



Job Title: Office Assistant - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413015-133360

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical functions to support the unit, including typing filing, data entry, and mailings associated with the 385 unit.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Schedule: Monday-Friday 830a-5p

Location: 1911 S. Indiana, Chicago Illinois 60616

Contact: Zack Booher DCFS - OES

10 Collinsville Ave., Suite 301 E. St. Louis, IL 62201

phone: 618-583-2193 Fax: 618-583-2059

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: Executive Secretary III - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$2,892.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF014

Bid ID#: 1426001-260087

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Inspector General, performs highly responsible secretarial and administrative duties, often of a sensitive or confidential nature, within the Office of the Inspector General; types a variety of confidential material; makes independent decisions requiring a knowledge of Department structure, policies and procedures; gathers data and conducts special projects; researches and develops reports; attends and participates in staff meetings.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules, and regulations; requires the ability to type accurately at 55 wpm.

Work Hours & Location/Agency Contact: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: 2240 W. Ogden Chicago, IL 60612

Contact: LaRita Washington

Office of Inspector General 2240 W. Ogden Ave Chicago, Illinois 60612

PHONE: (312) 433-3008 FAX: (312) 433-3245

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: Office Administrator III - Opt 1

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413016-133704

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Licensing Processing Unit Manager, serves as working supervisor for the review and completion of data entry functions associated with the processing of Authorizations for Background Checks; provides information to Department and licensed child care facility staff concerning the status of employees' background checks by accessing the MARS data base and the Automated Background Check System; provides general information and clarification to inquiries regarding compliance with Department rules and procedures.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years study at a secretarial/business college and one year of office experience; or completion of high school and three years Office Assistant experience; or three years independent business experience.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday

Location: 1911 S. Indiana, Chicago, IL Supervisor: Carolyn Bailey

Contact: Zack Booher

DCFS - OES 10 Collinsville Ave., Suite 301 E. St. Louis, IL 62201

Phone: 618-583-2193 Fax: 618-583-2059

BIDS MUST BE RECEIVED BY 5 PM ON DATE OF CLOSING

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 1 - General

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Job Title: Office Coordinator - Opt 2 Agency: Revenue

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

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

Job Type: Full-Time Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DOR 8752

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs a variety of specialized and complex clerical and typing duties of a confidential and general nature for the Sales and Miscellaneous Tax Des Plaines Office; types, utilizing a personal computer, a variety of letters and memos to taxpayers, office staff and others; types confidential personnel material and forms; utilizes various software packages such as Windows Word, Access, Excel, Outlook, Power Point, etc.; develops and designs databases and spreadsheets; develops macros; serves as office receptionist; opens, reads and disseminates incoming mail; maintains Manager's appointment calendar and travel itinerary; researches microfilm, video, computer printouts and other material to obtain specific taxpayer data; compiles data and prepares reports; provides assistance to taxpayers coming into the office with the preparation of tax returns; answers non-technical tax questions; establishes and maintains a variety of files and records.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of the logic of computer programs/language. Requires ability to follow written instructions. Requires ability to operate a personal computer and related equipment. Requires skill and ability to type accurately at 30 wpm.

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

Work Location: Illinois Dept of Revenue Audit/Sales & Miscellaneous Taxes/Des Plaines
9511 Harrison Street Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

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

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Housekeeping Assistant Specialist

Organization: Northwestern Memorial Hospital
Shift 2 (Evenings)
Expertise Non-Clinical-Environmental Services
Education High School Diploma / General Equivalent
Hours Full Time
Work Location Chicago – Main Campus
Job ID: KCC20142102-58518

Description: The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

QUALIFICATIONS: Required: High School Diploma or GED equivalent is required; Sufficient to understand oral instructions; One or Two Years Experience.

