



Administrative Assistant

Job Location: Itasca, IL

Administrative Assistant - 19065

Required:

High school diploma

Two or more years experience providing administrative support in a professional environment

Working knowledge of Microsoft Windows and Microsoft Office applications

U.S. Eligibility Requirements:

Interested candidates must submit an application and resume/CV online to be considered. Must be 18 years of age or older. Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation. Must have unrestricted work authorization to work in the United States. For U.S. employment opportunities, Gallagher hires U.S. citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas), such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Gallagher will require proof of work authorization

Must be willing to execute Gallagher's Employee Agreement or Confidentiality and Non-Disclosure Agreement which require, among other things, post-employment obligations relating to non-solicitation, confidentiality and non-disclosure

Gallagher believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, color, religion, sex, age, veteran status, disability, national origin, or any other legally protected status. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Gallagher will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Job ID: 19065

Apply online at <http://jobs.ajg.com/us/united-states/administrative/jobid7401284-administrative-assistant?apstr=%26src%3DJJB-10280>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Rehabilitation Aide

RCWC - Chicago, IL

Chiropractic Rehab Assistant

Very busy medical office seeking a PART-TIME, CHIROPRACTIC REHABILITATION ASSISTANT.

ESSENTIAL JOB DUTIES: You will be executing therapy plans on patients designed by the doctor. -Implementing Rehab Protocols with Patients -Teaching & supervising patients performing stretches -Teaching & supervising patients performing exercises -Applying Physical Therapy Modalities -Ultrasound, Electrical Stimulation, Traction, etc. -Recording all treatment administered -Training patients on home care protocols -Taking Vitals & Biometric Measurements

OTHER JOB DUTIES: -Administrative duties -filing, assisting front desk, etc -Some minor house-keeping -Assisting in Marketing Events

**Please note, this is not a desk job. You will be working directly with the patients, typically multiple patients at the same time.

***Prior experience is preferred, but we will train the right candidate!

WHO WE ARE LOOKING FOR:

Qualified candidate must be **OUTGOING, GREAT SOCIAL SKILLS, SELF STARTER**, has ability to **MULTITASK**, and be **DETAIL ORIENTED**.

Knowledge of **ANATOMY** and **PHYSICAL TRAINING PRINCIPLES** required.

You **MUST BE RESPONSIBLE & have a GREAT WORK ETHIC**.

You must be service oriented with a **GREAT "Can Do" attitude**.

We are looking for a team member that will strive to make each patient visit a pleasant & positive experience.

THIS JOB WOULD BE A GOOD FIT FOR:

Student in the health related fields who wants more hands on experience

(Physical therapy student or on track for that, Kinesiology, biological sciences, etc.)

Compensation: \$14+

TO APPLY: If you feel you are the right candidate for this position, please email us your resume in the body of the email. Include a short paragraph of why you feel you are the right candidate for this position. In the subject line, please include your name & Rehab Assistant.

Apply online at <http://www.indeed.com/cmp/RCWC/jobs/Rehabilitation-Aide-88c6b2b2b8023547>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



College Receptionist II- TRiO Programs - MAL0000527

Duties and Responsibilities

Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.

Receives and sorts mail and interoffice correspondence.

Trains new or temporary employees on the use of telephone console.

Types a variety of routine letters and memoranda.

Adheres to CCC Customer Service Excellence standards.

Performs other general duties as assigned.

Qualifications

Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.

Associate's Degree preferred.

Knowledge of proper telephone communications and courtesy. Knowledge of office practices and procedures.

Some knowledge of the operation of a multiple service telephone console.

Ability to communicate with the public in a courteous and effective manner.

Ability to type a minimum of thirty words per minute.

Ability to perform routine clerical tasks.

Good customer relations and verbal communication skills.

Skill in basic filing.

Job: Clerical/Secretaries

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Apr 8, 2015, 2:07:59 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=75420>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Meat & Poultry Inspector

Agency: Agriculture
Salary: \$3,654.00 - \$5,113.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: IDOA 1591

MUST RESIDE IN COOK COUNTY - NORTH OF I-290 - AT TIME OF HIRE.

