



Job Title: Office Assistant - Opt 2 - Temporary

Agency: Veterans Affairs

Closing Date/Time: Wed. 05/07/14 5:00 PM Central Time

Salary: \$2,020.00 - \$3,840.00 monthly

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-50-14-81249

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numerical sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type 35 WPM.

Work Hours & Location/Agency Contact:

Temporary Position Lasting No Longer Than 6 Months

Monday-Friday 8:00am - 4:30pm 1 hour unpaid lunch

IL Veterans' Home #1 Veterans' Drive Manteno, IL

Jeri Gulli 815/468-6581 Ext. 328 815/468-1596

How to Apply:

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

Option 2 - Typing

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Job Title: Office Assistant - Opt SS2

Agency: Natural Resources

Closing Date/Time: Tue. 05/06/14 5:00 PM Central Time

Salary: \$2,896.00 - \$3,937.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 12-07-4678

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as the receptionist at the Region 2 Office; performs a variety of complex typing and clerical support for the Office, which includes typing, duplicating, mass mailings, and answering routine questions; translates to and from Spanish.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to type at 35 wpm. Requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday - Friday: 8:00am - 4:30pm, Saturday and Sunday off

WORK LOCATION: Illinois Department of Natural Resources

Region 2 Office 2050 W. Stearns Road Bartlett, IL 60103

WHERE TO APPLY: Illinois Department of Natural Resources

ATTN: Carrie Adams One Natural Resources Way Springfield, IL 62702

Phone: 217.782.0120 Fax: 217.557.8406

How to Apply:

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

Option SS2 - Spanish Speaking/Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 05/08/14 11:59 PM Central Time

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-44-81334

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Nursing Administrator, provides technical secretarial and complex, specialized office support services to the Nursing Administrator and the Social Services Administrator at the Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R). Types a variety of materials requiring knowledge of medical terminology. Maintain medical records of all students. Prepares a variety of correspondence, reports and other information pertaining to related services, school curriculum, schedules, and student records. Verifies that reports are submitted according to state and federal policy and procedures and methods; Explains rules and processes to staff, parents/guardians, and students. Utilizes a variety of technology to effectively complete work assignments. Serves as timekeeper for specific staff of the facility.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires ability to type accurately at 30 wpm. Requires knowledge of medical terminology.

Work Hours & Location/Agency Contact: 8:00 a.m. to 4:00 p.m. (Monday - Friday)

Department of Human Services

Illinois Center for Rehabilitation and Education-Roosevelt

1950 West Roosevelt Road Chicago, IL 60608

Mr. Benjamin Davis (312) 433-3147 - Phone (312) 433-3180 - 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 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: Public Safety Inspector

Agency: Department of Labor

Closing Date/Time: Wed. 05/07/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 15-IDOL-0026

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs safety inspections of State, county and municipal work places in the Chicago area for compliance with State regulations and Occupational Safety and Health Act (OSHA) standards. Investigates incidents, accidents and fatalities in workplaces; interviews employers and employees to gather relevant information; cites violations of health and safety laws and writes detailed inspection reports to document findings. Develops safety training material and presents that material to a variety of interest groups.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of federal OSHA standards, applicable State statutes. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with health and safety standards and laws. Requires the ability to prepare clear and concise report's of inspections. Requires extensive walking and the ability to climb ladders and use personal protective equipment such as hard hats, safety shoes, safety glasses and protective clothing. Requires the possession of a valid Illinois driver's license and the ability to travel to work sites using State-owned and/or personal vehicle.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm Monday - Friday
Illinois Department of Labor
160 North LaSalle Street Suite 1300-C Chicago, IL 60601

Send Applications To: Illinois Department of Labor
Attention: Deborah Morris 900 South Spring Street Springfield, IL 62704
217-782-0596 Fax email deborah.morris@illinois.gov

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Job Title General labor /Packers

Company Express Employment Professionals

Job Type Full-time, Part-time

Hours Not Specified

Location: Chicago, IL 60290

The duties include packaging of frozen foods such as vegetables and fruits. The work environment is refrigerated at 35- 40 degrees and will involve frequent lifting up to 50 lbs, fast paced, when assign to sweeper it also include sweeping the material that was drop in the floor to maintain floor in production lines clean. a lot of overtime available after regular shift and sat.
2nd shift 2:30pm- 11:00pm

