



Job Title Beauty Sales Advisor

Company Kohl's
Job Type Part-time
Hours Not Specified
Pay Type Hourly
Wages To be discussed
Location 2140 N. Elston Ave.
Chicago, IL 60614

At Kohl's, we encourage our Associates to take control of their own success. Working at Kohl's requires energy, commitment and a competitive spirit. Here, you'll work in a fast-paced environment filled with challenges and opportunities. You will be able to try new things, set goals and build a career that fits your expectations — and have some fun along the way!

Position Objective: This position is responsible for creating the fun, energetic and inviting environment of the Cosmetics & Fragrance department, building rapport with customers, consulting with customers on their needs and recommending product solutions that help customers look and feel their best. This position employs strong selling techniques and deep product knowledge to appeal to each customer's unique style and needs to create a positive customer experience and a loyal customer base.

Required Qualifications: Excellent verbal and interpersonal skills
Ability to lift 50 pounds on an occasional to frequent basis
Ability to spend up to 100% of work time standing or moving about the department within the store. Physical activities include bending, stooping, lifting, climbing, carrying, walking and/or reaching on a frequent basis.

Preferred Qualifications: Prior experience in retail, sales or cosmetics sales
Prior experience interacting with customers in a consultative capacity
Click "Apply Now" to begin your application process today!

Additional Info: Minimum Age - 17+ years old

As a store Associate, you'll also become eligible for our Associate of the Month program which recognizes one outstanding Associate in every store each month. You'll also become part of the Kohl's store camaraderie: our store Associates usually plan at least one fun activity every month.

Apply online by clicking <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18698932&oq=kohls&item=5&searchid=2b632f60-68fa-594d-24bb-8dc1c625e51a&src=title>

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College Clerical Assistant II (Adult Education) - WIL0000455

4300 N. Narragansett Avenue, Chicago IL 60634

Overview of the position:

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 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.
- Adheres to CCC Customer Service Excellence standards.
- 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.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries
Primary Location: Wilbur Wright College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Mar 23, 2015, 3:49:56 PM

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Coordinator II-Computer Numerical Control (PT) - HUM0000125

Wright College - Humboldt Park

Primary Objective:

- The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC.
- Recommends the hire of staff within the department or a specific area. Supervises, trains, and manages their day-to-day activities in support of the program mission.
- Monitors daily operational tasks in the Department to ensure that the office runs effectively. •Collects and records weekly reports. •Assists in the registration of students during registration and as needed. •May schedule and assign tutors in support of an academic program. •May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner.
- Assists instructors and staff in solving problems. •Develops and distributes publicity materials and keeps faculty and students abreast of department activities. •Monitors internal budgets and expenditures for the department. •Prepares reports for the Department Head approval. •Serves as liaison between the College, operating staff and students. •Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree, Master's preferred, in Counseling, Guidance, Psychology or related social science/business fields and five (5) years of experience in a Human case management and/or job coaching, and supervisory management expertise.
- Ability to use computers, collect and disseminate data and assessment of employer and employee needs and evaluation of basic competencies.
- Excellent written and verbal 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.

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

Job: Clerical/Secretaries

Primary Location: Humboldt Park V E C

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Mar 23, 2015, 1:02:58 PM

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College Clerical Assistant II-Public and Human Services - HAR0000363

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; and Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

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.

- Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.
- 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.
- Adheres to CCC Customer Service Excellence standards.
- 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.

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!

Job: Clerical/Secretaries
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Mar 23, 2015, 9:16:29 AM

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Janitor Supervisor - MAL0000523

The Janitor Supervisor directs, trains and coordinates the activities of custodial personnel under their jurisdiction.

- Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college.
- Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair.
- Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning.
- Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily.
- Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary.
- Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed.
- Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution.
- Assist in the scheduling of staff vacation, personal days and floating holidays.
- Conduct daily inspections and review results with appropriate staff.
- Enforce the District's Board rules and policies.
- Adheres to CCC Customer Service Excellence standards.
- Perform other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Previous experience working at a CCC facility preferred.
- Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program.
- Ability to train and maintain harmony among employees.
- Ability to conduct and maintain personnel evaluations.
- Ability to communicate effectively in both verbal and written forms.
- Knowledge of all functions of the positions under the position's jurisdiction.
- Ability to perform the duties of lower-level janitorial staff if necessary.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Janitorial
Primary Location: Malcolm X College
Employee Type: Full Time | Regular
Union Code: Loc1 SEIU

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Janitor, Night Shift - 2 positions - WIL0000331

Janitor Position
3rd Shift (Night Shift)

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page ([click here](#)).