ESSENTIAL FUNCTIONS: Under the direction of the supervisor of Environmental Services, assists the supervisor in the orientation of new departmental personnel assigned to insure completeness. Performs general and heavy cleaning of operating rooms, public areas offices and patient rooms. Vacuums carpeted surfaces, damp mops hard surface floors. Assists the supervisor in orientating new housekeeping assistants to the department. Performs general and heavy cleaning duties in offices, patient rooms, clean and soiled utility rooms, laboratories, public areas, and stairways such as washing floors, walls, furniture, bed etc., with the appropriate hospital approved chemicals. Use ladders and scaffolds as necessary. Cleans window sills, empties ash trays and waste baskets. Cleans blood and body fluids. Clean arranges furniture in patient's rooms, baths, offices, waiting and other public areas as assigned. Cleans bath tubs, sinks, mirrors, toilets and replaces supplies as required. While generally assigned to a specific area, may be dispatched to other areas as needs dictate. Performs related duties as assigned. Refinish floors, applying appropriate surface coatings. Operates electrical and battery operated machines for scrubbing, shampooing and burnishing. Moves furniture as directed and assists in freight moving. Washes walls, blinds, lights and similar surface areas and hangs drapes. Maintains and cleans equipment. Upon completion returns equipment to assigned location (i.e. equipment storeroom, Janitor's closet).

Apply online at <https://nmhext.authoria.net/viewjob.html?optlink-view=view-43200&ERFormID=newjoblist&ERFormCode=any&eresc=Indeed>

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Job Title: Lottery Sales Representative Agency: Lottery
Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time
Salary: \$3,891.00 - \$5,797.00 monthly Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: LOT 8715

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

Special Requirements: Candidate must live within 25 miles of Territory 101.
Work Hours & Location/Agency Contact: Work Hours: 8:15 A.M. – 4:45 P.M.
Work Location Headquarters: Lottery/Sales/Territory 101 586 Territorial Dr.
Bolingbrook, IL (Serves Territory 101 encompassing Forest Park, Maywood, Melrose Park, Oak Park and Bellwood areas)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

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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Attendant (805416271) Chicago, Illinois
METRA

Job description:

Under supervision, oversees parking of vehicles, greets visitors and provides information, enforces parking regulations, provides limited security, acts as entrance cashier as needed, and performs other related duties as assigned.

Primary duties include, but are not limited to:

- Oversees the parking of vehicles at various locations.
- Issues citations for parking violations; advises patrons of parking regulations.
- Provides information and assistance to motorists and tourists.
- Performs minor maintenance or repair to equipment; assists with litter abatement in immediate area.
- Performs limited security checks on parking lots and structures.

Physical Requirements of Position

- Repetitive standing and sitting in a cashier's booth for approximately 5-6 hours per day.
- Walk during shift (approximately 2-3 hours per day) to conduct car counts and complete lot maintenance-related tasks.
- Repetitive hand and arm movements needed to distribute tickets; finite hand movement needed to use car-counter. Hand and arm movements also required to pick up debris.
- Incumbent may bend, stretch, squat regularly to perform job functions.
- Exposed to various weather conditions each day.
- Exposed to both vehicle noise and car exhaust fumes.

Mental Requirements of Position

- Requires ability to communicate verbally to provide customer service
- Attention to detail needed to ensure that cars have the proper hangtag or ticket.

Full time, Mon-Fri 7am to 3pm. Must have valid driver's license, clean MVR and ability to work in all weather conditions. Duties include but are not limited to: meter box reconciliation, issuing violations and checking lot condition.

Central Parking System is an Equal Opportunity Employer. Veterans are encouraged to apply.

- See more at:

<http://www.apltrak.com/?adid=YmJnZW5lcmllLjIyMDIzLjE3NjBhAcGFya2luZy5hcGxpdiJhay5jb20#sthash.CMrzYncz.dpuf>

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Job Title: Mental Health Specialist I

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 5:00 PM Central Time

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-79916

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 24 hour 7 day a week facility located on a 60 acre campus with 42 residential homes, housing approximately 406 people with developmental disabilities. The Mental Health Specialist is assigned to the residential unit, and is responsible for collecting reviewing, analyzing, and summarizing data derived from skill training and behavioral programs for inclusion in each individual's monthly and annual review for the psychologist, and HPC.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a bachelor's degree in one of the behavioral sciences and successful completion of a comprehensive training program at the M. H. Specialist Trainee Level, or two years paraprofessional experience in or applicable to the care, treatment and development of DD residents and completion of an approved training program; requires working knowledge of all Department and facility rules and regulations.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 AM-4:30 PM Mon-Frid
WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive Park Forest, IL 60466
CONTACT PERSON: Alice M. Chambers, HR Rep.
Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466
708-283-3015