Minimum Requirements: Requires the successful completion of an agency approved meat and poultry inspection training program. Requires a valid Illinois driver's license. Requires ability to lift materials weighing up to 20 pounds. Requires physical ability to access licensed establishments to perform inspections. Requires ability to perform carcass examinations. Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry. Requires working knowledge of the methods and techniques of ante-mortem and postmortem inspections involving meat producing animals and poultry. Requires working knowledge of applicable laws, rules and regulations governing the inspection and processing of meat and poultry products.

Work Hours & Location/Agency Contact: Day Shift - Monday - Friday
Cook County (North of I-290) residency required at time of hire
When testing for the MPI Trainee at CMS, be sure to indicate Region I to be considered for this position

Contact: IDOA/Bureau of Human Resources
PO Box 19281 - IL State Fairgrounds, Springfield, IL 62794-9281 217-785-5099

How to Apply:

If you have not completed the MPI Trainee program with IDOA, you are not eligible to bid on this position as posted. You must take the MPI Trainee test with CMS. If not filled via bargaining unit language as an inspector, we will request the O/C list from CMS for MPI Trainee.

For those that have completed the MPI Trainee program with IDOA, submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Data Entry Clerk

El Rey Usa Meats & Seafood - Chicago, IL
2nd shift full time (start time 2:00pm)

Data Entry/Customer Service

must be bilingual (English/Spanish) Able to work more than 10 hrs in a fast pace environment ,We offer 1 week training .We are a meat company that distribute in the Midwest area located 2101 w 74th st Chicago, IL 60636

Salary: \$10.00 /hour

Required experience: Customer Service: 1 year

Apply online at <http://www.indeed.com/cmp/El-Rey-Usa-Meats-&-Seafood/jobs/Data-Entry-Clerk-a4bc5f837d7286a7>

P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications:

Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Help Desk Support - UBER

Integrity Staffing Solutions @ UBER - Chicago, IL
(Help Desk Support, Customer Support, Technical Support)

JOB DESCRIPTION

As a Help Desk Support/User Support Specialist, you'll educate both riders and drivers to solve any questions or issues as they are happening real time!

You'll take upset users and turn them into our strongest evangelists, and will look for unique and exciting ways to solve problems. You'll be providing exceptional support, ensuring that problems are resolved promptly while developing deep customer relationships via text or email.

These are great, temp-to-hire positions. After 90-days, you'll have the opportunity to become a full-time Uber team member!

EARN \$15-\$16.50/Hr. Day and Night Shift Available

What we're looking for:

1-2+ years of applicable experience, preferably in e-commerce, conflict resolution, and/or crisis management

HS Diploma required, some secondary education or Bachelor's Degree preferred

Exceptionally strong writing skills as most customer service is done via text and email; some phone customer service required (bilingual Spanish a +)

Excellent communication and interpersonal skills

Passion for excellent customer service & satisfaction

Deep desire to resolve conflicts with first response

Detail oriented - you do your due diligence when completing an investigation

User of social media and online tools

Help Desk, Tech Support, or any type of CSR experience using investigation skills preferred

Have used Uber and understand the app's functionality

We are seeking candidates that can start as soon as 4/27. Please do not delay. Send your resume today along with information on why you feel you are a perfect fit for our client. IF YOU HAVE ALREADY applied to the job we have posted under Customer Support you do not have to respond to this posting.

Required experience: Help Desk/Technical Support : 1 year

Apply online at http://www.indeed.com/viewjob?cmp=Integrity-Staffing-Solutions-%40-UBER&t=Help+Desk+Support&jk=394651d34eb11442&sjdu=QwrRXXKrqZ3CNX5W-O9jEvXJwrBq6_mZ3aRp4rotspZbkdkixbm6lj0RW-hBNAQDp8nkq-netFinXMNUDKPwPVjKfR6bay_KQOEDiXvYhI2A&pub=pub-indeed

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Experienced Armed Professional Protection Officers

TSM - Chicago, IL

Nationwide Security Firm seeking full-time Experienced Armed Professional Protection Officers for large Retail Shopping Center.

