and diversity of the global YMCA family - all while providing exceptional outdoor and healthy living experiences to Spanish children and youth. YMCA Spain will provide room and board, transportation to/from Madrid to camp sites, and pocket money (up to 1,000 Euros based on experience and number of sessions worked). Participants are responsible for travel costs to and from Spain. Visit Exchange for more information on this opportunity including travel details.

Eligibility Requirements (Visit Exchange for the complete list of requirements)

Minimum age: 20 years old
Strong leadership skills

Demonstrated experience in YMCA resident camp as a camp counselor or camp staff
Ability to adapt to multicultural environments
Experience teaching English as a Second Language
Spanish skills preferred

All applications are due by March 31, 2014. To apply, please send a resume and bio to Miguel Santos, YMCA Spain, at jcottew@ymca.es. All interviews will take place via Skype.

International Group
YMCA of the USA
international@ymca.net

YMCA of the USA
101 North Wacker Drive
Chicago, IL 60606, USA

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HVAC Comfort Consultant

Precision Plumbing-Heating & Cooling - Chicago, IL

General Info

Job Type: Full-Time

Minimum Years of Experience Required: 5 Years

Specialty: Residential

Must be Authorized to Work in the US

Requirements

Proven track record in sales.

Competent in design and sizing of residential HVAC in-home, service calls.

Know how to establish customer rapport to sell the right products and services.

Ask the right lifestyle questions to troubleshoot heating and cooling system malfunctions. Educate and assist customers in choosing the best finance options and maintenance plans. Explain replacement opportunities for aging, inefficient or underperforming systems. Understand your sales criteria and hold yourself accountable for exceeding revenue goals. Show yourself as professional and knowledgeable to win new referrals and repeat business. Work along side customer service and dispatch to ensure overall success of the business. Highly organized with exceptional follow-through abilities. Strong verbal and written communications.

Good presentation and public speaking skills.

Passionate about Precision and loves the brand.

Familiar with local codes and can speak to company product lines.

Outgoing personality that blends well with a fast-paced, goal-driven environment.

Highly motivated, flexible and great attitude on life.

Possess a valid Illinois Driver's License. Squeaky clean criminal background

Free of recreational drug usage We've been providing professional service and solutions to Chicagoland homeowners for over 22 years!

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Northern Illinois Food Bank

Western Du Page Special Recreation Association

Midwest Shelter For Homeless Vets

YMCA

Apply online at

http://www.indeed.com/viewjob?jk=05bfa43155e0f894&q=YMCA&l=chicago&tk=18jhj44cu06ag6s4&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

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How to Apply:

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Option 2A - Revenue Audit Field Manager

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Job Title: Technical Advisor II

Agency: Children & Family Services

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 1403007-038420

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction of the Downstate Supervisory Regional Counsel, provides legal case consultation to regional staff regarding areas of law affecting the Department's operations; appears personally in court, especially on high profile or complex cases, in the performance of duties; represents the Department at hearings on calendars in Juvenile Courts of assigned counties; conducts legal screenings; advocates for the filing of termination of parental rights petitions; responds in an appropriate manner to requests for assistance from State's Attorneys; provides assistance with subpoena compliance; provides technical advice and counsel to agency personnel involved in administrative hearings; drives to various locations in the performance of duties.

Minimum Requirements:

Requires graduation from a recognized law school; requires possession of a valid license to practice law in Illinois; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Waukegan Field Office

500 N. Greenbay Waukegan, Illinois 8:30am to 5:00pm

Contact: Lorne Garrett / Office of Legal Services

2245 W. Ogden Avenue, 3rd Floor Chicago, Illinois 60612 Fax: 312-633-3965

How to Apply:

All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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Executive Assistant - COO and SVP/Development

Location: Chicago, IL Education:
Experience: Salary: Unspecified
FLSA Status: Non-Exempt Hours: FULL-TIME

Position Summary:

The Executive Assistant to the COO & SVP/Development is an entry level position that provides administrative support to the Development department and COO, ensuring the smooth and efficient daily operations of staff and institutional resources. He or she is also responsible for the stewardship of donors; arranging site visits, lunches, meetings and tours. The Development Assistant plays an integral role in the overall success of the department.

Responsibilities and Duties:

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:

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

Education: Two years of college level work required. BA or BS in related field preferred.

Experience: Minimum of one year in an office environment. Previous experience in an administrative support role with a demonstrated ability to be proactive, work independently, and accomplish results in a high-level service environment is preferred.

