



"Machine Operator"

Company: Aerotek

Location: Chicago, IL Date

Posted: Apr 2, 2014

An industry-leading manufacturer of commercial packaging materials is currently looking to hire for full-time Machine Operators in their production department. Machine Operators will be required to demonstrate proficiency in math, measuring, and mechanical skills in order to set up and operate various types of perforation and cutting machines, including band saws. Primary duties, include setting up, adjusting, operating and monitoring production machines, as well as perform quality inspections to ensure final product meets company standards. Machine Operators will be working in a fast-paced manufacturing and must be capable of performing various physical duties, including standing, bending, and lifting. Candidates for the Machine Operators positions must demonstrate bilingual proficiency in English and Spanish.

Additional job duties include, but are not limited to:-

Troubleshoot machine and make adjustments, referring major issues to Team leader, Supervisor or Maintenance Technicians.-Locate unfinished product in warehouse and bring to conversion area by cart, hand truck.-Place product on band saw and trim to customer specifications per order ticket.-Package finished product and label in prescribed manner.-Manually move finished product to staging area.-Keep accurate product data and records as required.-Maintain good housekeeping in work area.-Provide on the job training for new operators, as appropriate.All candidates must be willing to submit to both a drug test and background check for employment. Join Aerotek Commercial Staffing. We employ people in light industrial, light technical and office support positions across the nation. If you are looking for a competitive wage, solid opportunity, and a career path to success, contact us now!

We offer comprehensive benefits to include medical, dental, optical, and optional 401k. Don't put your career in the hands of just anyone, put it in the hands of a specialist. Join the Aerotek Commercial Staffing team!

Allegis Group and its subsidiaries are equal opportunity employers and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.

Apply online at http://manufacturingjobsinsider.com/job_detail/apply/?id=D-0fbda84b445cadbb8370cf8404&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=manu-B9lkm2ac-ON2_51&utm_term=D-0fbda84b445cadbb8370cf8404

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Glenbard Township High School District 87

SUMMER SCHOOL VACANCY NOTICE

Date Posted: April 7, 2014

Closing Date: April 18, 2014

ELL Summer Enrichment Teacher

June 16 – June 27, 2014

8:30 AM – 11:30 AM

Glenbard East, Glenbard North, & Glenbard West

Qualifications

Current, valid Illinois Professional Educator License with an endorsement in ESL.

Position will be filled contingent upon minimum student enrollment.

Interested candidates should fill out an on-line application at
www.glenbard87.org

Direct Questions to:

Ms. Eliana Callan, ELL Coordinator
Glenbard Township High School District 87
596 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-9100

It shall be the policy of Glenbard Township High School District 87 to hire all staff without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, disability, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

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Glenbard Township High School District 87

SUMMER SCHOOL VACANCY NOTICE

Date Posted: April 7, 2014

Closing Date: April 18, 2014

ELL Independent Living Teacher

July 9 – July 30, 2014

8:30 AM – 12:30 PM

Glenbard North & Glenbard West

Qualifications

Current, valid Illinois Professional Educator License with an endorsement in Family & Consumer Science and ESL.

Position will be filled contingent upon minimum student enrollment.

Interested candidates should fill out an on-line application at www.glenbard87.org

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Glenbard Township High School District 87

SUMMER SCHOOL VACANCY NOTICE

Date Posted: April 7, 2014

Closing Date: April 18, 2014

ELL Health Teacher

July 9 – July 30, 2014

8:30 AM – 12:30 PM

Glenbard North & Glenbard West

Qualifications

Current, valid Illinois Professional Educator License with an endorsement in Health and ESL.

Position will be filled contingent upon minimum student enrollment.