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18100796&item=1&searchid=99d1113e-fb7e-77fc-72b4-1d59e3302a8a&src=title>

General Laborer, Warehouse- Part-Time

Coca-Cola Refreshments - Chicago, IL

Responsible for general duties involving physical handling of product, materials, supplies and equipment. - Maintain orderly and clean work area in compliance with Company safety and sanitation requirements. - Operate industrial power equipment - Restock and replenish as appropriate. - Perform general maintenance. - Ensure compliance with regulatory and company policies and procedures. - Fill in for other positions as needed. - Perform general warehouse/production/cooler service duties. - Periodic bending, kneeling, lifting of 50+ pounds and climbing.

Requirements

- High School Diploma Preferred. - 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail. - Forklift certification is a plus.

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

Apply online at

http://www.indeed.com/viewjob?jk=33e56447ba2d16a1&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Rental Sales Associate

Hiring Company Name: Avis Budget Group
Hiring Company Industry: Leisure and Travel
Number of Employees: 1 - 100 Employees
Total Compensation: 50K to 90K
Location: Chicago, IL
You will be redirected to TheLadders.com

Job Description

Successful Full Time Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a flexible full-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Some of the programs and services we provide include:

- Free tobacco cessation courses (including nicotine replacement supplies)
- Customized nutritional coaching • Fitness center discount program
- Healthy weight loss nutrition solutions • One-on-one active lifestyle coaching
- Trusted, on-line health information available 24/7 • Free flu shots

Rental Sales Associate Requirements: • At least 6 months of experience in a role where sales and/or customer service were key elements of your duties • Ability to handle high-pressure sales and service situations in a calm and collected manner • Willing to work various shifts including nights, weekends, and holidays • Basic computer skills in order to enter information into our database • Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Apply online at <https://www.theladders.com/job/jobboard?cr=7675170&pl=ind-17>

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GENERAL WAREHOUSE ASSOCIATE

Dollar Tree - United States

We are seeking the following for current and future openings:

Warehouse/Distribution Center Associates

We are looking for a team player with proven retail distribution success to work in a fast-paced distribution center.

General Summary: Loads and unloads trailers, moves merchandise from area to area and uses conveyors or power lift equipment throughout Distribution Center.

Essential Job Functions:

Load and unload merchandise

Check, verify and audit merchandise and enter data into remote data terminals to ensure that ordered merchandise is as ordered and not damaged

Identify, separate, label and palletize merchandise to be relocated to appropriate area of distribution center

Operate power lift equipment to move and store merchandise

Replenish pick areas identified by replenishment screens or report various requests for needed merchandise

Fills merchandise orders by selecting and moving merchandise from active location to conveyor, and/or slot to pallet or box to fill orders

Load merchandise onto trailers by moving merchandise from conveyor to trailer or from pallet to trailer. Scan non-conveyable or non-diverted merchandise prior to loading on trailer. Check merchandise to ensure that shipment is accurate and merchandise is not damaged and is loaded onto proper trailer

Perform general housekeeping duties

Perform varied duties (as listed above) depending on department assignment

Department assignment will change depending on Distribution Center needs

Qualifications/Basic Job Requirements:

High school diploma or equivalent required

Ability to lift 70lbs

Ability to adapt to job duty and department changes as required

Previous warehouse experience preferred

** Dollar Tree, Inc. is an equal opportunity, drug-free employer.

Dollar Tree is an equal opportunity employer.

Apply online at

http://www.indeed.com/viewjob?jk=2c0ed8ad93d4f77d&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_nationwide

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Loader

R+L Carriers - Chicago, IL

Freight handlers Needed!

Immediate openings for Part-Time Freight Handlers. *Competitive Pay!!! We offer an excellent compensation and benefits package that includes a 401(k) Retirement Plan and free vacation lodging at our employee resorts in Big Bear Lake, CA, Daytona Beach, FL and Pigeon Forge, TN.

Requirements:

Must be able to bend, lift and stoop without difficulty. Previous warehouse & forklift exp in a fast paced, LTL environment preferred. Able to read manifests and work in a fast paced, team environment.

Apply online at

http://www.indeed.com/viewjob?jk=4f04687a3fbe46f2&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail or on site.