Skills: Strong organizational, interpersonal and verbal/written communication skills are essential. Professional presentation required along with ability to handle stressful situations and manage multiple projects effectively. Must be proficient in Word and Excel and have good record-keeping experience. Raiser's Edge experience preferred. Similar experience in the Development field is desirable, as is experience working with senior executives. Occasional evening, early morning or weekend work required.

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

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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. Other duties as assigned in support of other areas of the department when needed.

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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Customer Data and Reporting Associate

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 teams within the Aquarium. This position will facilitate the creation and delivery of data lists and reports to meet Aquarium needs. The Constituent Care Data and Reporting Associate will help facilitate organization-wide data integrity and will ensure Aquarium reporting deadlines are met with accurate and thorough list production. This is a part-time, hourly position. The Constituent Services team is a 7-day operation. All members of the team will be cross-trained to assist in all functions. 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.

- Demonstrate commitment to Shedd's vision, mission and values.
- Data Management and Reporting
- Model best practices in constituent data management and provide training and support to other departments. Utilize Shedd's database, Tessitura, as well as Microsoft Excel, T-Tables, and other reporting methods to present data in an accurate and concise manner.
- Work closely with all departments throughout the Aquarium to understand reporting and list pull needs.
- Assist with quality control for data entry.
- Attend and participate in bi-weekly meetings. Other duties as assigned in support of other areas of the department when needed, including cross-training throughout the department including Customer Service on the phone and in person.

Qualifications: Excellent written and verbal communication, organization and interpersonal skills. Experience with Tessitura strongly preferred. Computer literate in Microsoft Office suite. Flexibility to react quickly to changing priorities and tasks. Ability to work with people in all stations of life (including civic/corporate leaders, major donors, members, 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 reporting and analytics 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.

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Job Title Manager, Transportation Instruction

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus / Rail Instruction

Position Summary

SALARY TARGET: \$70,000 - \$85,000

Supervises and plans the implementation and administration of training program for Transit Operations Rail and/or Bus Service employees. Supervises the administration of training programs for rail personnel, other departments of the Authority and outside agencies.

Education and Experience Requirements

Bachelor's in Education, Administration or related field or an equivalent of work history and education.

Must have 5+ years of training experience, preferably automotive and operations training.

Previous experience in needs analysis, instructional design, curriculum content development, or technology education, as well as implementation and evaluation of training programs

Experience with various methods of training delivery (classroom, e-learning, etc.)

Must have a thorough knowledge of the Authority's bus service equipment and related facilities.

Must be thoroughly knowledgeable of the Authority's rules, regulations, policies and procedures, and all collective bargaining agreements governing assigned employees.

Must have demonstrated competency with personal computers including common business applications (e.g. Word, Excel).

Must possess excellent verbal and written communication and leadership skills.

Must possess suitable temperament necessary for maintaining amiable relations with various levels of Authority personnel.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <http://www.transitchicago.com/careers/>

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Job Title Manager, Contract Administration

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Purchasing

Position Summary

SALARY TARGET: \$78,000 - \$85,000

Performs specialized contracts administration functions including: drafting scope of services for complex contracts, negotiating all major contracts, and responding to bid protests, Freedom of Information requests, and Inspector General inquiries related to contract processes and awards.

Primary duties and Responsibilities

Drafts scope of services.

Confers with user departments in developing detailed specifications for major contracts.

Researches products, services, costs, and past awards for use in drafting scope of services, specifications, special conditions, etc.

Reviews and evaluates submitted documents for completeness and accuracy, compliance with legal requirements, and responsiveness to contract specifications.

Negotiates complex multimillion dollar contracts, change orders, modifications and amendments. Performs all contract administration functions for assigned contracts including: recommending contract awards, changes or rejections; monitoring contracts through the approval process and troubleshoots problems as they arise; processing extensions and change requests; and maintaining all documents and preparing related reports. In the Construction Facilities area uses knowledge of construction industry to monitor project status. Reviews and recommends proceed orders and field memos for approval by senior management. Prepares requests for concurrence and approval from funding agencies for contract execution. Investigates and prepares responses to bid protests, contractor defaults, and claims Researches new products, technologies, and services to support Authority operations, decrease operating costs, and improve services. Performs related duties as required.

Education and Experience Requirements

Bachelor's degree in Business Administration, Engineering or related degree plus five (5) years of related experience, or a Juris Doctorate degree and related experience, or a combination of training and experience.