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: 73 East Lake Street Maintenance Technician

Post Date: 3/3/2014

Location: Chicago Loop

City/Metro Area Chicago Metropolitan Area

Property Name: 73 East Lake

Job Type: Full Time

Description

To assist and support in the required maintenance necessary to maintain curb appeal and the overall appearance and quality of the property. Read and abide by all company policies and procedures and community policies. The following requirements are necessary, but not limited to:

- Perform daily maintenance as directed by the Maintenance Supervisor in conjunction with the Property Manager.
- Police building and grounds as first order of business daily. Perform grounds care as needed. Maintain exterior of the property daily to provide clean and acceptable curb appeal at all times, with assistance of maintenance and janitor when applicable. Assist in maintaining all common grounds
- Maintain or supervise proper maintenance of all common area amenities. Inspect daily: weight room equipment, swimming pool(s), clubhouse and pool area, and pool furniture as applicable to the individual property and report findings to the Property Manager and Maintenance Supervisor.
- On call for emergencies at night or on weekends as directed by the Maintenance Supervisor, every third week, holiday assignments will be required. Perform maintenance as required to have apartments in a move-in condition on a timely basis. Maintenance of pools, pool furniture, and spas including vacuuming pools, and cleaning filters is required.
- Become familiar with all equipment operation and maintenance requirements, all implied warranties and manufacturer's recommendations for properly maintaining said equipment.

Required qualifications: * High School education and 3-years of working experience in a similar position. Drug-free workplace.

Skills, Knowledge and Abilities:

- * Above average ability to communicate with clients and with co-workers both verbally and in writing.
- * Knowledge of the work of other associates at a property.
- * Ability to work a varied schedule, including weekends and on-call pager.
- * Ability to learn and comply with industry legal requirements, especially related to federal and local Fair Housing Laws.
- * Ability to travel off-site for training courses.

Contact: Dawn Bishop dbishop@rmk.com

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Job Title: Human Resources Representative

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 5:00 PM Central Time

Salary: \$2,324.00 - \$5,461.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-79912

Under direction of HR Director assists in the investigation, analysis, reporting, and monitoring of confidential information concerning Ludeman Center's application of Personnel Rules, Bargaining Unit Contracts, EEO/AA Rules, Personnel Transactions and Pay Plan. Gathers and processes information necessary to post and fill vacant positions. Monitors hiring process and assures facility compliance with procedures, rules and regulations. Advises management staff concerning content and timeliness of performance evaluations. Annually reviews and as necessary prepares revisions to position descriptions for review by higher level management. Assists in preparation of structured interview questions and criteria, interviews perspective employees and or participates in interview as technical adviser. Gathers and reviews necessary material to prepare and process personnel transactions regarding new hires, promotions, voluntary reductions, leaves of absences, and disciplinary actions, and separations; audits transactions before they are processed to assure accuracy and compliance with rules and procedures.

Minimum Requirements:

Requires a bachelor degree from an accredited University or College. Requires working knowledge of Illinois Personnel code, Rules and Position Classification Plan, Pay Plan, Bargaining Contracts, Department Policies and Procedures. Requires ability to use computerized data bases, spread sheets, and word processing. requires ability to listen, analyze, and accurately report information obtained from employees.

Work Hours & Location/Agency Contact: Hours: Mon through Fri 8:30 AM to 5:00 PM

Work Location: Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

Contact Person: Alice M. Chambers

Human Resources Representative (TA) 114 N. Orchard Drive Park Forest, IL 60466

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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Front Desk Clerk

Location: Chicago, IL Type: Full Time Min. Experience: Entry Level

Summary: To assist guests efficiently, courteously and professionally in all Front Desk related functions, and to maintain high standards of service and hospitality. Other duties may be assigned

