



**Overnight Security Officer (Job Number: HOT01929)**

Work Locations: Embassy Suites Chicago - Lombard/Oak Brook  
708 E. Butterfield Rd Lombard 60149

A Security Officer with Embassy Suites Hotels is responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

What will I be doing?

As a Security Officer, you would be responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Patrol the interior of and the perimeter of the hotel and the property to observe and identify potential safety risks, security risks and undesirable conditions
- Respond to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Initiates preliminary investigations into incidents, as needed
- Writes reports and ensures accuracy of necessary documentation, as needed
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner
- Transport guests in a prompt, friendly and courteous manner using safe driving practices.

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**On Call Banquet Server (Job Number: HOT013UI)**

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Banquet Server with Conrad Hotels and Resorts is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Set banquet tables to meet function specifications
- Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments
- Ensure menu knowledge
- Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area
- Ensure guest satisfaction throughout the meal service
- Respond to guest requests in a friendly, timely, and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

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**Night Auditor - Part Time (Job Number: HOT014E9)**

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

A Night Auditor with Hampton Inn and Suites is responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay - if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As Night Auditor, you would be responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Audit, post and balance daily cashiers' work for outlets including, but not limited to, outlets in Rooms and Food and Beverage
- Ensure credit card system reconciles to daily transaction lists
- Schedule, assign daily work, inform and train team members
- Monitor, observe and assist in evaluating team member performance

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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**Maintenance - Part Time (Job Number: HOT01404)**

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

An Engineer with Homewood Suites hotels is responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay ' if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As an Engineer, you would be responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas
- Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment
- Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry
- Conduct inspections for preventive maintenance needs
- Record and report completed repairs and items that require further attention

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**Guest Service Agent - Part Time (Job Number: FRO01A05)**

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

A Guest Service Agent with Hampton Inn and Suites is responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Guest Service Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards
- Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
- Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction, as needed
- Receive, input, retrieve and relay messages to guests, as needed

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**FT Server In Room Dining (Job Number: HOT01972)**

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Room Service Server with Waldorf Astoria Hotels and Resorts is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

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

What will I be doing?

As a Room Service Server, you would be responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set up room service trays and tables to prepare for incoming orders
- Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms
- Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner
- Present checks to guests and obtain payment
- Return payments/signed checks to order taker
- Perform order taker duties and answer room service telephone, as needed
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

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**Job Title: Administrative Assistant I - Opt M1**

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ27-10-15-0931

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Superintendent of School District #428 (SPSA), serves as staff assistant assisting in the interpretation and installation of procedures effecting statewide educational programs for the Juvenile facilities including the academic, career and technical, and special education programs and operations; conduct studies and investigates problems affecting School District operation; serves as a liaison with management; prepares and processes correspondence which is confidential in nature; establishes and maintains files.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year professional experience in a public or private organization.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: JRTC, 100 W. Randolph, Suite 4-200, Chicago, IL 60601

Agency Contact: Ms. Shae Bruce

Public Safety Shared Services 1301 Concordia Court, Springfield, IL 62794

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option M1 - Dept Corrections**

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**Job Title: Child Welfare Senior Specialist**

Agency: Children & Family Services

Closing Date/Time: Tue. 03/10/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1513028-137391

**Minimum Requirements:**

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

**Work Hours & Location/Agency Contact:**

Department of Children & Family Services

500 N. Greenbay, Waukegan, IL 60085

Supervisor: Vacant

Work Hours 8:30AM – 5:00PM Monday thru Friday

Contact Person: Johnnie Rambo / 312.328.2461 Fax: 312.328.2321

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Gaming Special Agent**

Agency: Gaming Board

Closing Date/Time: Mon. 03/09/15 5:00 PM Central Time

Salary: \$4,821.00 - \$7,304.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 8064

**Minimum Requirements:**

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three consecutive years of continuous, full-time service as a police officer with the same law enforcement agency; or, requires successful completion of the Gaming Special Agent Trainee training program. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires a working knowledge of methods and techniques of criminal investigations. Requires ability to prepare properly documented investigative reports and findings. Requires working knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires possession of an appropriate valid driver's license. Requires ability and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating Work Schedule

Work Location: Illinois Gaming Board

Enforcement-Riverboat/Aurora-Hollywood

1 New York Street, Aurora, IL., Kane County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Administrator III - Opt 2**

Agency: Corrections

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

Salary: \$3,317.00 - \$4,793.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-28-15-0038

Position Number: 29993-29-82-000-05-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years' study at a secretarial/ business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience. Requires working knowledge of the agency's program policies and operations. Requires working knowledge of office procedures and programs. Requires working knowledge of elementary mathematics and grammar. Requires ability to direct and supervise the work of a nonprofessional office staff. Requires ability to operate manual and automated office equipment. Requires ability to type accurately at 30 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep., Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, (815) 727-3607 - FAX (815) 727-0838 - EMAIL [jamille.kent@doc.illinois.gov](mailto:jamille.kent@doc.illinois.gov)