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

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Job Title Coordinator, Payroll Control

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Accounting Operations

Position Summary

SALARY TARGET: \$70,000 - \$80,000

Under general supervision, coordinates the work of staff engaged in preparing, processing, evaluating, maintaining, and reporting on the Authority's payroll.

Primary duties and Responsibilities

Supervises bi-weekly payroll processing using Oracle ERP System

Reviews payroll records to ensure accuracy and compliance with policies and procedures. Applies established rules governing the compensation of employees based on union contracts, government regulations, and Authority policies.

Prepares and processes regular and supplemental payrolls ensuring accurate deductions are made. Evaluates payroll system's processes and procedures and makes recommendations to improve operations. Assesses payroll system's internal controls and recommends changes as needed to ensure the safeguarding of assets.

Identifies and initiates acceptable accounting principles to prevent or correct errors or irregularities. Researches, analyzes, develops, and implements changes to payroll related policies and procedures. Ensures payroll functions and procedures are maintained accurately and efficiently. Maintains controls and audit trails for all payroll transactions. Coordinates work flow and procedures between Payroll, Human Resources, and field locations. Researches, documents, and responds to employee payroll related issues and concerns. Reviews final pay calculations and approves issuance of special payroll checks. Supervises the preparation and reporting of payroll information to third parties through W-2's, 1099's, and 941 quarterly payroll tax returns. Reviews orders and authorizes income deductions for child support and other wage garnishments. Prepares statistical payroll related reports. Trains and supervises payroll staff. Performs related duties as assigned.

Education and Experience Requirements

Bachelor's degree in Accounting, Business, or a related field plus four (4) years of experience in Accounting or Payroll, and two (2) years of supervisory experience, or an equivalent combination of education and experience.

Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) preferred.

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Coordinator I-Wellness Center - MAL0000262

Malcolm X College

Duties and Responsibilities

- Works closely with the liaisons, administrative staff at the Community College, operating staff, Case Management and Assessment staff.
- Implements systems for customer tracking; coordinates with Liaisons and operating staff on client in-take activities, including referral of clients for services.
- Organizes activities associated with the program to ensure success.
- Maintains and monitors records and files related to services provided by the program.
- Completes reports for review by College and project staff.
- Prepares internal and external communications regarding program services.
- Attends on-campus, teleconferencing and training sessions with project staff.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree, in Developmental Education, Career Guidance, Higher Education, Student Personnel, Management, Marketing, or related field is required.
- Should possess two to three years of progressively responsible administrative experience; or an equivalent combination of training and experience.
- Demonstrated skills in operating and applying microcomputer software and word processing, spreadsheet and database application.
- Excellent verbal and written communication skills Ability to work well as a team player.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District.
- Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

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College Receptionist II-Admissions-Part-Time – MAL0000232
Malcolm X College

Primary Objective: Under supervision, operates a multiple service telephone console, greets visitors and performs routine clerical duties in an office. Answers calls and makes the appropriate connections and requested extensions.

- Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence.
- Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.
- Receives and sorts mail and interoffice correspondence.
- Trains new or temporary employees on the use of telephone console.
- Types a variety of routine letters and memoranda.
- Performs other general duties as assigned.

Qualifications

- Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Knowledge of proper telephone communications and courtesy. Knowledge of office practices and procedures.
- Some knowledge of the operation of a multiple service telephone console.
- Ability to communicate with the public in a courteous and effective manner.
- Ability to type a minimum of thirty words per minute.
- Ability to perform routine clerical tasks.
- Good customer relations and verbal communication skills. Skill in basic filing.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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College Advisor-(2 Positions) - MAL0000234

Malcolm X College

Primary Objective: Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred.
- Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirements: Availability to work some evenings and weekends

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College Lab Assistant I - Part-Time - MAL0000233

Malcolm X College

Primary Objective:

To assist the biology and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices.

- Supervise students during biology and chemistry laboratory classes.
- Prepare living and preserved specimens, reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed.
- Perform and evaluate prospective and/or current experiments.
- Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested.
- Maintain laboratories and storerooms of the biology and physical science departments as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software.
- Assist in the student registration process.
- Perform other duties as assigned.

Qualifications

- Minimum two years of college with course work in general and advanced biology and general and organic chemistry.
- Knowledge of routine laboratory safety practices and the ability to perform routine biological and chemical laboratory procedures.
- Computer literacy is also required.

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