



## **ADMINISTRATIVE ASSISTANT II**

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC EXECUTIVE SERVICES

Schedule Full-time

Shift Day shift

Hours 8:00am-5:00pm

Location Joliet, IL

Req. Number 127291

### Job Details

We are seeking a candidate who desires a challenging opportunity to expand their working knowledge in a fast paced healthcare environment! This position requires the ability to perform various duties/projects while anticipating the needs of the Chief Nurse Officer Saint Joseph Medical Center in Joliet, IL:

Serves as the primary contact for individuals desiring to communicate with the CNO. Must be able to keep the CNO informed, organized, and prepared for meetings (agendas, packets, etc.).

Provides project management and administrative support in overall operations of the Medical Center while maintaining confidentiality in handling sensitive situations.

Compose routine letters for the CNOs signature.

Other duties/projects as needed.

### Requirements

Masters in Health Administration Preferred

Minimum 5 years work experience in an administrative support position (supporting a senior level executive a plus!)

Flexibility in availability to work

Superb communication skills (oral and written).

Strong Microsoft PowerPoint (ability to create graphs, charts, etc.) and Word skills.

Great analytical and judgment skills

Detail oriented

Follow-up and follow through skills

Project Management skills

Competitive salary and comprehensive benefits package offered!

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=709626>

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### **ADMINISTRATOR**

Facility Presence Ballard Rehabilitation  
Department ADMINISTRATION  
Schedule Full-time  
Shift Day shift  
Hours 8am-4:30pm  
Location Des Plaines, IL  
Req Number 125854

#### Job Details

The Administrator plans, directs, supervises and coordinates the functions and activities of the facility to insure the vitality of the mission and the core values through quality patient care in accordance with acceptable standards of the community and consistent with the goals and objectives of the parent corporation and the sponsors. The Administrator advises and makes recommendations to the Regional Director of Long Term and Senior Care Services regarding the strategic direction, operations and activities of the facility. Previous experience as a Health Care Administrator with a minimum of five years supervisory experience. Graduation from an accredited college or university, preferably with a Graduate Degree in Hospital Administration/Long Term Care Administration. Licensed in Illinois as a Nursing Home Administrator

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=629674>

### **Clerk III**

Department: Med-Dental Staff Off  
Schedule: Registry  
Shift: Days

#### Job Details:

Level of knowledge normally acquired through the completed of high school/GED in order to maintain department files and maintain routine records; ability to type/learn hospital/department computer programs; and skillfully and confidently responds to customer/physician needs with care and respect.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=646797](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=646797)

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### **CAFETERIA WORKER**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Registry/PRN/Flex  
Shift Day/PM rotation  
Hours AM/PM  
Location Joliet, IL  
Req Number 127063

#### Job Details

Calculate purchases, accept various forms of payment, and clean dining area.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher.
  - B. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation.
  - C. Verify cafeteria deposits after closing register.
  - D. Clean dining area.
  - E. Train staff and assist with developmental issues.
- EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=351420>

### **PHARMACY TECHNICIAN (certified)**

Department: Pharmacy  
Schedule: Full Time  
Shift: Nights

Job Details: Under direct supervision, assists Registered Pharmacists to fill prescriptions by preparing, stocking and delivering drugs, intravenous solutions and pharmaceutical supplies.

Job Specifications: Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=377624](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=377624)

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## **EMPLOYMENT SPECIALIST**

Facility Presence Health - Corporate Office  
Department HR RMC  
Schedule Full-time  
Shift Day shift  
Hours 8am - 4:30 pm  
Location Chicago, IL  
Req Number 125980

### Job Details Summary:

Performs two or more of the following high level functions: recruitment, employee relations, serves as lead for a system function and/or supervises 1 to 3 staff members.

May serve as acting site Human Resources Director in directors absence.

### Requirements:

Five to seven years experience with employee relations and full-cycle recruitment; strong organization and interpersonal skills; ability to multi-task and deal with various situations; progressive complex human resources experience; experience in instructing and leading training programs; good oral and written communication; customer relations skills and Bachelor's Degree in a related field.

SPHR/PHR certification and a minimum of 3 years prior experience in lead or management role is preferred.

**\*\*This position is located at Presence Resurrection Medical Center\*\***

EOE of Minorities/Females/Vets/Disability

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## **Accounting Supervisor**

Chicago, Illinois  
Financial Services

This role supervises the Gatorade Global Concentrate Sourcing model and coordinates all activities with Cork, Puerto Rico, and export entities. The GGCS Supervisor is the subject matter expert on all aspects of the GGCS model including product costing, intercompany profit eliminations, and transfer pricing. This role interacts with Supply Chain, Supply Chain Finance, and Financial Reporting contacts to manage the AOP and reporting processes and to handle questions related to innovation, import/export, and forecast risks/opportunities.

