



Seasonal Vehicle Return Associate in Chicago Illinois United States / AVIS

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

- High school diploma
- At least 1 year of prior Customer Service experience
- Good communication skills
- Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- Willingness to learn and help others
- Motivation and dependability

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Employee Type: Full Time

Required Experience: 1 Year

Category: Customer Service

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago State: Illinois Zip Code: 60666 Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-return-associate/09B81ED5965F47AD86DBA6A59D09ADFD/job/#>

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Seasonal Vehicle Service Attendant in Chicago Illinois United States / AVIS

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements: •Must be 18 years of age or older •High school diploma or equivalent or preferred •6 months of prior work experience preferred •Physical ability to move in and out of vehicles •Effective verbal communication skills to communicate with customers, co-workers and management •Must be willing to work outdoors in all types of weather conditions •Must be willing to work various shifts including weekends, nights, and holidays •Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history •Willing to complete pre-employment testing, drug screen and background check

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Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago State: Illinois Zip Code: 60666 Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-service-attendant/C8111A3482B94E3D9698E8D503C4EC53/job/#>

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Courtesy Bus Driver in Chicago Illinois United States / AVIS

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits:

We provide a full-time schedule, hourly base pay. 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.

Basic Qualifications/Minimum Requirements:

- This location requires a CDL Class B with air brake and passenger endorsements.
- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you: •Competitive pay •Medical, Dental, Vision & 401K
•Full training to learn the business and enhance your professional skills
•Paid vacations, car rental discounts & much more!

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/B21DA50CA85C4A68B66D4DE6B9E2F1C2/job/>

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Agency Operator in NORTH CHICAGO Illinois United / AVIS

As an *Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location
Staffing your location
Marketing your operation
Promoting world renowned Avis Budget Group "We Try Harder" values
Maintaining a business plan aimed at developing rent-a-car business in your local area
Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience
Business ownership experience
The ability to work independently
Outstanding Customer Service Skills
Car Rental/Travel experience preferred but not required. *This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise. The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries.

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Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/F7791779B92D4C5B835237EC1B2B13DF/job/#>

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Customer Service Agent in Chicago Illinois United / AVIS

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements: •Must have a high school diploma •At least 6 months of experience in a customer service role •Valid driver's license and a good driving record •Must be willing and able to work a flexible schedule including nights, weekends and holidays •Basic computer skills in order to enter information into our database

We provide you: •Competitive pay •Medical, Dental, Vision & 401K
•Full training to learn the business and enhance your professional skills •Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position.

Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/581D5B61DA2A48FC845A1E048C0CFA18/job/#>

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Service Agent in Chicago Illinois United States / AVIS

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

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Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/service-agent/FD1DC2DA481A4F568BCD4AE19FD96AEA/job/#>

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Rental Sales Agent in Chicago Illinois United States / AVIS

As a Payless 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 full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

Rental Sales Associate Requirements:

- Must have a high school diploma or equivalent
- At least 6 months of experience in a role where sales and 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. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

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Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent/3FDB6453AF50422099B0656676EBC3EB/job/#>

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CASHIER

Facility Presence Saints Mary and Elizabeth Medical Center
Department NUTRITION SERVICES-CAFETERIA
Schedule Part-time (benefits eligible)
Shift Day/PM rotation
Hours 6:00am-2:30 pm;3:30-7:30pm
Location Chicago, IL
Req Number 138000

Job Details

Essential Functions: Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees.
Requirements: A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift. High School Diploma or GED from an accredited institution required. Experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031398>

Experienced Forklift Operator – Warehouse at S&S Activewear in Bolingbrook Bolingbrook, IL

Job Description

Distribution centers in Bolingbrook, IL, Santa Fe Springs, CA, and Robbinsville, NJ.
www.ssactivewear.com/Job

Description: Industry leading apparel wholesale distributor seeks Experienced Forklift Operators for its warehouse

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/warehouse>

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Warehouse at Skills for Chicagoland's Future in Chicago

191 N. Wacker Drive. Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: West Loop, The Loop

Job Description

Skills for Chicagoland's Future (SCF) is a public-private partnership committed to returning unemployed Cook County job seekers to the workforce. To apply to this role, you must be currently unemployed or underemployed, a resident of Cook County, and have the legal right to work in the U.S.

SCF partners directly with employers who are committed to hiring the unemployed/underemployed of Cook County. This provides job candidates who apply to positions through SCF a direct avenue to the employer.

