



Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

Position Description

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-illinois-job-1-4746482>

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Trailer Mover

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Requisition Number: 00031168

Full or Part Time: Regular Employee FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.

- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.

- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.

- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs - CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-st-charles-illinois-job-1-5213909>

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Job Title: Receptionist

Company: Canon Business Process Services

City: Chicago

State: IL

Travel Involved: None

Type of Position: Full-Time

Shift: Day Shift

Advancing Business Performance to a Higher Level

Canon Business Process Services, Inc. offers a comprehensive portfolio of managed services and technology across information and document management, business process outsourcing and managed specialty staffing. Combining singular experience and process knowledge, Canon Business Process Services helps clients improve operational business performance while reducing costs and risks. Named a Global Outsourcing 100 Leader by IAOP for the past nine years, the company is a wholly owned subsidiary of Canon U.S.A., Inc. Learn more at www.cbps.canon.com.

JOB REQUIREMENTS:

Basic Qualifications:

Strong interpersonal communication skills required

Clear and professional telephone skills

Ability to ensure that quality and production standards are met

Professional attitude and appearance

Able to prioritize tasks and meet deadlines as required

High school diploma or equivalent

Experience Necessary:

Previous telephone or reception experience required

Equipment Knowledge: Knowledge of a main or floor switchboard

Computer Skills: Strong computer skills required (Microsoft Office, Outlook)

Physical Requirements:

Physical activity required including bending, reaching, prolonged periods of sitting.

May lift and/or move up to 10 lbs.

Apply online at https://www.hrapply.com/jobs-cbps/AppJobView.jsp?link=18821&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=12&op=reset&electronic_referral=indeed

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OFFICE ASSISTANT

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB:

Responsible for performing daily office support tasks that are routine and repetitive in nature such as but not limited to error free filing, answering the telephone, providing customer service, mail distribution, photocopying, record maintenance and other general office duties.

ESSENTIAL FUNCTIONS AND DUTIES

- Screen and relay incoming calls and routine messages. Answer routine requests for departmental services by obtaining and providing familiar, factual information.
- Copy documents, records and general office material.
- File information, official documents and/or reports per established practice or procedure.
- Maintain inventory of office supplies.
- Perform general office duties as required.

MINIMUM EDUCATION:

High School Diploma or GED equivalent.

MINIMUM WORK EXPERIENCE:

Minimal or no prior work experience required

Schedule: Full Time

Shift: Day Shift

Hours: 8a-4:30p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101145&source=Indeed.com

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Job Title: Unit Clerk

Department: 9 North Atrium-Transplant/Gen Surgery

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0503

Job Description:

Unit Clerk - 9 No Atrium

Position Highlights:

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts.

Position Qualifications Include:

High school diploma or equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_external/CSSPage_JobDetail.ASP?T=20150407162740&

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Operations Clerk-Part-Time-UPS Freight

Requisition #: 270879919

Job Category: Operations

Operation: Operations-Chicago

Job Group: Union Administrative

Job Grade: 000

Job Code: OHLU

Relocation Assist Available: No

Location: CHICAGO, IL 60638 - CHICAGO

JOB DESCRIPTION:

UPS Freight, a leader in the LTL trucking industry, is currently seeking an Operations Clerk to answer customer inquiries, process paperwork, and follow procedures concerning overages, shortages, damages, claims, and the tracing of freight.

An Operations Clerk will also be responsible to:

Review invoices; Work with both central and local dispatch offices to assist in managing load schedules; Answer customer inquiries relating to rate quotes, appointments, etc.

Perform data entry functions (i.e. keying bills from manifests)

Transportation industry understanding and/or previous data entry experience preferred.

BASIC QUALIFICATIONS: Must be at least 18 years of age

U.S. citizen or otherwise authorized to work in the U.S.

High school diploma or equivalent

Basic computer skills

OTHER CRITERIA: Employer will not sponsor visas for position.

UPS is an Equal Opportunity Employer

BASIC QUALIFICATIONS: Must be at least 18 years of age

U.S. citizen or otherwise authorized to work in the U.S.