Key duties include:

- Prepare the periodic GGCS elimination calculation and provide results to Financial Reporting and Supply Chain Finance
- Work with Supply Chain Finance to explain actual results and variances to Forecast/Plan
- Monitor unallocated elimination and determine drivers
- Manage intercompany receipt and payment process reconciling any differences and monitoring PPV, which involves working with Supply Chain Operations
- Reconcile intercompany payable accounts
- Provide guidance to plants and co-packers as needed with issues related to GGCS
- Oversee Gatorade exports reporting
- Perform all SOX controls and testing related to GGCS
- Verify and prepare GGCS intercompany and customs invoices for payment

Qualifications:

- Strong analytical skills
- Solid problem solving capabilities
- Ability to react with urgency
- Superior communication skills
- Ability to interact with varying levels of individuals (staff to Senior Leadership), across multiple functions in Chicago, Ireland, Puerto Rico and Canada
- Strong organization and documentation skills
- Ability to work in fluid and challenging environment while maintaining composure
- Anticipates questions or issues
- 4-6 years accounting experience
- Bachelors degree in Finance or Accounting
- CPA a plus

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If you'd like more information about your EEO rights as an applicant under the law,

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=45558BR&cult=en-US>

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### **Driver - Relief Schedule (Full Time/Days)**

Elk Grove Village, Illinois  
Manufacturing and Production

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

#### **PRIMARY ACCOUNTABILITIES:**

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

**BASIC QUALIFICATIONS:**

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

**HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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### **Driver - Relief Schedule (Full Time/Days)**

Kankakee, Illinois

Manufacturing and Production

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

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- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

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## **Marketing Manager - Quaker, Hot Cereal**

Chicago, Illinois

Marketing

Quaker is looking for a strong marketer to lead key strategic base business initiatives for our Hot Cereal business.

Key responsibilities for this position:

- Manage our Real Medleys and Warm & Crunchy businesses: business tracking, marketing activation, long and short term strategy planning
- Partner with Masterbrand team to develop and execute communication creative and media plans for Real Medleys and Warm & Crunchy. Write the briefs, review creative, ensure strategic alignment
- Partner with other base hot cereal marketers to integrate our Real Medleys and Warm & Crunch strategies into AOP and SBP planning
- Develop Quaker's Steel Cut growth strategy. How will we leverage our base Steel Cut offering and our new Quick Cook innovation products to drive growth for Quaker and the category
- Execute our 2014 & develop our 2015 Oatmeal Versatility strategy - how will we leverage our assets (including Sam Stephens) to educate consumers on the possibilities of oatmeal
- Manage Food Service Vend business for hot cereal. Identify key growth opportunities and partner with sales team to beat AOP targets
- Act as liaison with our New Business Development team to partner on hot based growth opportunities

Requirements:

- Bachelor's degree required; MBA preferred
  - 2-3 years experience in marketing, innovation, strategy, consumer/customer promotions; experience with consumer packaged goods preferred
  - Demonstrated ability to develop and cultivate relationships and lead cross-functional teams
  - Excellent multi-tasking, project management, and prioritization skills
  - Excellent written and oral communication skills
  - Ability to read and analyze financials, consumer research, and syndicated data
- PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Job Ref: 43844BR

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**Merchandiser (Full Time/Days)**

Kankakee, Illinois

Manufacturing and Production

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location.

This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

**BASIC QUALIFICATIONS:**

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

**HELPFUL EXPERIENCE:**

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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## **HR Associate Manager**

Chicago, Illinois

Human Resources and Personnel

The Human Resources Manager (HRM) at PepsiCo plays a key role in executing a talent agenda that aligns with the team's business priorities. HRMs are expected to work closely with the teams they support to execute agreed-upon initiatives designed to address performance at both the individual and team levels. Initiatives HRMs will support include employee engagement assessment and action-planning; performance management; career coaching and planning; custom training; and organization design. HRMs will also play the critical role of coach and advisor to associates in the functions they support.

Education/Certifications: •Bachelors Degree required; major in Industrial/Labor Relations, Human Resources Management, psychology, or other related field preferred  
•Masters Degree in Business Administration, Labor Relations, or Human Resources Management preferred

Work Experience: •A minimum of 5 years of prior Human Resources Generalist and/or Organizational Development experience is ideal •Experience practicing HR in a manufacturing or distribution environment is preferred

Skills & Capabilities: •Understanding of, and some experience with, most or all of the core aspects of Human Resource Management (staffing; employee relations; performance management; leadership development; training) •Ability to think strategically and translate concepts into actionable items •Previous talent management and succession planning experience preferred •Proven ability to influence decision making •Courage to make tough decisions and deliver difficult messages with professionalism and poise. •Comfortable working in ambiguous business situations  
•Strong expertise in developing solutions based upon facts/data analytics  
•Must possess consultative style and approach with proven ability to develop credible relationships with business partners. •Must possess strong verbal and written communication skills. Ability to present their point of view in varied business situations.  
•Strong skills in Powerpoint/Excel/Word

Other: •20% travel

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**Job Title: Information Systems Analyst II - Opt C**

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 04/28/14 5:00 PM Central Time

Salary: \$5,657.00 - \$8,699.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: CS2947

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college with coursework in computer science or directly related fields, supplemented by three years of professional experience in a related Information Technology field.