Responsibilities

Provide the highest quality of service to the customer at all times. Promptly and effectively deal with guest complaints and requests. Check guests in and out efficiently and in a friendly manner. Post guest charges and compute guest bill, collect payment and make change for hotel guests following all cash handling procedures as required by Concord Hospitality. Handle guest mail and messages per established procedures. Be very knowledgeable of Rewards program and promotions. Develop a thorough knowledge of hotel staff, room locations, room rates, amenities, and selling strategies. Take reservation requests efficiently. Answer switchboard in accordance with standards of proper telephone etiquette. Block rooms and handle special requests. Monitor room availability. Handle safe deposits by guests per established procedures. Keep lobby and desk area clean and presentable. Have a thorough knowledge of emergency and security procedures. Offer and properly handle requests for wake up calls. Know how to clean guest rooms to standards. Clean lobby, meeting room, vending room, breakfast room, and back office area. Work on laundry during down times adhering to standards.

Open and close shift make cash drops. Ensure all credit cards, cash, and change fund are balanced throughout each shift. Inform management of any guest or systems related complaints or problems. Communicate with incoming staff and management by logging pertinent information in the pass on log. Keep maintenance informed of all maintenance needs. Pass on guest lost and found inquiries to management or supervisors. Assist in marketing effort by completing Company Tracking nightly. Must wear proper uniform at all times in accordance with the Standards of Appearance. Have a thorough knowledge of emergency procedures. Practice safety standards at all times. Be able to move luggage or packages weighing up to 40lbs. Employee must adhere to all work rules, procedures, and policies established by the company including, but not limited to, those contained in the employee handbook.

We are proud to be an EEO employer M/F/D/V. We maintain a drug-free workplace.

Apply online at

http://bellviewfoundation.theresumator.com/apply/job_20140227075353_4CFHX2T7TV2MCSYT/Front-Desk-Clerk.html?source=INDE

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Position Title: Receptionist

Auto Req ID 2836BR

Job Description: Manage a national multi-line switchboard averaging 30 calls per hour.

- Consistently track and report information insuring accuracy and paying specific attention to detail.
- Use e-tools and computer systems to track visitors, manage work orders, and manage conference room needs and activities.
- Manage office/suite security access system.
- Provide conference room support including supply management and Audio/Visual troubleshooting.
- Provide mailroom support.
- Be an ambassador of first impressions to Clients, guests and visiting employees.
- Demonstrate confidence, professionalism, responsiveness and exceptional customer service skills.
- Distribute items throughout the office as necessary.
- Perform other Facility Management assignments as described by team and manager.

Full/Part Time Full-Time
Regular/Temporary Regular

Our values define who we are, underscore our commitment to clients and provide direction for everything we do.

Our unique culture has been recognized by industry experts and our peers. We are:

- The only real estate services and money management firm listed on Forbes magazine's "Platinum 400 Best Big Companies" list for three consecutive years
- One of the "100 Best Corporate Citizens" in the United States named by CRO magazine
- A "best company to work for" in multiple locations around the globe, including Chicago, San Francisco, London, Ireland, Shanghai and Hong Kong
- World's Most Ethical Companies from Ethisphere Institute for six consecutive years
- America's 100 Most Trustworthy Companies from Forbes Magazine

This partial list of awards demonstrates our record of achievement and our commitment to fostering an award-winning culture. For further information, visit www.jll.com.

EEO Statement

Jones Lang LaSalle is an Equal Opportunity Employer

Apply online at

https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=259780&partnerid=25611&siteid=5324&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Administrative Assistant II - (KS27517)

Branch: Med Legal
Department: 370442 - LEGAL AFFAIRS TRUST
Employment Type: Temporary
Hours Per Week: 40
Area/Specialty:
Requisition Number: KS27517
Location: IL, Chicago
Scheduled Days: M-F
Shift Begins and Ends: days

Job Summary

Provides logistical and administrative support to the Director of the department, four Risk Managers, and three additional staff members. Is primarily responsible for maintaining Director's calendar and scheduling meetings. Provides logistical and administrative support for various internal groups and committee meetings related to Risk Management and regulatory compliance. Arranges for meeting location and amenities, corresponds with attendees and coordinates schedule. Attends meetings and records and prepares the Patient Safety minutes. Formats documents, edits memos and correspondence prepared by the Director and Risk Managers.