Maintenance Director

Churchview Supportive Living - Chicago, IL

Do you enjoy making a difference in the lives of others? Do you have exceptional customer service skills? Churchview Supportive Living is accepting resumes for a Maintenance Director.

The Maintenance Director is responsible for all critical systems and for the upkeep of the physical plant and all equipment in the facility including HVAC system, electrical, refrigeration, lawn care etc. Knowledge of local, state, and federal building codes compliance and fire prevention and safety required. Management experience preferred. If interested, please forward your resume and salary requirements.

Apply online at http://www.indeed.com/viewjob?cmp=Churchview-Supportive-Living&t=Maintenance+Director&jk=8a08ff28ee0f8a7a&sjdu=QwrRXKrqZ3CNX5W-O9jEvdUDknwyisDVnztz_G9ci6gCwKKvvgTu_nUzX3SzCbODUGBLGCFVry-pX-i5VAkehQ

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Material Handler

Cintas - Chicago, IL

Material Handler-10143513

Description

Cintas' Global Supply Chain Management Division's mission is to be the most competitive global provider of uniforms and related items, using the resources of our company-owned facilities, as well as our network of supplier relationships that spans five continents. As part of our commitment to customers and the communities we serve, we source items at the best-available price that are produced in a manner consistent with our code of conduct.

Cintas is currently looking for a Material Handler to work at one of our Supply Chain Locations. As a Material Handler, your responsibilities would include sorting and preparing orders according to the order itinerary and transporting orders to the partner's workstation. Assist partners in loading/unloading trucks as necessary. Interact with the Warehouse Business System to confirm orders from one department to another. Filling supplies (corrugate, tape, and paper) for partners work areas. Load and unload materials, parts or products; delivering stock to designated work areas. This is a full-time position in which you will be scheduled to work 40 hours a week Monday-Friday with the ability to work overtime during the week and on weekends as business needs require.

Qualifications

- Basic minimum language communication skills in speaking and understanding English
- Ability to stand and/or walk around for up to 7 hours a day

Our Material Handler positions enjoy:

- Competitive Pay • 401(k)/Profit sharing/ESOP
- Medical, Dental and Vision Insurance Package • Disability and Life Insurance Package
- Paid Vacation and Holidays • Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer M/F/D/V

Employee Status: Regular

Schedule: Full-time

Shift: Second

Apply online at

http://www.indeed.com/viewjob?jk=2291c5c984d8e936&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Warehouse Shipping/Receiving Position Available - Chicago

Posted By: LMN Personnel

Posted Date: 2014-04-24 09:52:22

Location: Chicago, Illinois

Salary: \$38,500 Per Year

We have an immediate first shift opening for a warehouse shipping and receiving clerk in Chicago. We are an office supplier and distribution organization, serving primarily clients in the printing and packaging industry. If you have at least one year of shipping/receiving experience, a good work ethic and a teamwork focus, we have the job for you! Apply today, start next week.

Objective

The shipping and receiving clerk performs admin and warehouse operations for the warehouse, including logistics communications and arrangements, data entry, staging and prep work, loading and unloading and forklift ops.

Job Description/Duties

The shipping and receiving clerk tracks deliveries and shipments, processes records in database, communicates with drivers and vendors, loads/unloads trucks and stages and breaks down pallets. May assist with warehousing and inventory as needed and perform other duties when necessary. Supports the shipping and receiving specialists and manager and is the primary contact for basic communications in the dock area, including answering phones and maintaining schedule.

Skills and Specifications

The clerk must have excellent organizational and communication skills. Computer skills essential, including database/ERP and MS office. Team player with great outlook and dependable work ethic.

Education and Qualifications

Experience with FedEx, UPS, and USPS a plus. Forklift certified a plus. Able to lift 20 plus lbs frequently. HS diploma or GED required.

Benefits

Great pay, paid time off, excellent benefits and lots of opportunity for paid training and advancement. Raise after 90 days, annual reviews and performance bonus program.