Overview of the position:

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture.
- Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
- Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Mar 16, 2015, 7:22:19 PM

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Janitor-Projects (2nd Shift) - KEN0000326

Kennedy-King College - Janitor - Projects

This position will perform variety types of cleaning tasks in addition to all traditional janitorial work in and around the buildings such as the following:

- Cleanup in connection with construction, painting and repair.
- Heavy trash removal.
- Removal of old carpeting.
- High level work twelve feet and over from floor level.
- Removal of tile affixed to floor.
- Moving and storing of construction material and equipment.
- Loading and unloading of trucks.
- Operation of floor scrubbers.
- Stripping and refinishing of the floors.
- Operation of carpet scrubbers & extraction equipment.
- Shampooing & extraction of carpets and upholstery.
- Furniture crating and uncrating.
- Snow removal.
- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture.
- Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
- Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.)

Qualifications

- Any candidate must be a high school graduate or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.
- This position is 2nd Shift with hours of 2:00pm to 10:30pm.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Kennedy King College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Mar 16, 2015, 7:15:10 AM

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CLERICAL COORDINATOR

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 137506

Job Details

Under supervision of Presence Health Partners Care Coordination Director and acting on own initiative, performs diverse clerical duties within the department.

Assignments may involve work of a confidential nature and require knowledge of the practices and procedures of the function.

Position handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, policies and program goals.

Work will entail direct phone contact with members. Will also interface with payers and providers offering care, coordination services and setting up follow-up appointments.

Education and/or Experience

High school diploma or equivalent.

Minimum 2 years of medical terminology, medical assistant, medical office, or medical claims experience.

Computer Skills

Microsoft Outlook, Word, Excel and Power Point experience required

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking

<http://careers.presencehealth.org/jobDescription.cfm?jobId=10030764>

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EXECUTIVE ASSISTANT

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 137650

SUMMARY

Under general supervision and acting on own initiative, performs diverse and advanced administrative and secretarial duties for the system executive. Act as a liaison between the executive's office, organizational interfaces and external contacts. Assignments involve work of a confidential or complex nature, necessitating exposure to large amounts of sensitive information and contacts requiring considerable discretion, judgment, tact and diplomacy as well as a thorough knowledge of the practices and procedures of the function, general organizational structure, policies and programs.

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.

Excellent time management skills, ability to make own judgments relating to administrative decisions. Excellent communication skills.

Ability to work with outside consultants, attorneys, and government agencies.

Understanding of general bookkeeping/accounting principles.

Ability to communicate and work with all levels of management/physicians/community.

Must be able to work independently and complete assignments on a timely basis.

Transcription skills and ability to take meeting minutes.

Education and/or Experience: High School diploma or equivalent. Five years of prior secretarial experience required, with at least three years at the executive secretarial level.

Computer Skills

Advanced knowledge of Microsoft Office Suite (Excel, Word, and PowerPoint) and Microsoft Outlook

EOE of Minorities/Females/Vets/Disability

Apply online by clicking

<http://careers.presencehealth.org/jobDescription.cfm?jobId=10030851>

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Executive Assistant-PRI0004N / PRUDENTIAL

Qualifications

The successful candidate will have at least three to five years' secretarial experience, preferably including experience as an executive secretary. The candidate should possess excellent interpersonal skills, initiative, dependability, and a high level of motivation. A positive attitude and energetic personality are essential. Excellent organizational skills, superior proofreading capabilities and the ability to prioritize effectively are a must. The successful candidate should also possess excellent written and oral communication skills. Superior proficiency with the Internet and word-processing skills, preferably Microsoft Word, Excel, Lotus Notes and PowerPoint are all prerequisites. Candidate must be willing to learn how to use all Law Department databases, including those in Lotus Notes. Knowledge of Team Connect and iManage are desirable. Ability to perform basic legal research is a plus. The successful candidate should be able to work independently with minimal supervision, work under tight time constraints, and be able to prioritize his/her own work and the work of others for completion. The successful candidate must be dependable and timely in arriving to work and must also be willing to work overtime as needed. The successful candidate will also demonstrate the ability to make precise, accurate and timely administrative judgments.

We recognize that our strength and success are directly linked to the quality and skills of our diverse associates. We are proud to be a place where talented people who want to make a difference can grow as professionals, leaders, and as individuals. Visit www.prudential.com to learn more about our values, our history and our brand.

Prudential is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, sex, disability status, protected veteran status, or any other characteristic protected by law.

Note that this posting is intended for individual applicants. Search firms or agencies should email Staffing at staffingagencies@prudential.com for more information about doing business with Prudential.

Job Function Administrative and Support Services
Primary Location United States-Illinois-Chicago
Schedule Full-time

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Barista

Shift: AM/PM
Upscale Dining

Requirements

Friendly, high-energy approach to service
Ability to keep pace in a high-volume restaurant
Open Sunday availability (AM/PM) and Mon-Fri 10 AM - 2 PM availability
Experience is a plus.