Interested candidates should fill out an on-line application at www.glenbard87.org

Direct Questions to:

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Glenbard Township High School District 87

SUMMER SCHOOL VACANCY NOTICE

Date Posted: April 7, 2014

Closing Date: April 18, 2014

ELL Algebra Teacher

June 16 – July 30, 2014

8:30 AM – 12:30 PM

Glenbard East

Qualifications

Current, valid Illinois Professional Educator License with an endorsement in Family & Consumer Science and ESL.

Position will be filled contingent upon minimum student enrollment.

Interested candidates should fill out an on-line application at www.glenbard87.org

Direct Questions to:

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Glen Ellyn, IL 60137
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Glenbard Township High School District 87

SUMMER SCHOOL VACANCY NOTICE

Date Posted: April 7, 2014

Closing Date: April 18, 2014

ELL U.S. Government & Politics Teacher

June 16 – July 30, 2014

8:30 AM – 12:30 PM

Glenbard South

Qualifications

Current, valid Illinois Professional Educator License with an endorsement in Social Studies-Civics and ESL.

Position will be filled contingent upon minimum student enrollment.

Interested candidates should fill out an on-line application at www.glenbard87.org

Direct Questions to:

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The Signature Room at 95th Job Fair.

Tuesday, April 15th. 12pm – 6pm at
875 N Michigan Ave Chicago, IL 60611.

Open positions: Cook, Concierge/Host/Greeter, Lunch Server, Bar Back/Porter, Bartender, Busser, Server, Janitor/Steward, Reservations Agent and Restaurant Manager.

Please bring an up-to-date, accurate resume and dress to impress.

Be prepared to thoroughly and accurately complete an employment application.

Job Title: Stock Selector - 23842

Job ID: 86131

Location: Chicago, IL

Job Type: Contract

Contract Length: 11+ Months

Salary Range: 13.00/Hr

Positions Available: 1

Earn \$\$'s Refer A Candidate

Job Description: Potential to go permanent!

2nd Shift - 3:30pm-12:00am

Select and pack customer orders from the order copy. Must be able to stock in-coming material in the proper location in various departments and in the stockroom. Must be dependable and accurate in checking the actual count against the order. Must be capable of occasional heavy lifting. Must learn catalog numbers, stock locations and packing methods. Must know weights and measures and be able to perform simple arithmetic functions. Should know how to operate forklift pallet lift, scales and meters. Will be trained in taking cycle counts and physical inventories. Will be trained to do various jobs and be cross-trained within Dept. 43 and receiving. Will learn the procedures and systems involved and be willing to work in this area when the need arises. Maintain neat and orderly work area and observe safety rules and practices.

Apply online at http://jobs.cor-tech.net/JobDetail.aspx?JobOrderID=86131&clientkey=2754bce3-c7cb-4bfe-b935-e1967061b7a9&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed

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**Medical Laboratory Technician II – Neurology – Stroger Hospital – Shift Days:
8:00am – 4:00pm**

Requisition ID: 00115412

Post Date: April 7, 2014

Closing Date: April 21, 2014

Salary: Starting Salary \$14.75

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: External

JOB SUMMARY

The Medical Laboratory Technician II – Neurology, is responsible for performing neurophysiological tests and procedures in the Neurophysiology Laboratory. Operates diagnostic equipment, conducts and prepares laboratory tests, correlates test results and performs procedures according to well-established guidelines. Interacts with others in a variety of shared tasks, referring problems or questions which may arise to the Medical Technologist or other designated personnel. Reports findings verbally or in writing; and, performs record-keeping, data management and related tasks involving the use of laboratory information systems. Performs electroencephalograms (EEGs) and evoked potential studies (EPS); and assists physicians in performing electromyograms (EMGs) and Botulinum toxin injections.

MINIMUM QUALIFICATIONS

High School Diploma or GED is required.

Completion of an Electroencephalogram (EEG) Training Program is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to perform EEGs tests.

Ability to use laboratory information systems to maintain patient records.

Ability to apply simple laboratory techniques, such as performing tests and preparing test data for analysis.