Apply online at

http://www.topratedjobs.org/job.php?record=3631373630&utm_source=indeed

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**Job Title NEW STORE! CHICAGO SOUTH LOOP! Customer Service Specialist-
#1133**

Company Dick's Sporting Goods

Job Type Full-time, Part-time

Hours Not Specified

Location Chicago, IL 60290

Duties:

- Provide register coverage and process all customer and associate transactions at the registers. • Perform all cash office functions and ensure that the front end is supplied with the necessary resources for register functions
- Serve as primary customer service provider at the front end and liaison between customers and management • Ensure customers receive outstanding service by adhering to and enforcing customer service programs
- Handle all situations that involve firearms passing through the front end and ensure compliance with firearms safety policy and procedure

Skills:

Candidates must be flexible in working a rotating schedule including evenings, weekends, and holidays. Ability to provide outstanding customer service

Ability to direct front end operations effectively

Knowledge of customer service standards and procedures

Knowledge of basic cash management procedures

Experience: 1-2 years of Retail Cashier and/or Sales experience preferred

Bring your passion for sports to Dick's Sporting Goods and enjoy:

- Competitive Pay • Flexible Schedules • Associate Discount
- o Does not apply to seasonal/temporary positions

For complete details on our benefits offerings, please visit the " About Us/Rewards & Benefits Section " of our career site.

Interviews by appointment only.

Dick's Sporting Goods is an Equal Opportunity Employer.

Additional Info: Minimum Age-18+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=17714944>

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Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Thu. 05/08/14 5:00 PM Central Time

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-44-81056

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Nursing Supervisor, serves as a charge nurse to a shift of lower level nurses; directs personnel in the delivery of care and treatment consistent with individual treatment plans for resident students at the Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R).

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or a bachelor's degree in nursing and one year of professional nursing experience, or a master's degree in nursing. Requires license as a Registered Nurse in the State of Illinois.

Work Hours & Location/Agency Contact: 6:00 a.m. - 2:00 p.m. (Monday - Friday)

Department of Human Services

Illinois Center for Rehabilitation & Education-R

1950 West Roosevelt Road Chicago, Illinois 60608

Mr. Benjamin Davis (312) 433-3147 - Phone (312) 433-3180 - 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 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: Paralegal Assistant

Agency: Capital Development Board

Closing Date/Time: Fri. 05/09/14 11:59 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CDB00056

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with related coursework in such areas as prelegal, medical or premedical, English and statistics. Requires working knowledge of precedent case, search procedures, writing style, format and vocabulary appropriate to subject matter upon completion of a job learning period. Requires the ability to write in a clear and concise manner. Requires the ability to analyze and organize facts, evidence and precedential materials in order to draft written material in clear and logical form. Must be fully knowledgeable about proper composition, grammar, spelling and punctuation; and be proficient in such software applications as Microsoft Word, Excel, PowerPoint, and Access and legal search tools such as West Law.

Requires the ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of difficult procedural or technical nature; communicate effectively both orally and in writing; mentor individuals; and work independently on a variety of tasks. Requires basic familiarity with applicable procurement requirements within the first six months of employment.

Work Hours & Location/Agency Contact:

Work Hours: Monday – Friday 8:30-5:00 (Flexible & 9 Day Schedule available)

Location –James R. Thompson Center

100 W. Randolph Street Suite 14-600 Chicago, IL 60601

Agency Contact: Heather Humphrey / Personnel Administrator

Capital Development Board Third Floor, Wm. G. Stratton Building

401 S. Spring St., Springfield, IL 62706

217-782-7222 Fax 217-524-0565 heather.humphrey@illinois.gov

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: Public Safety Inspector

Agency: Department of Labor

Closing Date/Time: Wed. 05/07/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 15-IDOL-0026

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs safety inspections of State, county and municipal work places in the Chicago area for compliance with State regulations and Occupational Safety and Health Act (OSHA) standards. Investigates incidents, accidents and fatalities in workplaces; interviews employers and employees to gather relevant information; cites violations of health and safety laws and writes detailed inspection reports to document findings. Develops safety training material and presents that material to a variety of interest groups.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of federal OSHA standards, applicable State statutes. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with health and safety standards and laws. Requires the ability to prepare clear and concise report's of inspections. Requires extensive walking and the ability to climb ladders and use personal protective equipment such as hard hats, safety shoes, safety glasses and protective clothing. Requires the possession of a valid Illinois driver's license and the ability to travel to work sites using State-owned and/or personal vehicle.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm Monday - Friday
Illinois Department of Labor 160 North LaSalle Street Suite 1300-C Chicago, IL 60601
Send Applications To: Illinois Department of Labor
Attention: Deborah Morris 900 South Spring Street Springfield, IL 62704
217-782-0596 Fax email deborah.morris@illinois.gov

