



Management Trainee - Chicago City: Loop/Gold Coast/Bucktown

Job ID 2013-97604 Category Management Trainee Program - All Positions

Area Chicago City: Loop/Gold Coast/Bucktown

Overview: During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

Responsibilities: As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: •Bachelor's degree preferred. Associates Degree with 2 years of sales experience in lieu of Bachelor Degree. 4 years of Sales experience in lieu of no degree
◦Must have relevant experience in 2 of the following 3 categories: ■Sales ■Will consider 3+ years as a professional or college athlete in lieu of sales ■Will consider 2+ years of active duty military experience in lieu of sales ■Customer Service
■Management/Supervisory/Leadership ◦Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years. ◦No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI). ◦Must be at least 18 years old. ◦Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/97604/management-trainee---chicago-city%3a--loop-gold-coast-bucktown/job>

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***Part-Time Driver - Chicago - Riverview**

Job ID 2014-108182 Category Customer Service/Support – Driver

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 3844 N. Western Ave., Chicago, IL.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road
- Deliver customers and vehicles to appropriate destination in a safe and courteous manner
- Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
- Organize travel route and ensure vehicle paperwork is accurate and timely
- May need to communicate via 2-way radio or cellular phone
- May be asked to clean vehicles
- Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years old
- Must have 1 year of prior work experience
- Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

- Mon/Tues/Fri: 8:00am-5:00pm
- Mon/Weds/Thurs: 8:00am-5:00pm
- Tues/Weds/Thurs: 8:00am-5:00pm
- Weds/Thurs: 8:00am-5:00pm

Apply online at https://us-erac.icims.com/jobs/108182/*part-time-driver---chicago---riverview/job

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Merchandiser - Part Time (West Suburbs)-1403179

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Position Responsibilities

1. Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores.
2. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule.
3. Build effective relationships with store personnel to assure superior customer satisfaction.
4. Identify incremental sales opportunities for Sales Representative to pursue.
5. Provide feedback on competitor activities and best practices.
6. Cover routes and provide sales and/or merchandising services as assigned.
7. Available to work weekends and holidays.

Pay Rate: \$11.30/hr + \$0.39/per mile Schedule: Saturday & Sunday MANDATORY
Possibility of 1 or 2 days during the week Shift: 6AM - Until Finished (est. 2:30PM)
Route Area: West Suburbs

Qualifications

- High school diploma or general equivalency diploma (GED)
- Lift up to 50 lbs repeatedly
- Push and pull up to 100 lbs repeatedly
- Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations Primary Location: United States-Illinois-Northlake
Other Locations: United States-Illinois-Plainfield, United States-Illinois-Wheaton, United States-Illinois-Aurora, United States-Illinois-Downers Grove, United States-Illinois-Oswego, United States-Illinois-Naperville
Organization: Packaged Beverages
Schedule: Part-time

Apply online at www.erac.com

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***Part-Time Service Agent (Car Detailer) - Libertyville/Vernon Hills/Hawthorn Woods**

Job ID 2013-99804 Category Customer Service/Support - Service Agent
Area Chicago: North

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 915 S. Milwaukee Ave, Libertyville, IL.

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

- Clean vehicle exterior by hand, brush or by operating washing equipment
- Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand
- Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)
- Determine need for and add windshield fluid, gas, oil, water and antifreeze
- Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
- Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
- May be responsible for maintaining an inventory of cleaning supplies
- May assist with local automobile deliveries
- Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: •Must be at least 18 years old •Must have 1 year of prior work experience •Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years •No drug or alcohol related conviction on driving record in the past 3 years •Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. •Must be willing to work for a non-negotiable wage of \$8.25/hr. •Apart from Religious observances you must be able to work the following schedule:

- Sunday: 9:30am-1:00pm
- Monday: 7:00am-6:00pm
- Wednesday: 12:00pm-6:00pm

Apply online at https://us-erac.icims.com/jobs/99804/*part-time-service-agent-%28car-detailer%29---libertyville-vernon-hills-hawthorn-woods/job

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 05/01/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447019-473141

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1911 S Indiana Chicago, IL

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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

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Temporary (Seasonal) Building Maintenance

Job ID 2014-108048 Category Facilities/Real Estate - All Positions

Location US-IL

Area Chicago: West Suburbs

Overview:

Enterprise Holdings has an exciting opportunity for a Seasonal Temporary Building Maintenance Technician. This person will assist our Maintenance Technicians in painting repairs, preventive maintenance and grounds maintenance of all on-site buildings and grounds. The position will be primarily responsible for painting the exterior of all buildings and customer service areas, as well as certain lot areas. The individual will be expected to perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards. This position will be based out of our Lombard, IL Administrative office and is temporary for approximately 3 months.