PREFERRED QUALIFICATIONS

Associate Degree in Electro- Neurodiagnostic Technology (END) is preferred.

A minimum of one (1) year of experience as a Medical Laboratory Technician in a hospital or health care setting is preferred.

EEG certification from a nationally recognized certification is preferred.

Ability to perform EP studies is preferred.

Apply online at http://www.cookcountyhhs.org/career_opportunities/medical-laboratory-technician-ii-neurology-stroger-hospital-shift-days-800am-400pm/

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Third Party Billing And Follow-Up Representative – Finance – Oak Forest Hospital – Shift: 8:00am – 4:00 pm

Requisition ID: 00115354

Post Date: April 7, 2014

Closing Date: April 21, 2014

Salary: Starting Salary \$18.92

Location: Oak Forest Health Center

Visibility: External

JOB SUMMARY

The Third Party Billing and Follow-Up Representatives facilitate the billing and collection of outstanding accounts receivable. Accuracy and performance in these processes is important to the overall financial health of the facility. This position reports to a Billing Supervisor and subsequently to the System Manager of Patient Financial Services Third Party Billing and Follow-Up.

MULTIPLE VACANCIES

MINIMUM QUALIFICATIONS

Must possess a High School Diploma or GED (Must provide proof at time of interview). One (1) year of collections experience related to hospital account receivables or business office activities in a health care setting.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.

Knowledge of Siemens Application or Cerner Application, or Emdeon Revenue Cycle Portal, or other systems of record.

Knowledge of Microsoft Office Suite (Access, Excel, Word, PowerPoint).

PREFERRED QUALIFICATIONS

Bilingual in English/Spanish.

Bilingual in English/Polish.

Apply online at http://www.cookcountyhhs.org/career_opportunities/party-billing-follow-up-representative-finance-oak-forest-hospital-shift-800am-400-pm/

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Clerk V – Patient Access – Finance – Stroger Hosptial – Shift: 4:00pm – 12:00am

Requisition ID: 00115299

Post Date: April 7, 2014

Closing Date: April 21, 2014

Salary: Starting Salary \$15.82

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: External

JOB SUMMARY

The Clerk V is responsible for scheduling patient appointments and updating demographic and insurance information for new and established patients. Scans insurance cards and ensures completion of all necessary paperwork.

Demonstrates high standards in telephone etiquette, which includes but is not limited to communicating in a clear, friendly and professional manner.

Meets productivity requirements and performs all other duties as assigned by the Supervisor or Director.

MINIMUM QUALIFICATIONS

Must possess a High School Diploma or GED (Must provide proof at time of interview).

One (1) year of clerical work experience in a health care setting.

Typing rate of 25 words per minute is required. (A typing test will be administered.)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.

One (1) year of data entry experience.

PREFERRED QUALIFICATIONS

Proficiency with Microsoft Office Suite (Word, Excel and PowerPoint).

Apply online at http://www.cookcountyhhs.org/career_opportunities/clerk-patient-access-finance-stroger-hosptial-shift-400pm-1200am/

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Physician Assistant I – Specialty Care Clinic (SCC) Shift: 8:00 AM – 4:00PM

Requisition ID: 00115219

Post Date: April 4, 2014

Closing Date: May 4, 2014

Salary: \$37.602 Hourly

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: External

JOB SUMMARY

Provides diagnostic and therapeutic services to patients under the supervision of a Licensed Physician as deemed appropriate to the normal scope and characteristics of the practice of the supervising physician and in compliance with the Illinois Physician Assistance Practice Act.

Clinical privileges and evaluation procedures are reviewed annually.

MINIMUM QUALIFICATIONS

Graduation from a Physician Assistant Program approved by the National Commission on the Certification of Physician Assistant (NCCPA) is required. (Must provide original college/university transcript at time of interview)

Must be licensed as a Physician Assistant in good standing in the State of Illinois. (Must provide license at time of interview)

Current certification from the National Commission on Certification of Physician Assistants is required.