**SPECIALIZED SKILLS:** Of the three years required experience, requires professional experience and a working knowledge of various software platforms (e.g. Microsoft Office Suite) used by DCSS and extensive experience with Kofax/Content Manager, Clericus Magnus, DuPage Clerk System (DUCS) and Real Vision Software Viewers (RVI); requires extensive experience in Project Management as it relates to public and technical business administration principles.

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

Location: Division of Child Support Services Administrative Support  
Technical Services 280 East Old Indian Trail Aurora, Illinois (Kane County)

Contact Person: Kathy Hunter / Division of Child Support Services

509 South Sixth Street Springfield, Illinois 62701

217-785-0280 Office 217-557-1676 Fax

**How to Apply:**

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

**Option C - Client Services**

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## **Cashier- Part Time**

Danville, Illinois

Admin and Secretarial

### **Job Description:**

The Cashier contributes to the success of the Pepsi Beverages Company by processing all cash and checks, reconciled to the daily route activities of Full Service Vending, Conventional Bay and Bulk Delivery Drivers. This position is located at the Danville, IL facility and is a non-unionized role. This is a part-time position.

### **Major Tasks, Key Responsibilities and Key Accountabilities:**

- Audit Merchandisers, Marketing Equipment Management (MEM) and Warehouse's daily activity documents to ensure compliance to PBC policies
- Enter and track daily route variances in Excel spreadsheet and follow through to resolve variances within 48 hours
- Provide a weekly review and analysis of non-compliant and variance trends
- Provide coaching and training to Delivery Drivers, Merchandisers and MEM Service Technicians on document and cash compliance requirements
- Process all Full Service Vending (FSV) coin; count, sort, wrap and box
- Prepare and reconcile FSV coin floats and coin bags
- Prepare daily bank deposits for Conventional and FSV activity
- Coordinate servicing of coin and cash office equipment and replenishment of supplies
- Liaise and provide support as required to the local and Business Unit Central Finance group
- Invoice and prepare handheld routes for next day delivery
- Provide backup for Settlement by completing late day generation invoices
- Prepare and send all paperwork to the Business Unit office

**Qualifications:** •Bachelor's Degree or Diploma required; concentration in accounting an asset •Three years of relevant business experience an asset •Intermediate knowledge of Microsoft Suite •Knowledge of SDMS system (Descartes) an asset •Demonstrated ownership and initiative to ensure a safe and functional work environment within the cash office •Ability to work independently and under time constraints with minimal supervision •Ability to multi-task and prioritize work •Excellent communication skills - ability to influence others •Ability to lift approximately 20lb - 30lb coin bags and/or boxes •Must be bondable Must be able to work overtime as required, including Saturday of period ends

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Office Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Wed. 04/23/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-75-78846

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions. Utilizes standard office equipment and computer. Complies with all Federal, State, Department and Facility Regulations and rules.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately (minimum net rate of 45 words per minute) and utilize personal computer.

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

Hours of work: 8:00 am - 4:30 pm, Monday through Friday

Contact: Shapiro Human Resource Office, Shapiro Center, 100 E. Jeffery St., Kankakee, IL 60901

Phone: 815/939-8221 Fax: 815/939-8560 ATTN: PERSONNEL

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

**Option 2 - Typing**

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## **Finance Manager**

Chicago, Illinois  
Financial Services

### Responsibilities:

- Lead the capital expenditure financial analysis and approval processes by effectively partnering with the plants, engineering, and supply chain functions
- Provide timely updates on innovation investments and assets as needed
- Proactively partner with the supply chain transformation team to deliver the BU's 2014 productivity objectives
- Lead the financial analysis and budget development for SBP and AOP capital planning
- Support and cultivate cross-functional relationships across the operations, innovation, finance, and sales teams for innovation costing
- Coach and train 4 direct reports through development of key talent and mentoring

### Qualifications:

- Undergraduate degree in Finance or Accounting required. CPA or MBA a plus
- Demonstrated ability in a business advisory / process leadership capacity
- 8-10 years of experience in financial planning / analysis
- Ability to lead and coordinate the development of operating and strategic plans for capital
- Ability to effectively interact with senior management
- Knowledge of the following Quaker financial systems: > SAP > Essbase
- Excellent organizational and communication skills
- Must be willing and able to travel up to 5-10% of the time

