



## **Part Time Second Assistant**

Job ID 2014-2792

# Positions 1

State IL

City Chicago

Posted Date 3/16/2014

Category Retail Management - PT Assistant Manager

### Responsibilities:

Business Acumen

Drive Top Line sales to achieve and exceed financial plan

Assist in setting and monitoring store goals (individual, daily and weekly)

Ensure all funds and merchandise are handled according to Company policy and procedure. Assist the Store Manager in the scheduling of 12 shoe parties a year

Effectively manage clearance merchandise

Drive VIP enrollment to enhance brand loyalty

### Operations

Serve as the manager on duty in the absence of the Store Manager and First Assistant Manager. Communicate with Store Manager and Assistant Manager on areas of importance. Conduct chat-ins and chat-outs to ensure all Associates are updated on daily Company and store communications

Ensure drags are returned to their appropriate place in the stockroom

Assist in placing supply orders and monitoring inventory levels

### Qualifications:

High school diploma or equivalent

2 – 3 years prior retail experience; 1 year prior supervisory experience preferred

Excellent communication skills, both written and verbal

Strong interpersonal skills

High level of initiative and accountability

Ability to apply retail math skills

Excellent computer skills and ability to use a POS system

Proven ability to prioritize multiple initiatives

Detail oriented; consistently meets deadlines

Ability to lift 30 lbs, pushing, pulling, bending and stretching frequently

Please include salary requirements when applying.

Aerosoles is an EOE.

Apply online at [http://www.aerosoles.com/eng/aboutus/careers\\_search.cfm](http://www.aerosoles.com/eng/aboutus/careers_search.cfm)

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## **Retail Sales Consultant North Shore Area / AT&T**

Location: Skokie, IL

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$43,900.00 in total compensation in the first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$48,702 per year. Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

**JOB DESCRIPTION:** Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provide efficient, courteous customer service and assist in all aspects of product offerings and services. Ensure an extraordinary customer experience. Position may be commissioned and quota based.

The successful candidate will be able to perform the following with or without reasonable accommodation: Ability to work flexible hours, including evenings, weekends and holidays. Ability to stand for long periods of time. Ability to complete all paperwork completely, accurately, in a timely manner. Ability to lift up to 25 pounds. Ability to operate a personal computer, wireless equipment, copier and fax. Ability to work in other locations as the needs of the business dictate may be required. Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis. Assists with inventory maintenance. May be required to wear a uniform

### **Desired Qualifications:**

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1413751

Apply online at <http://connect.att.jobs/skokie/retail/jobid5026023-retail-sales-consultant-north-shore-area-jobs>

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**Part Time Retail Sales Consultant Chicago Cottage Grove / AT&T**

Location: Chicago, IL

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$55,521 per year. Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

**GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:**

Possess a competitive spirit and desire to meet and exceed sales goals  
Stay up-to-date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools. Understand customers' needs and help them discover how our products meet those needs. Multi-task in a fast paced team environment. Educate and engage customers through product demonstrations  
Interact with customers and provide prompt and courteous customer service to all customers

The successful candidate will be able to perform the following with or without reasonable accommodation:

- Ability to work flexible hours, including evenings, weekends and holidays
- Ability to stand for long periods of time
- Ability to complete all paperwork completely, accurately, in a timely manner
- Ability to lift up to 25 pounds
- Ability to operate a personal computer, wireless equipment, copier and fax
- Ability to work in other locations as the needs of the business dictate may be required.
- Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis.
- Assists with inventory maintenance. May be required to wear a uniform

**Desired Qualifications:**

1-3 years retail/customer facing/sales experience preferred.  
Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!  
Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1424052

Apply online at <http://connect.att.jobs/united-states/part-time/jobid5031983-part-time-retail-sales-consultant-chicago-cottage-grove-jobs>

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**LOOKING TO FILL SEVERAL POSITIONS FOR RIVER NORTH RESTAURANT/BAR**

Job Description

LOOKING FOR EXPERIENCED FOH STAFF TO GEAR UP FOR BUSY SEASON.