High school diploma or equivalent. Basic computer skills

OTHER CRITERIA: Employer will not sponsor visas for position.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity.

Apply online at

<https://ups.managehr.com/screening/professional/jobdetail.aspx?jobreqid=79919&I=ILCWS&p=0&howheard=P2216>

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PAYMENT POSTING CLERK

Location: Sinai Medical Group, Chicago, IL

Required Education: High School/GED

General Summary/basic PURPOSE OF JOB: The Payment Posting Clerk position is primarily responsible for the accuracy and reliability of accounting transactions listed on a patients account. Many standard operational practices are affected by the timely fulfillment of the posting clerks responsibilities. Speed, accuracy and attention to detail are highly desirable characteristics for this position.

Results Anticipated:

- Accurate application of cash/adjustments to Accounts Receivable inventory.
- Timely completion of deadlines and operational goals.
- Improved reliability of statistical reporting tools.

Essential Functions and duties Responsibility for the daily processing and reconciliation of lock box deposits with LSS A/R batch Totals. Demonstrate a working understanding of third party payor remittance formats and payment posting process necessary to correctly resolve patient accounts. Generate periodic credit balance reports to begin patient and insurance refund processes. Review and reclassify Accounts to initiate appeals processes. Notify supervisor of significant variations in insurance plan allowable rates or payment Methodologies or processes. Restates and reclassify accounts to change of collection series categories.

MINIMUM Education: · High School graduate or equivalent

MINIMUM WORK EXPERIENCE:

Previous experience posting payments and Adjustments in Medical Accounts Receivables

Understanding of Generally Accepted Accounting Principles.

Schedule: Full Time

Shift: Day Shift

Hours: 8a-4:30p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101130&source=Indeed.com

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Title: Stock Clerk

Requisition Number 15-0339

Post Date 4/2/2015

City: Chicago

State IL

Essential Duties: Support request and logistics movements of materials by Spirit Airlines, Inc Technical Operations. Perform shipping, receiving and stocking of aircraft parts and supplies. Maintain accurate stock levels to guarantee materials availability for maintenance events to avoid service disruptions by aircraft being out of service due to parts. • COMAT: process all materials movements request accurately and on time. • Cycle Counts: will perform cycles counts accurately. • Shelf Life: maintain up to date shelf life on every stockroom • HAZMAT Shipments: accurately process shipment in compliance with federal regulations • Inventory Levels: demand and issue all parts to maintain accurate inventory counts

Competencies

* Good verbal and written communication, able to read, send and execute instructions via email and memos. * Proficient with computers, basic knowledge of word editing software, inventory sheets and email management. * Warehouse Operations' Knowledge, experienced with shipping, receiving and stocking practices. * Hazardous Materials Shipping and Handling, knowledge of HAZCOM and general shipping procedures. * Aviation Materials Knowledge, familiar with parts numbers, descriptions and handling. * Multi tasking Able to carry several assignments at the same time and deliver positive results. * Adjust to continuous change, In condition to shift focus to new task while keeping productivity and without losing site of general goals. * Detail Oriented, Produce accurate work to avoid unnecessary reproduction. * Consistence, Carry on with pre set duties on a regular basis. * Self initiated, Complete needed work and/or identify areas that require work. * Dependable, Completion of all assigned task, maintain good attendance.

Requirements * Able to lift 50lbs. * Stand during extended period of time.

* Endure temperature changes and outside work. * High School or GED

* 2 year of more in a warehouse environment; Aviation related a plus.