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=43120BR&cult=en-US>

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**Finance Assistant Analyst**  
Chicago, Illinois

**Financial Services**

- Responsible for the timely, accurate, approved entry and maintenance of trade promotions in SAP Trade Promotions. •Manage results against defined operational metrics. •Meet or exceed all defined guidelines, especially those related to timing and accuracy of entry prior to buy start dates. •Drive Sales results through strong verbal and written communication and issue resolution •Maintain a strong control environment with accurate trade accruals, contract approvals and verifications. Ensure all customer contract legends are current to provide Trade Promotion Analyst guidance. Demonstrate accuracy by achieving high ratings on bi-annual audits.
- Create an inclusive and cherishing environment; model leadership behaviors
- Forge favorable strong working relationships with key constituents and cross functional partners (e.g. Sales, Sales Finance, Customer Finance Services)

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree Required (Finance or Accounting preferred)

**Work Experience:**

- 2-4 years of financial work experience; CPG preferred

**Skills & Capabilities:**

- Excellent analytical skills and the ability to translate analytical findings into actionable solutions and processes
- Ability to function well in a team environment
- Strong verbal and written communication skills to manage information gathering requests
- Results oriented with the ability to complete assignments in a timely manner
- Ability to handle multiple priorities
- Proficient in Microsoft Excel with the ability to quickly learn various in-house software applications, including SAP
- Aptitude to work with minimal supervision

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## **Warehouse Supervisor 2nd Shift**

Aurora, Illinois

Logistics Distribution and Supply Chain

This position contributes to the success of the Pepsi Beverages Company by supervising the loading of route and transport trucks for a warehouse facility.

### Major Tasks, Accountabilities and Key Responsibilities:

- Schedule the receiving and delivery of raw materials/finished products in a timely manner
- Utilize docks, warehouse layout and route truck loading patterns that minimize loading time
- Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs
- Provide timely service to sales department while minimizing warehouse and production costs
- Supervise warehouse loaders within the warehouse
- Ensure the team is adequately staffed, managed and trained
- Maintain the inventory system to aid in production scheduling
- Maintain all housekeeping and safety standards

Education and Certifications: •Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

### Work Experience:

- A minimum of 2 years of Operations or Logistics experience
- Ability to work a flexible schedule including early mornings, evenings and/or weekends
- Demonstrated planning and organization skills
- Demonstrated front-line supervisory skills

### Skills & Capabilities:

- Ability to work a flexible schedule including early mornings, evenings and/or weekends

Function: Supply chain

Company/Division: PBC

Position Supervises: 20 headcount

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=43664BR&cult=en-US>

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### **Administrative Assistant**

Chicago, Illinois

Admin and Secretarial

This position provides support to the Talent Acquisition Sr. Director

Responsibilities (include but not limited to the following):

- Maintain confidentiality and professionalism in the handling of sensitive and confidential information and documents, including HR transactions.
- Polished communication skills; proven ability to effectively communicate with at all levels within the organization.
- Maintain daily calendars & own the scheduling process for all meetings for assigned manager.
- Receive, review, and screen phone, email and written requests for Manager's time; from internal and external parties; work across PepsiCo organization to resolve schedule conflicts.
- Plan & organize meetings
- Coordinate domestic & international travel.
- Manage & administer Travel & Entertainment expense reporting and process invoices.
- Organize & maintain departmental files & supplies.
- Assist with preparation of Correspondence, Manuals, Presentations for the Director and immediate staff.
- Interact frequently with PepsiCo Senior Executive Staff assistants as well as PepsiCo Executive Staff and assistants and external entities.
- Meet and greet vendors and visitors as needed.
- All ad hoc duties and projects as assigned.

Skills/Knowledge/Abilities

- Years' experience: 2+ post college •Degree: BS or BA is preferred
- The applicant must also have demonstrated problem solving and planning skills focused on the ability to plan, prioritize and execute.
- The selected candidate must have extensive knowledge of Windows, Excel, Word and PowerPoint with the understanding of software database systems.
- Strong organization skills are a must.
- Polished communication in both verbal and written.
- Ability to problem-solve.
- Ability to work autonomously/be self-motivated.

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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### **DIETITIANS ASSISTANT**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department FOOD SERVICES  
Schedule Part-time (benefits eligible)  
Shift Day/PM rotation  
Hours 5:00am - 1:30 pm; 3:30pm- 8:00pm  
Location Chicago, IL  
Req Number 127224

#### Job Details Essential Functions:

Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets.

Checks the tray line during meal periods as directed.

Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction.

Maintains communication with the dietitians regarding patient concerns.

Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients.

#### Requirements:

Good organizational, communication, interpersonal and customer relations skills required.

Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences.

Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Ability to follow directions and work under time constraints. 1-3 years experience preferred. High school diploma or equivalent required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=305995>

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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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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