PLEASE SEND RESUME TO [vfz4nxgjt4@jobs.shiftgig.com](mailto:vfz4nxgjt4@jobs.shiftgig.com)

738 N CLARK ST.

Requirements & Skills

MUST BE 21+, ABLE TO WORK NIGHTS AND WEEKENDS

**Busser**

Hard Rock Hotel Chicago  
230 N Michigan Ave., Chicago, IL  
Job ID: 6367441  
Job Type: Part Time  
Shift Type: Morning, Afternoon, Night  
Compensation: N/A  
Experience: 1-3 Years

Job Description

The Busser is responsible for assisting servers; including but not limited to food pick up, setting, clearing and cleaning tables

Qualifications

At least 1 year hands on experience in food operations with general sanitation procedures and overall basic knowledge of food handling procedures preferred.

*No walk-ins or phone calls will be considered.* Please apply online at  
[http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-hard-rock-hotel-chicago-6367441?utm\\_campaign=Engagement&utm\\_medium=Email&utm\\_source=New-Job-Posted&utm\\_content=6367441](http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-hard-rock-hotel-chicago-6367441?utm_campaign=Engagement&utm_medium=Email&utm_source=New-Job-Posted&utm_content=6367441)

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**Gino's East River North is looking for hostesses/host**

Job ID: 6402103

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: \$9/hour

Experience: No Experience

**Job Description**

Now looking for fun energetic people to join our host/hostess team here in river north!  
We are staffing up for the busy season!

**If this sounds look you please apply in person at 500 N. LaSalle**

Gino East River North!

**Weekend evening and Sunday Brunch Bartender needed**

Coobah

3423 N Southport Ave., Chicago, IL

Job ID: 6404739

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Negotiable base + tips

Experience: 3-6 Years

References: Preferred

**Job Description**

Experienced, energetic and personable bartender with beer and wine knowledge needed for casual/fine dining restaurant.

Shifts available: Friday and Saturday night 4p-10p and Sunday Brunch 11a-4pm.

Applicants must be able to work ALL 3 shifts.

Looking for fun/funny people who engage customers.

**Requirements & Skills**

Must be able to cover all 3 shifts needed

**No walk-ins or phone calls will be considered.** Please apply online at  
<http://www.shiftgig.com/job/chicago/il/bartender-job-openings-at-coobah-6404739>

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### **Foundation Room Door Host/Security**

House of Blues Foundation Room

329 N Dearborn St Chicago, IL

Job ID: 6401151

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

#### Essential Functions:

Ability to give proper recognition to Foundation Members, Live Nation Executives and VIP's to instill appreciation for their membership and patronage

Serve as a resource of information for all Members regarding their experience within both the Foundation Room and House of Blues

Provide assistance to Members regarding the timing of their reservation

Provide assistance to all positions and communicate effectively with others to enhance members experience

Maintain contact with Manager, Chef, Bartender, and Server regarding the arrival of Members

Constant observation of Lounge area and Podium to uphold the ambiance of the Room

Articulate vocabulary with the ability to adapt and socialize with current audience

Exemplary and professional grooming standards

Ability to anticipate guests' needs

#### Job Requirements:

High School Diploma or equivalent

Working knowledge of high end restaurant operations, seating procedures, guest relations, problem solving

Skill in diplomacy, handling multiple tasks, verbal skills, organizational skills, and interpersonal skills

Ability to diffuse possibly volatile situations with tact and diplomacy

Must have a flexible schedule

Must be able to work in multi venues

#### Physical Demands/Working Environment:

Working environment is fast-paced

Position requires extended periods of prolonged standing and working on your feet

Must be able to lift or move up to 25 lbs using proper lifting techniques

Apply online at <http://www.shiftgig.com/job/chicago/il/other-job-openings-at-house-blues-chicago-6401151>

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### **LYFE Kitchen is Looking for Qualified Team Members**

L3 Hospitality Group, LYFE Kitchen Evanston

1603 Orrington Ave Ste 604 Evanston, IL

Job ID: 6415849

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Competitive

Experience: < 1 Year

References: Preferred

#### Job Description

LYFE Kitchen, the award-winning fresh-casual restaurant developed by world-class chefs and entrepreneurs is growing again. Having just opened in downtown Chicago, L3 Hospitality group is bringing LYFE to Life in Evanston this spring.