Hours / Shifts: 1st, 2nd, 3rd Shifts; Weekends

Duties and Responsibilities of the Job

Minimum Requirements

Professional Licenses/Certifications

Unarmed Positions - Must have Permanent Employee Registration Card (PERC)

Armed Positions - Must have Permanent Employee Registration Card (PERC) & Firearm Ownership Identification Card (FOID). Pre-employment drug screening required; Background check required. Must meet minimum age requirement for the state (18 years old for unarmed officer / 21 years old for armed officer). High School Diploma or G.E.D. Equivalent. Must have a valid Driver's License; minimum Class D Endorsement required. Must have dependable vehicle; Physically fit to perform the duties of the position. Full time officers must be able to work rotating shifts

Part time officers must be able to work a minimum of 12 hours per week

No criminal convictions – Including conditional discharges or Court Supervision

No more than two minor traffic violations in the past three years

No convictions for DUI (Driving Under the Influence) or DWI (Driving While Intoxicated)

Must be able to Read and Write in English fluently

Must have completed State Required Fingerprinting

Preferred Requirements: State 20 hours Unarmed or 40 hour Armed Certificate or State equivalent. Training Certifications in Monadnock Defensive Tactics Systems, Oleoresin Capsicum Aerosol Training, Pressure Point Control Tactics, Monadnock Expandable Baton or PR-24. Associates Degree or Bachelor's Degree in Criminal Justice, Business or related field. Minimum three to five years of verifiable work history or 2 or more years Military Service with honorable discharge (copy of DD214 required)

Successfully completed a certified police, correction or federal law enforcement academy. Certified Reserve or Auxiliary police officer

Three or more years of security experience with a reputable firm

Successfully completed a 300 hours Security Training Program

Certified Emergency Medical Technician or Fire Fighter

Knowledge of secondary language skills, preferably Polish or Spanish

Salary: \$12.00 /hour

Required experience: Security / Law Enforcement: 3 years

Apply online at <http://www.indeed.com/cmp/TSM/jobs/Experienced-Armed-Professional-Protection-Officer-75b1a4617ff330e4>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Experienced Unarmed Professional Protection Officers

TSM - Chicago, IL

Nationwide Security Firm seeking full-time Experienced Unarmed Professional Protection Officers for Retail Shopping Center in the North Side of Chicago.

Hours / Shifts: 1st, 2nd, 3rd Shifts; Weekends

Act as a visible deterrent to criminal activity. Provide a secure, problem free environment to ensure a smooth running operation. Ensure the safety of the public and employees at all times. Report all security related occurrences.

Minimum Requirements: Professional Licenses/Certifications

Unarmed Positions - Must have Permanent Employee Registration Card (PERC)

Armed Positions - Must have Permanent Employee Registration Card (PERC) & Firearm Ownership Identification Card (FOID). Pre-employment drug screening required. Background check required. Must meet minimum age requirement for the state (18 years old for unarmed officer / 21 years old for armed officer). High School Diploma or G.E.D. Equivalent. Must have a valid Driver's License; minimum Class D Endorsement required. Must have dependable vehicle. Physically fit to perform the duties of the position. Full time officers must be able to work rotating shifts. Part time officers must be able to work a minimum of 12 hours per week. No criminal convictions – Including conditional discharges or Court Supervision. No more than two minor traffic violations in the past three years. No convictions for DUI (Driving Under the Influence) or DWI (Driving While Intoxicated) Must be able to Read and Write in English fluently Must have completed State Required Fingerprinting

Preferred Requirements: State 20 hours Unarmed or 40 hour Armed Certificate or State equivalent. Training Certifications in Monadnock Defensive Tactics Systems, Oleoresin Capsicum Aerosol Training, Pressure Point Control Tactics, Monadnock Expandable Baton or PR-24. Associates Degree or Bachelor's Degree in Criminal Justice, Business or related field. Minimum three to five years of verifiable work history or 2 or more years Military Service with honorable discharge (copy of DD214 required)

Successfully completed a certified police, correction or federal law enforcement academy. Certified Reserve or Auxiliary police officer