(Must provide proof of certification at time of interview)

Active BLS and ACLS certification is required. (Must provide proof at time of interview)

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

Employment contingent on successful credentialing through the medical staffs of the Cook County Health and Hospitals System.

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at http://www.cookcountyhhs.org/career_opportunities/physician-assistant-specialty-care-clinic-scc-shift-800-400pm/

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Administrative Assistant V- Public Health

Requisition ID: 00115659

Post Date: April 1, 2014

Closing Date: April 22, 2014

Salary: COMPETITIVE SALARY

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: Both

JOB SUMMARY

The Administrative Assistant V provides support to the Chief Operating Officer. This position is responsible for a broad range of administrative support: prepares and distributes correspondence; creates reports and presentation materials in Word, Excel and PowerPoint; maintains calendars; arranges meetings and events, sets up and tracks department budgets. In addition, this position works with minimal direction on projects and assignments which involve multiple departments with information that is often confidential and sensitive. Also, acts as the liaison between the Chief Operating Officer and internal and external agencies.

MINIMUM QUALIFICATIONS

A Bachelor's degree of higher (Must provide proof at time of interview).

A minimum of five (5) years of experience providing administrative support to senior level management. Minimum of two (2) years prior experience as an administrative assistant in a healthcare or public health setting. Prior experience leading projects across multiple departments. Prior experience creating, gathering and tracking department reports. Prior experience managing email and written communication, generating written responses to internal and external inquiries. Advanced Microsoft Office skills including Word, Excel, PowerPoint (must pass a proficiency test).

PREFERRED QUALIFICATIONS: A Master's degree.

KNOWLEDGE SKILLS AND ABILITIES: Demonstrated problem-solving skills and ability to analyze and negotiate complex situations. Ability to establish and maintain positive, cooperative working relationships. Ability to work diplomatically with internal and external clientele. Ability to prioritize activities and plan work effectively. Willingness to accept additional responsibilities as needed.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

This position is exempt from career service under the CCHHS Personnel Rules. COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at http://www.cookcountyhhs.org/career_opportunities/administrative-assistant-v-public-health/

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Job Title Laborer

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Systems Maintenance Support

Position Summary

This position must be posted for bid for at least 14 days and shall be awarded to the senior qualified employee. If no such employee bids or is qualified CTA may fill with any other person. The term qualified means the individual possesses the requisite skills, expertise or experience to adequately perform the essential functions of the position as stated in the job description, including passing all necessary tests.

SALARY TARGET: \$13.61 - \$27.23 PER HOUR

Rate to be determine by applicant's entered service date in this classification.

Performs a variety of construction, janitorial and general laboring duties on Authority buildings and facilities, and other properties.

Education and Experience Requirements

Must be familiar with the various types of hand tools such as a pick, shovel and sledgehammer and know how to use them in a safe, efficient manner.

Required to possess the communication skills necessary to understand written and verbal instructions relating to this position.

Must perform the physical activities associated with this position.

Must have a valid State of Illinois Drivers License.

Must pass applicable tests.

PHYSICAL DEMANDS

Must have strength in standing while cutting grass, digging trenches, spreading asphalt, raking grass, doing fence work, running jack hammer and other equipment, walking while operating snow blower, cutting grass, performing duties, sitting while riding in or driving work van, operating grass cutting machine and lift truck.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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Job Title Sr. Coordinator, Grounds Maintenance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail Customer Facilities Maintenance

SALARY TARGET: \$65,000 - \$75,000

Position Summary

Coordinates and monitors the activities of the Surface Janitors and Sheetmetal Workers at various sites throughout operating areas of the Authority.

Primary duties and Responsibilities

Conducts field inspections and makes changes to personnel or equipment in the field. Coordinates and assigns daily work schedules.