Responsibilities:

- Work with and support current Maintenance Technicians.
- Be able to interact with Regional Operations personnel to provide continuing maintenance tasks at our different branch locations
- Work with a Paint Crew to maintain our branch locations throughout Chicago.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Minimum 18 years of age
- Able to work 10 hour days, 4 days per week (no weekends) Monday -Thursday 7am - 5:30pm
- Reliable transportation to our corporate office in Lombard each day
- Physically able to climb up to a 16 foot ladder
- Able to routinely lift 50 lbs.
- Capable of following directions and quickly learning new painting skills
- Able to stand, lift, and paint for up to 10 hours per day
- Able to work outside in summer conditions for up to 10 hours per day
- Display excellent customer service and communication skills
- Maintain a professional demeanor at all times

Apply online at <https://us-erac.icims.com/jobs/108048/temporary-%28seasonal%29-building-maintenance/job>

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Job Title: Housing & Transition Liaison

Agency: Aging

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: AGE-14-16

Description of Duties/Essential Functions Benefits Supplemental Questions Oversees all Housing Specialist contract management needs and contract deliverables and identifies management and systemic solutions to new and changing requirements Collaborates with Aging network , Managed Care providers, Housing Specialists, Community Service providers, Housing Authorities, Nursing Home facilities, and other public and government entities to ensure that housing is secured for Colbert Class Members consistent with the requirements of the Colbert Consent Decree. Collaborates with the Statewide Housing Coordinators, Illinois Housing Development Authority (IHDA), housing developers, and community-based housing providers to ensure that there is adequate housing stock available to Colbert Class Members consistent with the requirements of the Colbert Consent Decree. Serves as a liaison between Housing Authorities and such agencies/facilities as nursing homes, social services, and hospitals to coordinate the maximal use of resources and benefits available to Colbert Class Members. Prepares reports on the housing processes, transition outcomes, risk assessments, and critical incidents. Maintains necessary records ensuring confidentiality of clients and their transition to the community and prepares related reports.

Minimum Requirements: Education: Must possess a Master's degree in Urban Development and Planning, or a related field with some related experience in housing or community development. Experience: 5-10 years of experience in housing and community development. Must possess a demonstrated knowledge and understanding of all rules and regulations related to housing as it relates to Aging and persons with disabilities. Must be able to travel.

Work Hours & Location/Agency Contact:

Work Hours & Location: Monday - Friday 8:30 - 5:00

160 N. LaSalle Ave., N-700 Chicago, IL

Agency Contact: Illinois Department on Aging Attn: Office of Human Resources
One Natural Resources Way, Ste. 100 Springfield, IL 62702

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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Staff Accountant - Chicago

Job ID 2014-106906 Category Accounting/Finance – Accountant

Location US-IL

Area Chicagoland

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years old.
- Must have a Bachelor's degree in Accounting or Finance.
- Must be planning to attain CPA within 1-2 years.
- Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance.
- Must have basic proficiency with Microsoft Excel and Word.
- Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.
- Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.
- No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/106906/staff-accountant---chicago/job>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD 100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

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

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Job Title: Corrections Residence Counselor I

Agency: Corrections
Closing Date/Time: Tue. 05/06/14 5:00 PM Central Time
Salary: \$3,916.00 - \$5,752.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 3
Plan/BU: RC006
Bid ID#: IDOC29-20-14-0516/0517/0518

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Corrections Residence Counselor II, performs security, custodial and control functions on an assigned shift at the Fox Valley Transition Center; performs paraprofessional counseling and coordinates housekeeping activities for residents.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; requires two years of meaningful experience which would require development or establishing rapport on a personal basis; requires working knowledge of individual and group behavior; requires working knowledge of housekeeping, food preparation and household equipment; requires working knowledge of simple health and safety precautions, and of first aid methods.

PER UNION AGREEMENT THIS POSITION WILL BE AWARDED TO A FEMALE

Work Hours & Location/Agency Contact:

Work Hours: 1st shift: 7:00 am - 3:00 pm - Wednesday/Thursday off
2nd shift: 3:00 pm - 11:00 pm - Tuesday/Wednesday off
3rd shift: 11:00 pm - 7:00 am - Thursday/Friday off
Location: Fox Valley Adult Transition Center 1329 North Lake Street, Aurora, IL 60506
Agency Contact: Patsy Musgrave / Public Safety Shared Services
1301 Concordia Court, PO Box 19277 Springfield IL 62794-9277 217-557-6015

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

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Management Trainee Intern - Truck Rental

Job ID 2014-106716 Category Internships - All Internships

Location US-IL

Area Chicagoland

Overview:

Our interns go at a highly energized pace. From day one as a paid intern with Enterprise, you'll learn what it takes to run a successful business and acquire highly marketable skills and experience pertaining to every aspect of operating a business. And it's learning by doing, not by getting coffee or filing all day. Our college interns take on the same challenges as our first and second year full-time professionals. It's a team-based environment where the Enterprise employees are supportive and fun to work with.