Job Qualifications

- *Requires H.S. Diploma or equivalent. Associate degree or higher preferred. Minimum of three years of increasing secretarial or administrative responsibility and experience.
- *Requires considerable knowledge of commonly used software applications in the Windows environment, specifically word-processing and spreadsheet software.
- *Knowledge of PowerPoint (or other presentation software) and database management programs (FoxPro, or Access) highly desirable.
- *Requires excellent organizational and communication skills, ability to compose basic correspondence.
- *Requires strong problem solving skills and the ability to prioritize work from several sources, with attention to detail.
- *Requires professional appearance and demeanor, ability to manage potentially stressful situations calmly and with tact.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Apply online at

https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm?jbacti on=JobProfile&Job_Id=27517&esid=az

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Administrative Coordinator - (KH27431)

Branch: Staffing Resource Office
Department: 370290 - STAFF RESOURCE OFFICE
Employment Type: Full-Time
Hours Per Week: 36
Area/Specialty:
Requisition Number: KH27431
Location: Hyde Park
Scheduled Days: Rotating
Shift Begins and Ends: Rotating

Job Description:

This position provides administrative support for Staffing Resources. The Administrative Coordinator is responsible for arranging staff coverage for the units and coordinating non-clinical aspects of SRO. In addition, the ability to interact professionally with individuals of many skill levels throughout the Hospitals is essential.

Education: High School graduate or equivalent, College course work in business or health-care related field preferred.

Experience:

Ability to manage and sustain multiple projects as normally acquired through 3 years of work experience. Ability to communicate basic factual information and directions clearly and courteously in order to respond to incoming telephone calls, as normally acquired through working in a service oriented environment. Ability to use word processing software such as Microsoft Word at the intermediate level so as to produce routine correspondence; must have knowledge of arithmetic functions and ability to use spreadsheet software such as Microsoft Excel at the basic level to produce reports. Experience with iNOVAR, Time and Attendance and Oracle preferred. Ability to analyze and prioritize multiple tasking from a number of sources, as normally acquired through 3 years of work experience. Excellent organizational, written communication, interpersonal skills and problem solving abilities required. Ability to make decisions quickly on a range of tasks in a fast paced environment with constantly changing priorities.

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Guest Relations Representative (Part-Time, Seasonal)

Field Museum

Location: Chicago, IL

Department: Guest Relations

Part-Time, Seasonal Positions Available

24 hours/week through September 1, 2014

Job Description

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

Responsibilities include:

Provide excellent face-to-face customer service for the Museum visitors. Facilitate the admission process by providing information to visitors as they wait in line. Monitor and maintain the flow of guests into ticketed exhibitions. Process ticket orders (cash or credit card) using the Museum's ticketing software. Staff coat check operations - check bags, coats and renting strollers/wheelchairs. Check-in all school/student groups. Staff the Museum's Siragusa Center - our lunchroom for all student and children groups. Assist in any extra customer service needs including problem solving, wayfinding, and any other situations that may arise

Qualifications include:

HS diploma or equivalency required Two to three years of proven customer service experience in a similar environment. Candidates must be able to work part-time (24 hours/week) on an ongoing basis; additional hours may be available based on department scheduling needs. Must be available at least one weekend day per week Must possess excellent communication skills.

No extreme hairstyles, visible tattoos or piercings on face. Familiarity or ability to use Windows-based computer programs. Must have previous cash-handling experience and excellent math skills. A second language is a plus. First aid and/or CPR is a plus. Must be able to stand, sit and move to different posts throughout a shift This position requires standing for long periods of time (2+ hours)

Apply online at <http://fieldmuseum.org/about/employment>

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Chief Information Security Officer - (CH26859)

Branch: Information Systems

Department: 370910 - IS ADMINISTRATION

Employment Type: Full-Time

Hours Per Week: 40

Location: Hyde Park

Scheduled Days: M-F

Shift Begins and Ends: Days

JOB SUMMARY: The Chief Information Security Officer is responsible for the development, delivery and administration of an organizational information security program and function, including strategy, tactics, standards and systems.