Assists in the coordination of the Rail Station emergency snow program.
Assists in the monitoring of the annual budget for the Surface Janitors and the Sheetmetal Workers.

Coordinates efforts with other departments as well as with outside vendors to obtain supplies and materials.

Prepares necessary reports, e.g., unusual occurrences, inspections, accident and injuries to be followed.

Monitors contracts associated with area responsibility.

Assists in the administration of corrective action guidelines and maintains records of the discipline on the M100 cards.

Monitors and approves daily payroll records.

Monitors the activities and completion of work orders on the MP2 system.

Education and Experience Requirements

Bachelor's Degree or a combination of education and approximately 5 years experience relating to this position.

Must have experience as a Sheetmetal Worker and/or Surface Janitor or similar positions providing exposure to general janitorial work and sheetmetal work activities, reports and procedures.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Warehouse Workers Needed

Job Description:

We are looking to hire experienced warehouse workers, the position will facilitate the movement of product through the distribution facility to company owned stores.

Position offers a flexible schedule, with positions available for various shifts.

If you are looking for a career in a growing career field, then apply to work with us today!

Job Responsibilities:

Load and Unload Merchandise

Keep Records as Goods Enter and Leave the Warehouse

Check Merchandise Condition on Incoming Shipments

Prepare Storage Receipts

Job Requirements

Must be able to lift heavy objects (occasionally between 60-75 lbs) with or without reasonable accommodation for an entire shift

Overtime is required based on business demands; sometimes on short notice

Must be dependable and a team player

Strong attention to detail

Due to the volume of applications received, Local Employment Network is unable to comment on the status of an individual application.

Your application will be reviewed and you will be contacted if you are chosen to move forward in our hiring process.

Apply online at http://localemploymentnetwork.org/warehouse-workers-needed-indeed/?adid=556CB062EB&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed&adid=7AA03D365F

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"Emergency Room Clerical Coordinator"

Company: Rush University Medical Center

Location: Chicago, IL

Date Posted: Apr 5, 2014

Are you interested in joining a leading health care organization? We are seeking a highly motivated and dynamic Emergency Room Clerical Coordinator to join our Emergency Department at Rush University Medical Center! ****This is a part-time, 3rd shift position**** General Summary: The ED Clerical Coordinator exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. Job Functions: Coordinates unit activities by acknowledging, processing, and communicating therapeutic and diagnostic orders of the medical staff. Manages unit supplies and the requisition of services. Answers incoming telephone calls promptly and courteously, states greeting, name, unit, and offer of assistance. Answers and screens phone calls to determine appropriate person or response needed. Identifies opportunities to improve customer satisfaction and unit operations, presents implementation suggestions to manager. Owns complaints received from customers and follows through; if resolution is not obtained promptly, directs complaint to manager. Identifies and trouble shoots technology failures and handles computer down time. Maintains proper par levels of unit supplies and forms by re-ordering in a timely fashion. Maintains and utilizes unit pneumatic tube stations for clerical and clinical functions. Education and self-development Seeks continual opportunities to learn and assumes accountability for annual mandatory in-service requirements. Attends staff meetings on scheduled workdays and read electronic minutes of all other meetings. Exhibits the spirit of team in working with other Rush staff. One or more year's previous unit receptionist experience required; in healthcare setting preferred. Minimum typing of 25wpm required. Ability to demonstrate basic knowledge in medical terminology preferred. Effective communication skills, both verbal and written required. Good interpersonal skills, pleasant customer oriented approach essential. Good organizational skills. Company

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.