Requirements - Preferred

* Inventory Background * Forklift driving experience * Hazmat Shipping experience

Apply online at

https://re12.ultipro.com/SPI1000/JobBoard/JobDetails.aspx? ID=*B152E92918CFA3A6&emid=3640

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CLERK V- COTTAGE GROVE HEALTH CENTER - SHIFT: MON/THURS 9:00AM-5:00PM - TUES/WED 10:00AM-6:00PM - SATURDAY(VARIES)

Job Number: 00117522

Job Posting: Apr 7, 2015, 1:36:13 PM

Closing Date: Apr 21, 2015, 11:59:00 PM

Full-time

Collective Bargaining Unit: AFSCME 1178 Health and Hospital Systems

Posting Salary: STARTING SALARY:\$15.82

Organization: Health and Hospital Systems

JOB SUMMARY: Under general supervision, this position performs a variety of clerical functions requiring discretion and independent judgment. These duties include patient registration, scheduling, discharge and filing. Will answer all calls and route them appropriately. Contacts patients for follow up as needed. May act as the lead worker when indicated. All duties are performed in a highly confidential manner. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED is required. (Must provide proof at time of interview). A minimum of two (2) years of clerical experience within a healthcare or customer service setting is required. Ability to type at a rate of 25 words per minute. (A typing test will be administered)

PREFERRED QUALIFICATIONS:

·Knowledge of patient registration. ·Hospital registration experience.

KNOWLEDGE, SKILLS, AND ABILITIES: ·Demonstrated ability in the use of word processing and database software. ·Basic computer skills. ·Knowledge of standard office practices and procedures. ·Ability to utilize standard office equipment. ·Excellent verbal and written communication skills. ·Ability to communicate with a diverse environment and communicate with tact and courtesy. ·Ability to understand and follow oral and written instructions. ·Ability to multi-task and prioritize assignments. ·Ability to travel, as required and to work flexible hours.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=126640&src=JB-10320>

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Medical Billing

Job Number: 108943

Offered Through: Brilliant Financial Staffing

Job Location: Chicago, IL

Job Type: Temp

Job Post Date: 04/01/2015

Job Description:

Our client, a hospital located in the loop, is seeking a Medical Biller to start a temporary assignment as soon as possible.

The Medical Biller is required to have prior experience working with Medicare and Medicaid.

Having prior experience in a hospital setting is a plus however it is not required.

Key Responsibilities:

- Resolution of outstanding accounts receivables with third party payers
- Submit, correct, and reject claims
- Knowledge base of correct coding practices and registration requirements
- Collect on past due accounts
- Answering patient inquiries
- Review, edit, and post payments to accounts with date of service
- Communicate with providers when there are discrepancies between the code and the documentation

Requirements:

- Proficient in Microsoft Word and Excel
- Experience with Epic or other medical software
- Excellent interpersonal and organizational skills

Apply online at http://www.brilliantfs.com/opportunities/job-details?JOB_ID=108943&AutoSearch=True&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Job Title: Meat & Poultry Inspector Supervisor

Agency: Agriculture

Closing Date/Time: Mon. 04/20/15 5:00 PM Central Time

Salary: \$4,155.00 - \$5,812.00 monthly

Job Type: Full-Time

Location: 2 Counties, Illinois

Number of Vacancies: 1

Plan/BU: VR706

Bid ID#: IDOA 1590

MUST RESIDE IN REGION 5 (Circuit 5-1) AT TIME OF HIRE.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology and chemistry. Requires the successful completion of an agency approved meat and poultry inspection training program; requires two years experience as a Meat and Poultry Inspector; requires a valid driver's license; requires an extensive knowledge of the methods and techniques used in antemortem and postmortem examinations involving meat purchasing animals and poultry; requires extensive knowledge of the meat and poultry industry and related processing and sanitation practices; and requires extensive knowledge of the use of additives and preservatives used in processing meat and poultry products.

Work Hours & Location/Agency Contact: Day shift hours
MUST RESIDE IN REGION 5 (Circuit 5-1) AT TIME OF HIRE.

Contact: IDOA/Human Resources

PO Box 19281 - IL State Fairgrounds. Springfield, IL 62702

(217) 785-5099

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: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

How to Apply:

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

Option 1 - General

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

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

How to Apply:

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Fri. 04/17/15 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: 10-75-89746

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements:

Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:

Detail Pool 6:30 am - 3:00 pm Rotating days Off.