We will be opening at the corner of Davis and Orrington in May.

Are you an outstanding cook? Is your station of choice: Broil, Saute, Pizza, Pantry, or Expo?

If so, we'd love to meet you! You'll need the following qualifications:

- Outgoing personality
- Focus on a healthy lifestyle
- Ability to work in a fast-paced environment
- Availability to work at least 3 out of 5 weekend shifts
- Prior experience in hospitality or related industry

#### Requirements & Skills

Must be able to work at least 2 of 5 weekend shifts.

If you are truly ready for a new kind of employment experience, and to start your

LYFE, come visit us today.

*Our talent center is open Tuesday-Saturday 9AM-7PM at 1603 Orrington Ave, suite 604.*

We look forward to meeting you!

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**Job Title: Evanston Cashier Jobs**

L3 Hospitality Group, LYFE Kitchen Evanston

1603 Orrington Ave Ste 604 Evanston, IL

Job ID: 6415783

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Competitive

Experience: < 1 Year

References: Preferred

**Job Description**

LYFE Kitchen, the award-winning fresh-casual restaurant developed by world-class chefs and entrepreneurs is growing again. Having just opened in downtown Chicago, L3 Hospitality group is bringing LYFE to Life in Evanston this spring.

We will be opening at the corner of Davis and Orrington in May.

Are you an outstanding cashier, server, barista, or expeditor?

If so, we'd love to meet you! You'll need the following qualifications:

- Outgoing personality
- Focus on a healthy lifestyle
- Ability to work in a fast-paced environment
- Availability to work at least 3 out of 5 weekend shifts
- Exceptional cash handling skills and attention to detail
- Prior experience in hospitality or related industry

**Requirements & Skills**

Must be able to work at least 2 of 5 weekend shifts.

If you are truly ready for a new kind of employment experience, and to start your

LYFE, come visit us today.

*Our talent center is open Tuesday-Saturday 9AM-7PM at 1603 Orrington Ave, suite 604.*

We look forward to meeting you!

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**Job Title: Administrative Assistant I - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 04/15/14 4:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-70-14-0010

Description of Duties/Essential Functions Benefits Supplemental Questions  
Conducts Quality Management reviews on an assigned Residential Services Unit; reviews documentation and implementation of Habilitation programming medical follow-up as well as life-style satisfaction surveys for developmentally disabled individuals who reside at Kiley Center.

**Minimum Requirements:**

REQUIRES KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS COLLEGE, PREFERABLY WITH COURSES IN PUBLIC OR BUSINESS ADMINISTRATION. REQUIRES ONE YEAR PROFESSIONAL EXPERIENCE IN A PUBLIC OR PRIVATE ORGANIZATION OR COMPLETION OF AN AGENCY APPROVED TRAINING PROGRAM.

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

8:30am - 4:30pm - Monday-Friday, plus one early or late day per week, plus 1 weekend day per month; hours may vary based upon the facility needs.

**CONTACT: BETTY VALLIER, HUMAN RESOURCES**

**ANN M. KILEY CENTER**

**1401 W. DUGDALE ROAD**

**WAUKEGAN, IL 60085**

**FAX: 847-249-0722**

**How to Apply:**

Non-state employees must apply directly to Central Management Services, as well as send a copy of your CMS100 application to Kiley Center. Please refer to website at [Work4Illinois.gov](http://Work4Illinois.gov) and select Application Procedures. You must receive a qualifying grade for the title in order to be considered for this position.