To Apply

Please apply in person at the restaurant Monday through Friday between 2 – 4 PM.

All newly hired Lettuce Entertain You employees will be required to verify their identity and employment eligibility through the Internet-based system operated by the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

E-Verify Notice
E-Verify Spanish
Right to Work
Right to Work Spanish

Location Hiring For This Position
Petterino's - Chicago, IL
150 North Dearborn
Chicago, IL
(312) 422-0150

Shipping And Receiving Clerk (Seasonal) at Clarke in Schaumburg
Schaumburg, IL

Job Description

in the Shipping and Receiving Departments.

Shift: Monday- Friday, 7:30am-4:00pm Pay: \$12.00 per hour Job Duties and Responsibilities: •Provide general support to the shipping and receiving staff to achieve on time shipping metrics Accurately

Apply online by clicking <https://www.shiftgig.com/jobs/Chicago-IL/shipping-and-receiving>

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Courtesy Bus Driver (O'Hare Airport)

Job ID 92783

Positions 1

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Service Agent in Chicago Illinois United States

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/service-agent/73DAD2299F2542D3AF619E818D60F842/job/>

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Rental Sales Agent in Chicago Illinois United States

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

Rental Sales Associate Requirements:

Must have a high school diploma or equivalent

At least 6 months of experience in a role where sales and customer service were key elements of your duties

Ability to handle high-pressure sales and service situations in a calm and collected manner

Willing to work various shifts including nights, weekends, and holidays

Basic computer skills in order to enter information into our database

Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent/3FDB6453AF50422099B0656676EBC3EB/job/>

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Courtesy Bus Driver in Chicago Illinois United States

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Basic Life and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record with previous driving experience

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions.

Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/16E375D8366D4311AF7E5F9D067CFF8F/job/>

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Customer Service Agent in Chicago Illinois United States

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

We provide you: Competitive pay; Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/2424F60A25F844E8AB13F784E77644D0/job/>

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Rental Sales Associate in Chicago Illinois United States

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements:

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

HealthWorks@ABG, is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include: Free tobacco cessation courses (including nicotine replacement supplies) Customized nutritional coaching Fitness center discount program Healthy weight loss nutrition solutions One-on-one active lifestyle coaching Trusted, on-line health information available 24/7 Free flu shots

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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Vehicle Return Associate in Chicago Illinois United States

Are you driven to help people?

Are you looking to accelerate your career into the fast lane?

Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: * We provide you: * Competitive pay * Medical, Dental, Vision & 401K * Full training to learn the business and enhance your professional skills * Paid vacations, car rental discounts & much more!

Get your go on!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/E09B85FB90A84DC5988D2782034ED7FE/job/>

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Agency Operator in NORTH CHICAGO Illinois United States

Do you have what it take to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you! Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an *Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location
Staffing your location
Marketing your operation
Promoting world renowned Avis Budget Group "We Try Harder" values
Maintaining a business plan aimed at developing rent-a-car business in your local area
Daily operational costs

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience
Business ownership experience
The ability to work independently
Outstanding Customer Service Skills
Car Rental/Travel experience preferred but not required. *This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise. The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/935F03A4598141709CAED1DDC8A17E86/job/>

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Title: Office Assistant (QA Department)

Requisition Number 15-0115

Post Date 3/24/2015

City Chicago

State IL

Description: At Addus HomeCare, we believe that our employees are our greatest asset! We currently have an opening for an Office Assistant to work in our QA Department.

Responsibilities:

- Daily data entry of Quality Assurance Home Visits notes.
- Assist with documenting and preparing of outreach activities of the Quality Assurance Specialists staff.
- Generate and preparing various weekly and monthly activity reports .
- Responsible for ensuring forms are copied and prepared for staff
- Prepare, organize, and sort documents for filing.
- Responsible for conducting follow up phone monitoring and assisting in scheduling home visits.

Requirements

- High School Diploma
- 2 years experience in data entry and customer service
- Typing at 32 words a minute
- Quick learning curve
- Proficient in Word and Excel Spreadsheets
- Attention to detail
- Organizational skills with time management
- Experience in working in fast a pace environment

We offer competitive pay rates and benefits including:

- Vacation, holiday and sick & personal days
- Medical and vision insurance, dental insurance, life insurance, and supplemental insurance
- Tuition assistance
- 401k with company contribution

We are an Equal Opportunity Employer.

Apply online at

https://rn22.ultipro.com/ADD1000/JobBoard/JobDetails.aspx?_ID=*8ADBF4A69A9127D8&_jbsrc=6B3057FA-8CA5-4291-AF4E-0BCC18EBD249

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