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Part Time Service Agent (car detailer) - Midway Airport Evenings**

Job ID 2015-134540

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago Midway Arprt

Overview: National and Alamo has an exciting opportunity for a Service Agent. The Service Agent prepares and services vehicles prior to rental including: refueling, cleaning and washing, checking fluids and pressure levels of all vehicles. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights. Inspect vehicles for unidentified body damage. Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk. Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable. Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary. Refuel the vehicle and log identification number with fuel needed and mileage. Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number. Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area. Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

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 \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://nationalalamo-erac.icims.com/jobs/134540/part-time-service-agent-%28car-detailer%29---midway-airport-evenings/job>

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**Rental Sales Agent (Midway Airport) Part Time- Incentive Sales Position Evenings**

Job ID 2014-124367

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

**Overview:**

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

We are a multi-billion-dollar industry leader that is rapidly expanding and growing. At National/Alamo, exciting opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and the stability of an industry leader.

This is a part time evening position working approximately 25 hours/week.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/124367/rental-sales-agent-%28midway-airport%29-part-time--incentive-sales-position-evenings/job>

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**Outside Part Time Afternoons Return Agent / Handheld O'Hare Airport**

Job ID 2013-100217

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support

Airport / City Chicago O'Hare Intl Arpt

**Overview:**

This position is responsible for providing superior, friendly, efficient service during all aspects of the rental car process as well as assist all customers with the rental return process.

The Return/Handheld position will provide professional, knowledgeable, and courteous service while accurately completing all transactions.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old.

High School Diploma or G.E.D. required.

Minimum of 1 year customer service experience.

Must have basic computer skills.

Must have a valid driver's license with no more than 2 moving violations within the last 3 years.

No drug or alcohol related convictions on driving record in the last 3 years.

Must be able to speak, understand, read and write English.

Must be able to work outdoors in the elements with long periods of standing.

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.

Must be willing to work for \$9.75/hour.

Must be able to work the following shift/schedule:

Sunday, Monday, Saturday: 2:00pm - 10:30pm

OR

Sunday, Wednesday, Thursday, Saturday: 12:00pm - 7:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/100217/outside-part-time-afternoons-return-agent---handheld-o%27hare-airport/job>

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**Part Time Building Support Staff / Custodian O'Hare Mornings and Weekends**

Job ID 2015-133895

Location US-IL-Chicago

Category Other - Other

Airport / City Chicago O'Hare Intl Arpt

**Overview:**

National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:**

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service. Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be able to work weekends.

Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://nationalalamo-erac.icims.com/jobs/133895/part-tme-building-support-staff---custodian-o%27hare-mornings-and-weekends/job>

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**Part-time Greeter (National/Alamo O'Hare Airport)**

Job ID 2015-134464

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago O'Hare Intl Arpt

Overview: The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age High School Diploma or G.E.D. Minimum of 1 year experience handling customer service functions. Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI). 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 able to work

Thursday: 4:00am - 12:00am

Friday: 4:00pm - 12:00am

Saturday: 4:00pm - 12:00am

Sunday: 4:00pm - 12:00am

OR

Monday: 6:30am - 3:00pm

Tuesday: 6:30am - 3:00pm

Wednesday: 6:30am - 3:00pm

Thursday: 6:30am - 3:00pm

OR

Tuesday: 10:00am - 6:00pm

Wednesday: 10:00am - 6:00pm

Friday: 2:00pm - 10:00pm

Saturday: 8:00am - 2:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/134464/part-time-greeter--%28national-alamo-o%27hare-airport%29/job>

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**Job Title: Office Associate - Opt 2 (NRC Rec Office)**

Agency: Corrections

Closing Date/Time: Wed. 03/11/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0388

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Assistant Record Office Supv. (Executive I), performs complex sentence calculations for the Stateville Reception & Classification Records office; researches records; processes court and medical authorization forms; types documents; updates the Offender Tracking System (OTS).

Position Number: 30015-29-82-442-36-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693 - Fax (815) 727-0838 - Email [diana.wysocki@doc.illinois.gov](mailto:diana.wysocki@doc.illinois.gov)

**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](http://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](mailto: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: Office Clerk - Opt SS2**

Agency: Children & Family Services

Closing Date/Time: Wed. 03/11/15 5:00 PM Central Time

Salary: \$2,636.00 - \$3,557.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1503002-030080

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

**Minimum Requirements:** Requires knowledge, skill, and mental development equivalent to completion of high school; requires ability to operate commonly used manual and automated office equipment; requires ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

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

2245 W. Ogden Avenue, Chicago, IL 60612

Contact - Lorne Garrett (Phone) 312-633-3406 (Fax) 312-633-3965

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option SS2 - Spanish Speaking/Typing**

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## **Business Development - Administrative Assistant**

Immediate opening for an energetic service-oriented professional to provide administrative support in our Business development function.