Federal-Mogul Holdings Corporation is an innovative and diversified \$6.8 billion global supplier of quality products, trusted brands and creative solutions to manufacturers of automotive, light commercial, heavy-duty and off-highway vehicles, as well as in power generation, aerospace, marine, rail and industrial

Skills For Chicagoland's Future is working with SMX/Staff Management at Federal Mogul Warehouse in Skokie, IL to hire for the following positions:

- Packers
- Pickers
- Bundlers
- Punch Press Operator
- Injection Molding
- Metallic Operators
- Forklift Drivers
- Various positions in the distribution department

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/warehouse>

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DIETITIANS ASSISTANT

Facility Presence Saint Francis Hospital
Department FOOD SERVICES
Schedule Part-time (benefits eligible)
Shift Rotation
Hours 6:00 am - 8:00 pm
Location Evanston, IL

Req Number 133597

Job Details

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.

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=621536>

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HEALTH INFO ASST II

Facility Presence Holy Family Medical Center
Department HEALTH INFORMATION MANAGEMENT
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 9:00am - 1:00pm
Location Des Plaines, IL
Req Number 137756
EXPERIENCED MEDICAL RECORDS ASSISTANT

JOB SUMMARY:

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties.

REQUIREMENTS:

High school diploma or GED equivalent recognized by the Board of Education; minimum of one year medical records experience. Must have the ability to type 40 wpm.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031179>

Warehouse, Forklift, Machine Operator, Picker Packer at Crown Services in Schaumburg Schaumburg, IL

Job Description

is welcome to come in, fill out an application and meet with a recruiter. We have a number of positions available in the following: Picker and Packers Machine Operators Forklift Operators Press Operators Quality

Apply online at <https://www.shiftgig.com/jobs/chicago/forklift>

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HR SERVICE REPRESENTATIVE (TIER 1)

Facility Presence Health - Corporate Office

Department HR ADMINISTRATION

Schedule Full-time

Shift Day shift

Hours varied

Location Chicago, IL

Req Number 138411

Job Details: This position will be located at 2433 N. Harlem (& Grand) as of July 2015.

Responds to inquiries related to benefits, compensation, and general Human Resources (HR) issues (e.g., answering questions related to policy, process and program eligibility & updates). Answers employees' queries or routes them to the appropriate individual and tracks all customer contact in the internal company database.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional customer service and data entry skills.
- Ability to multitask, work in a team environment, and handle confidential and sensitive information with discretion
- Strong written and oral communication skills including professional telephone etiquette.

Education and/or Experience

High School diploma or equivalent required.

One year of experience in customer service or related field required.

Bilingual English/Spanish preferred.

Computer Skills

Computer skills and dexterity required for data entry and retrieval of information.

Proficient with Windows-style applications and keyboard

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031449>

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INS VERIFICATION REP I

Facility Presence Health - Corporate Office
Department INSUR VERIFICATION/PRE REGISTR
Schedule Full-time
Shift Day shift
Hours 9:30 am - 6:30 pm
Location Chicago, IL
Req Number 137726

Job Details

Primarily responsible for the completion and coordination of pre-encounter insurance verification, pre-certification, payor authorization, financial clearance process and the associated seamless transfer to Patient Access ministry staff.

Additionally, complete and coordinate these activities for in-house patients, all required patient status changes and, as necessary, for pre-registered and registered accounts to ensure payor requirements have been met to secure timely reimbursement and minimize payor denials.

Prioritize, coordinate, and complete patient accounts; ensure all insurance requirements are met, secure payor authorizations, complete medical necessity screening and complete patient payment estimate.

Ensure that all documentation is entered into applicable systems for ministry staff. This position requires a High school diploma or equivalent.

Previous experience in hospital admissions, business office and/or physician/Es office preferred. Medical terminology knowledge preferred.

Working knowledge of Microsoft Office and patient accounting systems experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031117>

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MEDICAL RECORDS CLERK

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH HEALTH INFO MGMT
Schedule Full-time
Shift Day shift
Hours Day Shift
Location Elgin, IL
Req Number 136966

Job Details

This candidate will answer phones, do final chart checks, handle fax requests and run charts to the floors.

Qualifications:

Candidate must have a high school diploma, and be able to file accurately.

Must have customer service/reception experience .