Three or more years of security experience with a reputable firm

Successfully completed a 300 hours Security Training Program

Certified Emergency Medical Technician or Fire Fighter

Knowledge of secondary language skills, preferably Polish or Spanish

Salary: \$12.00 /hour

Required experience: Security / Law Enforcement: 3 years

Apply online at <http://www.indeed.com/cmp/TSM/jobs/Experienced-Unarmed-Professional-Protection-Officer-ed8ee9922710637c>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Barista (US)

Location: CHICAGO, IL (STARBUCKS COFFEE COMPANY - 111 WEST WASHINGTON)
Starbucks Corporation

Job Summary and Mission: This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience: No previous experience required

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills. Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=2895027351&locale=en_US&applicationName=StarbucksNonReqExt&SEQ=postingLocationDetails&POSTING_ID=667441924&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.IJndeed

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cashier, Barista, Sandwich Makers Needed @ O'Hare Airport
The Goddess & Grocer - Chicago, IL

We have a full-time/part-time opening for a Cashiers, Barista, Sandwichmakers Needed @ O'Hare Airport.

Must be able to work varying shift(s) per week and be available weekdays/weekends.

1 year experience required.

Be authorized to work in the United States.

Must have reliable transportation.

Background check required.

Wage: \$9.50

Looking for high-energy, passionate, and driven individuals who would like to be a part of a renowned cafe experience working at the international terminal at ORD.

Crosstrain in all positions, and cater to passengers from all around the world.

Background check required for Airport Badge.

Ability to multitask and work in a fast paced environment is necessary. Barista knowledge is a plus!

Send resumes to hiring manger

Salary: \$9.50 /hour

Required experience: high volume, fast paced, restaurant or cafe : 1 year

Apply online at <http://www.indeed.com/cmp/The-Goddess-&-Grocer/jobs/Cashier-fd032100c534c505>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Position Title: Billing Clerk

Status: Non-Exempt

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Customer Service, Accounting, Admin - Clerical

Experience: Not Specified

Date Posted: 4/7/2015

Position Summary: The Billing Clerk will execute the billing of fees and expenses to clients.

Qualifications and Education: Ability to prioritize, multi-task and meet deadlines in a fast paced environment. Ability to handle confidential information in a discreet, professional manner. Strong attention to detail and accuracy. Ability to work independently, self-starter. Strong written and verbal communication skills. Excellent organizational skills; Effective team member. Understanding of legal billing elements, processes and systems, including exception rates, discounts, multipayors and electronic billing. High school diploma or equivalent required. Two to three 3 years billing experience for a law firm or professional services firm preferred; Elite Accounting System experience preferred. Proficient with Microsoft Word and Excel

Responsibilities:

Prepare timely and accurate client invoices for fees and expenses incurred

Prepare and edit summaries of fees and expenses in response to billing attorney requests. Apply retainer funds as directed by billing attorneys

Process approved write-offs in accordance with policies and procedures

Effectively interact and communicate with attorneys, paralegals, secretaries and clients regarding billing matters. Review and verify accuracy of billings and provide supporting documentation as required. Research and respond to inquiries regarding billing issues and problems. Create billing reports and spreadsheets for analyses as required

Assist in preparing documentation for exhibits in court, as necessary

Enter new clients and matters into the billing system

Perform special projects as assigned

Maintain and organize client billing files

Job Number: 283294

Apply online at http://accounting-now.jobs.net/job/Billing-Clerk/J3G7WX771MQTJB71S9S/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Garnishment Clerk

Blatt, Hasenmiller, Leibsker & Moore LLC Chicago, IL 4/2/2015

Employment Type Full-Time

Job Type Admin - Clerical

Education High School

Experience At least 2 year(s)

Manages Others No

Industry Credit - Loan - Collections

Required Travel Not Specified

JOB DESCRIPTION: Chicago based loop law firm specialized in Creditors Right's seeks a full-time clerk for its Chicago, IL office. The clerk will primarily be responsible for executing and monitoring the preparation of legal documents for collections matters. Candidate must be a team player who is willing to go the extra mile.