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**Job Title: Executive Secretary III - Opt 2**

Agency: Juvenile Justice

Closing Date/Time: Tue. 04/08/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDJJ-27-42-14-0173

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs highly responsible administrative secretarial duties; makes independent decisions within a defined scope applying knowledge of facility and agency policies and procedures. Serves as the Personnel Liaison for the facility certifying that all personnel work is completed; also maintains personnel files and updates position descriptions. Serves as the Group Insurance Representative for the facility, processes all paperwork necessary for making insurance changes and updates. Also serves as the Retirement Coordinator for the facility in advising and administering the retirement services.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules and regulations; requires thorough knowledge of the principles of office management; requires thorough knowledge of manual and automated office equipment; requires thorough knowledge of arithmetic computations; requires thorough knowledge of composition, grammar, spelling and punctuation, requires the ability to type accurately at 55wpm.

Work Hours & Location/Agency Contact: Work Hrs: 8:00am-4:00pm Off Days: Sat/Sun  
Work Location: Illinois Youth Center - Warrenville  
30W200 Ferry Rd. Warrenville, IL 60555 Fax (630) 983-6213  
Agency Contact: Blanca Lopez

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Financial Counselor / RUSH Medical Center**

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Patient Access

Job Number: 2014-0455

**POSITION HIGHLIGHTS:** The Financial Counselor position is responsible for the continual maintenance and improvement of Patient Access registration process. The position entails creation and maintaining Centervue metric information. In addition the Financial Counselor will assist in the task involved with maintaining Epic's ADT module. Financial Counselor position will exemplify the Rush mission, vision and values and will act in accordance with Rush policies and procedures.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Analyze from various reports charges that need to be transferred. Accurate charge entry and deletions. Data entry of observation hours and activity codes. Identify significant patient financial liabilities for high dollar. Responsible for Unicare/ BC Utility report. Documents case activity in PCIS and PA systems for the Patient Access Unit. Resource for intra departmental case issues. Participate in/assist with quality management process (es). Enter charges in a timely manner. Accurately determine and resolved duplicate patient's Medical Record Numbers. Complete daily and weekly volume/productivity management reporting for charge entry (if applicable). Monitor daily charges for timeliness of posting after revision. Verify eligibility and obtain benefits quotes for all non-governmental, manually accessed payors (include policy limitations). Re-verify all patients who remain in-house after 30 days from admission and continue re-verification every 30 days until discharge. Perform review and document findings for High Dollar Report. Obtain authorization for services from payors. Notify appropriate party (payors, providers or external pre-certification organization) of registration for O/P visits and I/P admissions. Obtains authorization for services. Maintains close contact with Utilization Management/ Admitting Department for verification pertaining to level of care, appropriateness of patient existing case, and the need for case creation. Releases bill upon completion of account reviews and corrections for approved bill holds. Other duties as assigned.

**POSITION QUALIFICATIONS:** High school graduate. Knowledge of medical terminology preferred. Typing skill of 40 WPM. Previous experience in a hospital or medical environment interacting with patients. This position reports to Patient Access Assistant Director

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140402095240&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140402095240&)

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**Job Title: Medical Transcriptionist - University OB/GYN / RUSH Medical Center**

Department: MSP Univ Gyne Oncology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-0325

**Job Description:**

Rush University Medical Center seeks a Medical Transcriptionist to join our University Gynecologic Oncology team!

**Position Highlights:**

This position facilitates patient flow and ensures an accurate and complete medical record for each patient. This position assists the Attending Physician's performance of a clinical service by documenting the medical history and exam on behalf of the Attending Physician during the course of the service. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

High School Diploma required.

Associates degree or higher preferred.

Working knowledge of medical terminology required.

Successful completion of medical terminology and basic coding course required.

Medical Transcriptionist certification preferred.

2 years previous experience as a medical transcriptionist required.

Basic computer skills including Microsoft Office and Electronic Medical Record Software required.

Experience working with EPIC preferred.