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031364>

Receiving Clerk at Phoenix Staffing & Management Systems in Hanover Park

Hanover Park, IL

Job Description

.The receiving clerk will be handling all related paperwork and filing it correctly

. Accuracy is critical in keeping accurate records and inventory

. Cycle counts will take place to confirm inventory levels using RF scanning equipment

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/office-clerk>

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Building Maintenance Technician

Bevara Building Services Chicago, IL

Job Functions:

Solid understanding of commercial buildings mechanical systems
Performs basic plumbing maintenance for commercial buildings. Trouble shooting leaks, pipe issues, and maintaining and installing toilets and sinks. Experience working with Sloan valves, shut off valves, and Kohler toilets is a plus.
Performs basic electrical maintenance for commercial buildings. This includes, but not limited to, changing light bulbs and ballasts, trouble shooting any electrical or power issues, and troubleshooting timer and sensor issues. Will also include trouble shooting and working on any wiring or circuit issues.
Troubleshoot issues with commercial HVAC systems. Must understand basic HVAC system operations and automated systems.
Communicating via smart phone with staff and Operations Manager on a daily basis through email and work orders.
Open availability for emergency calls

Requirements:

Must have a solid work history, professional appearance, and superb customer service skills. Must have reliable form of transportation and be willing to travel to job sites.
Ability to stand for long periods of time and lift up to 50lbs independently.
Must be comfortable working outside in all weather conditions.
Comfortable working on a hand held device and sending/receiving emails on a company issued smart phone. Salary Range: \$18 and up DOQ

Base Pay \$18.00 /Hour
Employment Type Full-Time
Job Type Installation - Maint - Repair, Real Estate, Consultant
Education Not Specified
Experience Not Specified
Manages Others Not Specified
Industry Real Estate - Property Mgt, Construction, HVAC
Required Travel Not Specified

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?job_id=JHV0ZD629P3K7Z5LMS3&showNewJDP=yes&sc_cmp2=js_jobdetails_rectitle&ipath=JEJDP

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Activities Instructor -Dance & Fitness (Part Time) Job ID: 2095

Closing Date: 5/11/15

Recreation/Activities Instructor (H)

Date Posted: 4/27/2015

Location: West Pullman Park

Region: South

THIS POSITION IS BUDGETED UP TO 25 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73 Career Service

EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$17.45 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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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 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 1 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-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. Requires ability to type accurately at 30 WPM.

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

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How to Apply:
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Option 2 - Typing

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CENTER DIRECTOR Job ID: 2090

Closing Date: 05/03/2015

Recreation/Center Director

Date Posted: 4/20/2015

Location: Clark (Richard) Playlot Park

Region: North

CHARACTERISTICS OF THE CLASS:

Under direction, manages the operation of a city wide Chicago Park District facility providing year round recreation, sports, cultural, and environmental programs as well as major special events throughout the year. Facility is typically in operation seven (7) days a week, sixteen (16) to twenty (20) hours per day. Supervises all staff assigned to the Center's operation. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Business Administration, Public Administration, Recreation Administration, or a related field supplemented by three- five years of progressively responsible experience in a revenue generating recreation or cultural, environmental/ecological facility or an equivalent combination of training and education is required. At least one year in a supervisory or management capacity must be included in the experience.

Knowledge, Skills and Abilities:

Demonstrated knowledge of business administration principles and practices.

Working knowledge of facility management methods and techniques.

Knowledge of fundraising techniques.

Knowledge of program planning and monitoring theories and methodologies.

Ability to work constructively with community groups.

Ability to coordinate the planning, implementation and evaluation phases of programs.

Ability to develop grant applications and program budgets.

Skill in evaluating and implementing leisure, recreation, environmental/ecological programs. Skill in supervising and evaluating the work of subordinate staff.

Strong management and organizational skills.

Good communication skills. Skill in preparing narrative and financial reports.

SALARY : \$70,500.00

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Job Title: Manager, Benefit Programs / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

SALARY TARGET IS \$80,000.00

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Human Resources, Business Administration, Marketing, Communications, or a related field, plus four (4) years of Human Resources administration experience designing and implementing benefits and wellness programs, or an equivalent combination of education and experience relating to this position. Professional Human Resources (PHR), Certified Benefits Professional, Certified Wellness Practitioner, and/or any additional related professional certification(s) preferred. Experience in compensation administration desired.

KNOWLEDGE, SKILLS, AND ABILITIES: Detailed knowledge of project management practices and techniques. Detailed knowledge of practices and methods in designing communication strategies and marketing plans, specifically related to benefits and wellness programs. Working knowledge of laws and regulations relating to health and wellness benefits. Working knowledge and understanding of human resources management to include current trends and human resources metrics. Working knowledge of Human Resources theories and principles. Working knowledge of the practices and methods of event planning and coordinating. Working knowledge of the practices and principles in compensation administration preferred. General knowledge of various trade contracts and unions. Strong skills in data management, analysis and reporting. Strong analytical and problem solving skills. Strong verbal, written communication and presentation skills. Strong organizational and prioritization skills. Intermediate software skills, including Word, Excel, PowerPoint, Internet and Oracle database. Ability to manage and motivate staff members to be successful. Ability to drive results by identifying and resolving significant problems within scope of responsibility.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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

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

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