QUALIFICATIONS -Bachelor of Science in related field such as Computer Science, Information Science and Security, or related subject is required. -10+ years of progressively responsible and directly related work experience. -Certification of two or more of the following: CISSO, CISM, CHP, CGEIT, CSCS, CISSP, ISSAP -Ability to define and implement a multi-year strategic program and a corresponding set of strategic goals. -Proven ability to build positive team relationships with all levels of the enterprise and across a diverse set of departments. -Experience with advising and effectively guiding senior management as to information security matters. -Experience with business system continuity planning, auditing and risk management as it relates to information security. In-depth knowledge of HIPAA Privacy and Security regulations. Substantial experience and understanding in data auditing processes and methods, cyber-security principles such as CIA (confidentiality, integrity & availability), encryption (including symmetric and asymmetric keys), digital signatures, ports, protocols & services, policies, procedures, physical security, risk management, configuration management, ethics, access control, security architecture, continuity of operations, contingency planning, disaster recovery, application security, and cyber-security rules, laws, and regulations. -Skilled in project management and work plan development and implementation. -Knowledge and ability to direct a team in integrating informational technology services with the work requirements and deliverables of units and departments. -Effective oral and written communication skills and interpersonal skills.

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Job Title Cashier - Requisition ID 302587BR

Business Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly
Location Address 1 1360 ASHLAND AVE NORTH
Location City Chicago
Location State IL
Location Postal Code 60622-2220
Store/Unit 04729
Country United States

Job Description

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

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1121459&PartnerId=455&SiteId=185&codes=IND>

Cashier Team Member

Target
Date: 03/04/2014
Location: Chicago, IL
Job Number: 3466075

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

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

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

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5017797-cashier-team-member-jobs?apstr=26src%3DJJB-10182>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-784737
Posting Date: 2/27/2014
Shift: Flexible
Status: On Call

GENERAL PURPOSE OF POSITION:

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

FOCUS OF POSITION:

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

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers

Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4279814>



EKG Technician - (BM27443)

Branch: Clinics-Cardiology
Department: 377400 - HEART STATION ADULT
Employment Type: Full-Time
Hours Per Week: 40
Requisition Number: BM27443
Location: IL, Chicago
Scheduled Days: Varies (Every 3rd Weekend off)
Shift Begins and Ends: 2:00pm-10:30pm

JOB SUMMARY: Perform EKGs, holter monitors, and event monitors.

JOB QUALIFICATIONS: High School diploma or equivalent. Basic knowledge of EKG and two years experience required. Proven interpersonal skills in order to interact with a diverse population and varying ages of customers.

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Driver-Shuttler-Hiker / Avis

Requisition #: 203371
Chicago/Midway, IL

In our Driver position you will transport vehicles to and from locations safely. You will assist associates in maintaining smooth and safe traffic flow throughout check in area and conduct the final inspection of all Avis Budget vehicles to ensure readiness for customer rental.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow. We recognize and reward all employees at all levels and across all functions for a job well done.

Apply online at

<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action;jsessionid=ECC56BC2640B2AFAB49DC8C82FC5F6E3?PSUID=0f54c2cf-faed-4665-8ca2-e23fd29ab600>

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Emergency Room Technician - (BM27117)

Branch: Emergency Medicine
Department: 378810 - Adult ER
Employment Type: Full-Time
Hours Per Week: 36
Area/Specialty: Emergency Patient Care
Requisition Number: BM27117
Location: IL, Chicago
Scheduled Days: TBD
Shift Begins and Ends: 7p-7a

Job Description:

The Emergency Room Technician assists and augments the registered nursing staff in providing high quality patient care in the Mitchell and Pediatric Emergency Rooms.

The ERT must demonstrate the expertise and competency of all paramedic skills in accordance with Illinois State law.

Qualifications

High school graduate or equivalent.
Must have current CPR training recognized by the American Heart Association or

American Red Cross. ACLS certification preferred.
Provisional/Current status as a paramedic in the state of Illinois. Successful completion of a state examination within six months of hire.

Ability to follow oral and written instructions and perform a variety of patient assistance without direct supervision.

Ability to interact effectively with patients, clinical staff, and the general public.

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