Essential Functions

- Reviewing files to determine eligibility for a wage deduction or bank levy
- Preparing the wage deduction or bank levy for review by an attorney
- Handling questions from a bank or employer about their role in the legal action
- Handling questions from defendants about the steps included in wage garnishments or bank citations
- Entering mail returned from banks or employers necessary to receive the payments
- Preparing the court orders to initiate a payment on a wage garnishment or bank citation
- Entering the results of what happened at court

JOB REQUIREMENTS

Ideal candidate should have a minimum of 2 years undergraduate level education and/or equivalent work experience in garnishment department. Proficient in MS office applications (Word and Excel) and ability to type 40+ wpm. Must be able to work with minimal guidance to prioritize and handle multiple concurrent tasks. Applicant must be detail oriented, organized, reliable, and must be able to work independently. Excellent verbal, written and organizational skills. Must possess motivation and drive to complete all assigned tasks by set deadlines.

*Candidates must be able to pass a pre-employment screening to include and education and employment verification, credit and criminal background check and a drug screen.

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=organic&siteid=cb001&job_id=JHN2LZ667FSYJ05QMMZ&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Probation Officer

Juvenile Detention - Chicago, IL

Probation Officers. Evaluate offenders to determine the best course of rehabilitation, Test offenders for drugs and offer substance abuse counseling. Conduct meetings with offenders and their family and friends, write reports on the progress of offenders. Probation Officers must obtain a Bachelor Degree which I am working on as I speak, employers require candidates to pass oral, written and psychological exams.

Salary: \$50,000.00 /year

Required experience: I worked with the Women of Power, through the Department of Correctional, I was a volunteer worker. : 5 years

Apply online at <http://www.indeed.com/cmp/Juvenile-Detention/jobs/Probation-Officer-29b29a3b2a19166a>

Mechanic Helper

Location: Waukegan

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment. Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be at least 21 years of age and must possess at least one (1) year previous diesel/gas experience and/or technical training. Must have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=356

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Director, IT Project Management Office

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

Position Summary

Final salary to be determined by the selected candidate's experience and qualifications. Oversees and manages Authority IT programs and projects. Advises leadership and/or executives at the highest levels of the project portfolio, status, and resource planning for delivering strategic business initiatives that meet business needs on time, on budget, and within project scope and meets Authority goals and objectives. Develops and implements IT Project Management Office, and monitors and adjusts methodologies based on Authority needs and adaptation of project management methodologies for IT projects.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Management, Business, Information Systems, Computer Science, or related field, plus ten (10) years of IT project management experience, of which five (5) years is in a supervisory or management role, or an equivalent combination of education and experience related to this position.

Formal Project Management Training and/or PMP Certification required.

Prior experience in implementing IT Project Management Office required.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <http://www.transitchicago.com/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Senior Coordinator, Optical Network Systems

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Network Systems Support

SALARY TARGET: \$65,000 - \$85,000

Under general supervision, coordinates the configuration, ensures the optimal performance, and provides support for the Authority's fiber optic network system.

Qualifications

Bachelor's degree in Information Technology or a related field, plus five (5) years of computer network , or a combination of education and experience related to this position.

Valid State of Illinois Driver's License.

Certifications: MCSA, CCNA, NETWORK+, COMPTIA A+

Current experience as a network engineer or architect in medium sized network system with SONET, Cisco, and Ethernet technologies is preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards.

Must be able to lift and carry equipment weighing up to 50 pounds.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <http://www.transitchicago.com/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <http://www.transitchicago.com/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Manager, Administration - Facilities Engineering

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facility Maintenance

Position Summary

SALARY TARGET IS \$80,509.97. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Administers the grievance process for the unionized employees within the Facilities Engineering department.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Business Administration, Management, plus three (3) years of experience in an administrative management or support role, or an equivalent combination of education and experience relating to this position.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of grievance and discipline procedures. Detailed knowledge of the methods and practices in record keeping. Strong analytical skills. Strong writing skills. Strong communication skills. Good computer skills. Good research skills. Ability to work with multiple departments in resolving grievance issues

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <http://www.transitchicago.com/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <http://www.transitchicago.com/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is.

And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Kitchen manager

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality. Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time. Monitor portions and presentation on the line while meeting or exceeding

production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others