Complete Application Help © 2010 rush university medical center www.Rush.edu

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Inspector General

Requisition ID: 00115589

Organization: Sheriff's Department

Job Posting: Mar 20, 2014, 12:00:00 AM

Closing Date: Apr 20, 2014, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$110,000 - \$130,000

Cook County Sheriff

Job Code: 4771 Salary Grade: 24

Department: Sheriff's Office of the Inspector General

Knowledge, Skills and Abilities

Ability to plan, administer and coordinate the work of several investigative, inspection and audit units to obtain maximum efficiency; assign, instruct and supervise sworn peace officers and civilian subordinates; establish, supervise and personally conduct or implement training programs. Ability to provide testimony in court in an accurate and informed manner. Knowledge of the Sheriff's Orders, General Orders, Rules and Regulations and operating policies and procedures as it pertains to areas of responsibility. Ability to be confidential and discreet. Ability to think critically, problem solve and display sound judgment. Ability to elicit facts and information from others and skill in organizing the facts and information. Ability to demonstrate leadership, speak publicly and concisely articulate issues and concerns regarding all areas of responsibility including but not limited to confidential issues of investigation and other improprieties. Ability to compose written reports and records of all work undertaken and facts disclosed in connection with areas of responsibility. Knowledge of community resources and referrals with the ability to access such services on behalf of the Sheriff's Office.

Minimum Qualifications

Graduation from an accredited university or college with a Bachelor's or higher degree in Public Administration, Criminal Justice, Psychology, Sociology, Business or related field. Five (5) or more years of progressively responsible investigative work into matters of potential legal, criminal and civil liability.

Five (5) or more years of progressively responsible supervisory experience.

Preferred Qualifications

Graduation from an accredited graduate or law school with an advanced degree in Law, Public Administration, Criminal Justice, Psychology, Sociology, Business or related field. One (1) or more years of professional work experience with an Inspector General's Office.

Apply online at <https://cookcountyil.taleo.net/careersection/300/jobdetail.ftl>

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Janitor - MAL0000269

Primary Objective:

Perform all traditional janitorial work in and around the buildings.

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

Qualifications

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

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Tractor Trailer Driver

Job Location: Elk Grove Village, IL

ARE YOU A DRIVER LOOKING TO JOIN A GREAT COMPANY WITH GREAT BENEFITS? Cartage Services Inc. (CSI), has immediate openings for Full Time Tractor Trailer Drivers (10% Driver). CSI is a dedicated third party provider for private fleets in the transportation industry. Key sectors include automotive, manufacturing, building materials, retails and electronics.

A FT 10% Driver is a driver who does not automatically have a set schedule or shift time. They are utilized to pick up shifts for drivers on medical leave, vacation, LOA etc. Once a shift opens, this candidate is automatically qualified for a set shift time.

We offer Excellent BENEFITS including:

- Competitive Pay
- Medical, Dental, Vision
- Paid Holidays/Vacations
- Pension Plan & Stock Ownership.
- 401K

Requirements:

- Must pass DOT physical, road test, drug test, and background check.
- Must have a clean driving record with no DUI in the past 3 years.
- Must have a Class A CDL with appropriate endorsements, including HAZMAT from the state where you reside. Must be at least 21 years of age.
- Must have at minimum 1 year CDL with Interstate Commerce experience.
- Must have ability to lift 70 lbs. and physically able to load, unload, bend and stretch etc.
- Must be willing to work a flexible schedule.
- Union membership will be required after 30 days of employment

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

EOE M/F/D/V Job ID: ILEGR56

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/part-time/jobid4818313-tractor-trailer-driver-jobs>

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Summer Camp Support- Various Positions - OLI0000233 - Clerical Worker

- Prepare and maintain Summer Learning Camp student record files in alphabetical and/or numerical order.
- Answer telephones, take messages and transfer calls; provide general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collate materials such as exams, classroom handouts, and handbooks, teacher program forms, narrative reports and general correspondence as relates to the Summer Learning Camp.
- Operate basic office equipment; provide support to the operation of Summer Learning Camp; and may assist during student registration.
- Prepares spreadsheets and reports using documents provided by supervisor.

Qualifications

- Graduation from high school or the equivalent is required.
- Experience working with children.
- Experience with teaching children – 4th through 7th grade level.
- Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

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

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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