### QUALIFICATIONS:

- Detail-oriented self-starter who can work independently & follow instructions
- Excellent communication and organizational skills.
- High School diploma or GED required.
- Minimum 1 -2 years administrative experience ideally within an employment and/or business development organization/department.
- Excellent communication and organization abilities.
- High attention to detail, ability to follow directions meet deadlines and consistent, reliable follow- through.
- Proficient with Microsoft Office applications (Word, Outlook, Excel); familiarity with sharepoint databases a plus.
- Strong internet abilities to research employment opportunities utilizing external job databases, websites and social media sites.
- Creative self-starter who will take initiative and work independently to achieve results, but can also collaborate and contribute positively to team efforts.
- Strong service-orientation and interpersonal skills to develop rapport and work successfully with a diverse population of clients, co-workers, potential employers, and other external agencies.

### TO APPLY:

Please submit resume, cover letter and salary history to:

[careers@nationalable.org](mailto:careers@nationalable.org)

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

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### **Part Time Receptionist - Lake Street, Chicago**

Immediate part time (3 days per week) service oriented professional to perform reception, administrative and clerical duties for headquarters staff at 567 W Lake.

#### **RESPONSIBILITIES:**

- Opens and closes the office; answers incoming telephone calls in a professional and courteous manner, directs calls as appropriate, takes detailed messages as needed and immediately inserts messages in the appropriate message slots. (Emergency or Urgent messages must be delivered as soon as possible in person or by telephone.)
- Meets, greets, and directs clients to appropriate department/personnel.
- Sorts and distributes incoming mail, packages, and special deliveries.
- Affixes postage for outgoing postal mail and is transporting outgoing mail to U.S. Postal receptacles at the Lobby of the building. Reloads postage machine as needed tracking expenditures accordingly.
- Prepares paperwork and takes documents/packages for overnight/express delivery to Federal Express/UPS;
- Arranges local messenger delivery of documents/packages.
- Notifies/distributes incoming faxes to individuals or departments; assists with transmission of outgoing faxes as requested.
- Assists with coordinating/collating materials for large scale mailings and/or meetings and conferences as necessary.
- Ensures employee lunchroom is adequately supplied with beverage supplies and paper products.
- Contacts Building Management staff regarding urgent office maintenance matters.
- Performs other related duties and responsibilities as required or assigned.

#### **QUALIFICATIONS:**

- Minimum high school diploma and at least one year of relevant work experience or related training.
- Excellent communication, organizational and administrative skills.
- Strong customer-service orientation to interact effectively with a diverse population and maintain professionalism at all times.
- Must be able to work quickly times often under pressure and demonstrate with a great flexibility along with the ability to multi-task.
- Basic Microsoft Word and Outlook skills.
- Ability to take initiative, work independently, and maintain a high energy level.

#### **TO APPLY:**

Please submit resume, cover letter and salary history to: [careers@nationalable.org](mailto:careers@nationalable.org)

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## **Grants and Communications Coordinator**

Marketing & Development

The selected candidate will spend approximately 50 percent of his/her time developing or contributing to the development of a variety of external communications and publications. Key messages are shared across multiple communication channels to reach target audiences. Core functions in this area include:

- Preparing and distributing press releases, media alerts and other communications; coordinating media opportunities, press conferences, etc.
- Copywriting for agency brochures, flyers, events, etc.
- Developing messages that will be distributed across the agency's social media suite
- Authoring entries for the agency's official blog
- Producing digital content for the agency's external websites
- Drafting direct email content for target audiences
- Developing newsletter articles (Conducting individual interviews, writing articles, copy editing, etc.)
- Assisting with fundraising events and campaigns (Planning, executing, donor cultivation, budgeting, etc.)

### MINIMUM QUALIFICATIONS:

- 1 to 2 years of professional experience at a non-profit organization or a for-profit setting
- Must possess exceptional writing skills in a number of lengths and formats
- Must possess excellent verbal and interpersonal communication skills
- Excellent research and information-gathering skills
- Extremely detail and deadline-orientated
- Self-starter with ability to work both independently and in group settings
- Analytical, organizational, and general office skills
- High-level proficiency with Microsoft Office applications including: Outlook, Word, Excel, Visio, SharePoint, PowerPoint, etc.
- Willingness and means to occasionally travel throughout Chicagoland area to attend meetings
- Prior experience working in an employment-related or workforce or economic development setting preferred
- Project management experience
- Undergraduate degree required. Communications, journalism, marketing, and English majors strongly encouraged to apply

### TO APPLY:

Please submit resume, cover letter and salary history to: [careers@nationalable.org](mailto:careers@nationalable.org)

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