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Mon. 04/13/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-89100

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: 7:00am - 3:00pm; Rotating Schedule
Every Other Weekend Off; 1/2 hour lunch
IL Veterans' Home, 1 Veterans' Drive, Manteno, Illinois 60950

Contact: Human Resources / Jeri Gulli
IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950
Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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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Branch Manager (Broadview) / Seaway Bank

Will control and coordinate all activities at the branch level. Controls and manages cash and cash items. Ensures Persona I Banking staff provides a high quality of customer service to account holders and general customers. Responsible for new business & retail sales with the community. Prior management and computer skills required. Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

ITS Coordinator / Seaway Bank

Will perform diverse administrative functions requiring confidentiality. Assist with research regarding financial and technology industry trends, as well as new regulatory requirements. Receive all IT work orders and ensure input to work order system, track and report the progress. Assist the ITS team with Help Desk requirements. Must have a broad knowledge of computer skills, excellent written, oral, and organizational skills.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (O' Hare Airport) / Seaway Bank

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.



Housekeeper

Hotel/Office: Courtyard Chicago Elgin/West Dundee

Location: West Dundee, IL, United States

Posted: 8-Apr-2015

Ref#: 15000J4F

Job Category: Housekeeping & Laundry

Brand: Courtyard by Marriott

Schedule: Full-time

Position Type: Non-Management/Hourly

Job Summary

Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

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

Apply online at <http://jobs.marriott.com/careers/JobDetail/West-Dundee-IL-United-States-Housekeeper/172137?lang=en>

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Retail Sales Associate

ESSENTIAL JOB FUNCTIONS

- Enters sales into the register and balances cash drawer daily.
- Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave.
- Monitors crowd levels and potential shoplifting situations, alerting management to any problems.
- Follows all shop policies and procedures and seeks management assistance when needed.
- Assists in straightening and restocking of shelves.
- Answers Zoo related questions.
- Knowledgeable in store merchandise.
- Adheres to all loss prevention guidelines and procedures.
- Perform various tasks and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of guest service and retail operations.
- Skill in effectively resolving difficult guest service situations.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests and vendors.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

EDUCATION REQUIREMENTS

High School degree (or equivalent)

PHYSICAL REQUIREMENTS

Ability to remain on feet for long periods of time.

Ability to frequently bend, stoop, reach and climb.

No allergy to plants or animals which may interfere with the ability to work.

Ability to work in all weather conditions.

ADDITIONAL REQUIREMENTS: Available to work holidays and special events which may occur outside of regular work schedule as assigned.

Apply online at <http://www.lpzoo.org/careers>

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Guest Service Concessions

ESSENTIAL JOB FUNCTIONS

- Greets all guests in a welcoming and courteous manner.
- Open and close concessions including completing operational checklists and forms, selling services, cash handling, operating equipment and balancing banks.
- Perform in an usher role for special events
- Maintain order and tidiness of the work area which includes cleaning duties.
- Is knowledgeable of concession operations.
- Through cross training, be able to work at all concession areas.
- Adhere to dress code.
- Maintain the Seven Guidelines to Great Guest Service.

ADDITIONAL RESPONSIBILITIES • Accept directions during safety drills and emergency situations. • Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Posses a pleasant, service-oriented and enthusiastic personality.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to quickly and accurately operate cash register or PC.
- Ability to perform numerical detail work with speed and accuracy.
- Ability to work independently
- Ability to handle multiple work assignments.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, guests and general public.

EDUCATION REQUIREMENTS: High School degree (or equivalent)

EXPERIENCE REQUIREMENTS: One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

PHYSICAL REQUIREMENTS

Ability to work alone for long periods; Ability to remain on feet for long periods of time

Ability to traverse zoo grounds; Ability to work in small, confined space

Ability to work in all weather conditions

Ability to work with mild cleaning supplies

Ability to do light lifting of boxed merchandise

ADDITIONAL REQUIREMENTS: Available to work all necessary hours, including weekends, holidays, special events and all shifts.

Apply online at <http://www.lpzoo.org/careers>

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