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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Nordstrom Alterations and Tailor Shop Fitter/Sewer - Michigan Avenue job

Company Nordstrom

Job Type Full-time, Part-time

Hours Not Specified

Location Chicago, IL 60290

Nordstrom is a fashion specialty retailer founded on a simple idea: offer each customer the best possible service, quality, value and selection. We are looking for skilled people to work in our Alterations/Tailor Shop. From attentive salespeople to meticulous tailors and innovative merchants, our teams are comprised of talented people who work hard to delight the customer. When you join a Nordstrom Store, you are welcomed into a family dedicated to creating memorable and rewarding shopping experiences for our customers. The ideal fitter/sewer is motivated, results oriented and committed to providing outstanding customer service.

Responsibilities

Perform and complete alterations/tailor fittings according to Nordstrom guidelines and service standards; Organize workload and complete items on time; Meet or exceed productivity targets; Follow through on customer needs in a timely manner
Actively build and maintain product knowledge through an awareness of fit, style, construction and trends; Educate customers and employees on proper fit, shop procedures and guidelines in a professional and friendly manner

Qualifications

Previous experience in alterations/tailoring; Understanding of safe and proper use of all equipment in the shop; Ability to communicate clearly and interact with customers and coworkers in a personable, professional manner
Ability to prioritize multiple tasks in a fast-paced environment
Basic math and written communication skills
High level of ownership, accountability and initiative
Ability to work a flexible schedule based on department and store needs

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Coordinator

Department: Guest Experiences

Status: Full Time

This individual will perform all core activities of the Facilitator 1 role, including: Engage guests with scientific exhibit content in a positive, fun, inclusive and educational capacity. Provide compelling and personalized exhibit experiences throughout the Museum.

Perform core operational functions of exhibits, wayfinding, and opening and closing of the Museum. Provide leadership and guidance to Facilitator 1 during periods that Senior Coordinator Guest Experiences is unavailable.

Qualifications

Required qualifications are as follows:

Bachelor's degree preferred with 1-2 years of related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content in exhibits throughout the museum in both one-on-one and group situations in an engaging, compelling, energetic manner.

Ability to learn math related to science content.

Ability to learn and engage guests with science content.

Ability to anticipate guests' needs and solve guest issues.

Positive attitude required, strong love for working with people in a fun, educational atmosphere.

Prior museum educational experience, science experience, or theatre experience is important.

Ability to guide other Facilitators in the absence of formal reporting relationships.

Ability to talk to and engage guests for long periods of time is required.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays.

Additional experience that is recommended:

Bilingual ability a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/coordinator-guest-experiences/>

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Maintenance Technician III (Audio Visual Tech)

Department: Facilities & Operations

Status: Full Time

The A-V Tech installs and connects equipment such as podiums, microphones, overhead projectors and all other equipment for stage shows, meetings, presentations and special events. Position reports to the stage supervising manager and the facilities manager. The scope of services includes comprehensive AV production solutions for corporate, social, live entertaining, staging, along with technology solutions and show management. Nights and weekends are sometimes required, and candidates should expect a variable schedule based on site needs.

Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned. Ideal candidate will possess an extensive knowledge of audio visual solutions within the event production industry. Ability to work with and troubleshoot complex audio and video systems is required, with a proven track record of successful shows in the corporate or entertainment industry. Proper and safe setup, operation, and teardown of audio, video, lighting and staging equipment is required, along with loading and unloading of company vehicles. A strong knowledge of lighting and programming smart lights and digital audio consoles is a plus. An individual who works well on a team and is self-motivated. Primary support for all stage shows, office presentations and special events. Coordinates lighting and sound for all stage presentations. Maintains inventory of equipment required to support internal presentations, meetings, and special events. Makes minor adjustments and repairs to equipment and arranges for major repairs as required. Supports temporary exhibits with special lighting, audio and projection setups. Strong attention to detail and the ability to work independently. Ability to collaborate and coordinate. Exceptional communication skills. Tenacity and ability to "think on your feet" in stressful situations. Ability to manage a wide variety of projects/demands at one time with quality execution and a timely and safe delivery.