Responsibilities:

When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards. The business training you'll receive will be an amazing jumpstart to your career

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: •Must be at least 18. •Must have a high school diploma or GED.
•Must be currently enrolled in a bachelor's degree program at a college/university.
◦Students who have completed a minimum of two years preferred.
•Experience in sales, customer service, leadership and management preferred.
•Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years. •No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 3 years. •Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/106716/management-trainee-intern---truck-rental/job>

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Part-Time Service Agent - (Millennium Park)

Job ID 2014-109486 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest

The starting salary for this position is \$8.25/hr.

This position is located at: 20 E RANDOLPH ST 3RD FL., CHICAGO, IL 60601

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

- Clean vehicle exterior by hand, brush or by operating washing equipment
- Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand
- Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)
- Determine need for and add windshield fluid, gas, oil, water and antifreeze
- Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
- Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
- May be responsible for maintaining an inventory of cleaning supplies
- May assist with local automobile deliveries
- Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years old
- Must have one year of prior work experience.
- Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must be willing to work for 8.25/hr.
- Must be willing to work up to 25 hours/week.
- Apart from religious observations, must be able to work the following schedule:
- Monday, Wednesday, Thursday: 11:00 am - 4:00 pm
- Saturday: 7:00 am - 2:00 pm

Apply online at <https://us-erac.icims.com/jobs/109486/part-time-service-agent---%28millennium-park%29/job>

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Retail Banking

Our Financial Centers provide a full range of deposit, lending, and credit card products to individuals and small businesses in 12 states: Ohio, Michigan, Illinois, Indiana, Kentucky, Missouri, Tennessee, West Virginia, Pennsylvania, Georgia, Florida, and North Carolina. We have more than 1,300 full-service Financial Centers, including more than 100 Bank Mart® locations open seven days a week inside select grocery stores. Customers depend on us to provide banking products that meet their needs, whether saving for a home or a child's education, planning for retirement, or building a business.

Inquire at https://www.53.com/careers/consumer_bank.html

Mortgage Banking

Mortgage Banking at Fifth Third Bank encompasses four sales channels – Retail, Direct, Wholesale, and Correspondent. It also includes the operations side, with four major Fulfillment Centers in Cincinnati, Ohio; Grand Rapids, Mich.; Chicago, Ill.; and Charlotte, N.C. We offer many different mortgage loan options, and our customers look to us when they are thinking about their first home, refinancing for debt consolidation, or exploring options for downsizing. Additionally, the Fifth Third Homeownership Mobile is an eBus retrofitted as a mobile classroom that hits the streets and provides homebuying education. We are combining the resources, experience, and commitment of Fifth Third Bank, Freddie Mac, and The Community College Foundation to help all members of the community understand the benefits and opportunities of homeownership.

Inquire at https://www.53.com/careers/consumer_bank.html

Auto Lending

Fifth Third Bank offers vehicle financing through two channels: Direct and Indirect Lending. Customers may obtain an auto loan directly by applying online or visiting one of our Financial Centers. Our Indirect group partners with a network of auto dealers that originates loans on the Bank's behalf. We have dealer customers in 37 states.

Inquire at https://www.53.com/careers/consumer_bank.html

Business Banking

Businesses look to their bankers to be trusted advisors, and our Business Banking division is recognized as an industry leader in helping companies reach their business goals as well as their personal financial goals. From treasury management solutions, to lines of credit and loans, to employee savings plans, we partner with small business owners to position their business for success.

Inquire at https://www.53.com/careers/consumer_bank.html

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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In-Patient Coder

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Pharmacist Technician

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Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Mail: Human Resources Department

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Youth Associate/Clerk

Location: Chicago, IL

Requisition ID: 205-800745

Posting Date: 4/21/2014

Shift: Flexible

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 500 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

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

RESPONSIBILITIES:

- Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock
- Aid customers in locating merchandise
- Communicate customer requests to management
- Assist in completing price changes as a member of the mark-down team
- Participate in year-end inventory and cycle counts
- Assist in ringing up sales at registers and/or bagging merchandise
- Any other tasks as assigned from time to time by any manager

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