Qualifications

Required: Associate's degree (A.A.) or equivalent from two year college or technical school. Candidate must have at least 3 years of professional experience in corporate live events. Candidate must be able to successfully interact with clients and maintain a professional demeanor at all times. Professional maturity, integrity, discipline and a positive attitude.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/maintenance-technician-iii-av/>

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Facilitator 1

Department: Guest Experiences

Status: Temporary Part Time (until 8/03/2014)

Responsibilities

This individual will engage guests with scientific exhibit content in a positive, fun, inclusive and educational capacity. Provide compelling and personalized exhibit experiences throughout the Museum. Perform core operational functions of exhibits, wayfinding, and opening and closing of Museum.

Learns exhibit content and exhibit activities grounded in science, technology, engineering, medicine and aviation. Engages guest participation in Museum experience with questions, games, activities and education content related to exhibit and museum

Facilitates exhibit activities with guests. Performs core operational functions of exhibits and museum including wayfinding, and opening and closing procedures

Participates in team meetings to create and discuss new exhibit experiences

Learns exhibit content and related areas

Partners with volunteers and educators to enhance experiences

Tracks and records guests' frequently asked questions

Assists guests who appear to be or are lost, or guests with any issues or problems

Anticipates guest issues and proactively solves guest issues and needs

Trains new employees on exhibit content

Qualifications

One year of college or 1-2 years' related or relevant experience

Ability to learn and teach exhibit content in a museum environment

Ability to effectively present content in exhibits throughout the museum in both one-on-one and group situations in an engaging, compelling, energetic manner

Ability to learn math related to science content

Ability to learn and engage guests with science content

Ability to anticipate guests' needs and solve guest issues

Positive attitude required: strong love for working with people in a fun, educational atmosphere. Prior museum educational experience, science experience, or theatre experience is important

Ability to talk and engage guests for long periods of time is required

Ability to handle several activities at one time

Must be able and willing to work weekends and holidays

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/facilitator-1/>

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Senior Staff Accountant

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Responsibilities

Essential duties and responsibilities for the Senior Staff Accountant, but are not limited to, the following: Prepare and/or enter journal entries and accruals into MS Great Plains Prepare monthly restricted net asset reconciliation. Track all in-kind gifts Reconcile and report on all refunds processed. Prepare assigned 990 tax return schedules. Prepare monthly/quarterly balance sheet account analyses Assist in recording year-end accruals. Participate in year-end audit preparation/submission of audit work papers. Perform operating and restricted financial statement analyses as assigned. Perform special projects or tasks as assigned Perform monthly pledge reconciliations and book pledge data Participate in audits of retirement savings plans

Qualifications

The Senior Staff Accountant requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment. Required qualifications are as follows: Bachelor's degree (B.S.) in Accounting; four to six years of related experience and/or training; or equivalent combination of education and experience. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must have accounting/finance department experience. Microsoft Dynamics GP experience preferred. Good attention to detail and analytical skills. Good written and verbal communication skills. Requires application of generally accepted accounting principles within an accounting system and be able to apply those principles in financial analyses.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/sr-staff-accountant/>

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Jewelry Associate

Category: Fine Jewelry Sales

City: CHICAGO

State: Illinois

Employment Status: Full-Time

Requisition Number: 2013-5205

Nameplate: Carson's

Mall Name: Ford City Shopping Ctr.

Job Description: In this role you will be responsible for presenting and selling fine jewelry to customers while providing outstanding service. Fine Jewelry Sales Associates are involved in daily sales goals and trunk show sales.

We'll value your:- Passion for jewelry- Exceptional selling skills
- Strong organizational and communication skills
- Past experience with jewelry preferred.

Compensation will include a base hourly rate plus commission.
Schedules vary, ability to work nights and weekends a must.

We offer a variety of affordable benefit choices - depending on your individual needs - including:

Medical Insurance

Dental Insurance

Vision Insurance

Basic and Supplemental Life Insurance

Dependent Life Insurance

Long Term Disability Insurance

Health Care and Dependent Care Flexible Spending Accounts

401(k) Plan, including a Company Match and Retirement Contribution

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Sick Pay

Vacation Pay

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