Strong communication skills including using grammatically correct spoken and written

Minimum typing speed of 45 wpm with high degree of accuracy.

Required to travel to off-site clinics in Indiana and South/Southwest suburbs 1 - 2 days per week.

Ability to provide own transportation and maintain necessary driver's license and insurance

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140402095334&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140402095334&)

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**Job Title: Schedule Coordinator / RUSH Medical Center**

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-0406

**Job Description:**

Are you a multi-tasking individual who has administrative office experience working in a fast-paced environment?

If this describes you, you may be the right candidate for the Schedule Coordinator position in the Supplemental Staffing Office.

**\*\*This is Primarily Night Shift Position with Some Rotation to AM and PM Shift\*\***

**General Summary:**

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers.

Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

High School Diploma or GED Equivalent required.

At least one year work experience preferred.

Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.

Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.

Work independently in an office setting.

Apply online at

[http://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140402095417&](http://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140402095417&)

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**Job Title: Temporary Support Associate - Project Coordinator / RUSH**

Department: Supplemental Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0250

**General Summary**

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

**Qualifications**

Bachelor's degree strongly preferred.

Minimum of one to five years of project assistance and/or project-based administrative experience required.

Proficient Microsoft Excel and Word skills

Minimum typing speed of 45 wpm required.

Must have an exceptional sense of detail (given the task of working with and compiling data)

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140402095459&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140402095459&)

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**Job Title: Chicago Outbound Customer Service Representative Jobs**

*Oak Street Health - Portage Park 4848 W Irving Park Rd., Chicago, IL*

Job ID: 6329531

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: \$25,000 base + commission =\$54,000 target [uncapped]

Experience: 3-6 Years

References: Preferred

**Role Description**

The Outreach Associate (OA) is responsible for adding new patients to an Oak Street Health center. Working in an exclusive territory, the OA meets with seniors, their adult children, and community influencers to educate prospective patients and to schedule their initial complete physical exam with the neighborhood doctor. The OA reports to the SVP of Outreach and works with a broad swath of autonomy.

**Location:**

The Outreach Associate is assigned to work based from a single Oak Street location.

The open locations are:- Portage Park - 4848 W. Irving Park Rd., Chicago

- Edgewater - 1541 W. Devon Ave., Chicago

Chicago Area Locations opening in 2014 - Berwyn - Chatham - Bronzeville - Archer Park - Blue Island - Humboldt Park - Calumet City

This is a highly selective position. Ideal candidates will have:

A track record of successfully working in a competitive environment.

Strong verbal and written communications skills

Evidence of achieving and surpassing goals in a pay-for-performance environment

High levels of comfort in prospecting and cold calling

Reliable transportation. US work authorization

**Compensation:**

- Base salary of \$25,000 - Annual Car, parking, phone allowance of \$2,400

- Monthly Incentive compensation for every conducted initial physical exam

Incentives paid from first conducted physical with increasing levels after monthly minimums are surpassed - Minimum targeted earnings of \$54,000 - Uncapped earning potential - Full benefits plan including; Paid training; Paid vacation; Blue Cross medical; Dental insurance; 401(k) with 100% company match; Start Date: Immediate

**Next Steps**

Please submit your resume to [da5842ms2r@jobs.shiftgig.com](mailto:da5842ms2r@jobs.shiftgig.com). Learn more at [www.oakstreethhealth.com](http://www.oakstreethhealth.com).

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**Job Title: Juvenile Justice Youth and Family Specialist - Opt S1**

Agency: Juvenile Justice

Closing Date/Time: Mon. 04/14/14 4:00 PM Central Time

Salary: \$4,481.00 - \$6,743.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DJJ27-00-12-6068

Minimum Requirements: Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use a personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to administer objective psychometric tests; requires the ability to travel, the ability to possess and maintain a valid driver's license and successful completion of an initial pre-service training curriculum. Requires ability to speak and read Spanish at a colloquial level.

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

Hours: 7:00 am - 3:00 pm Fri/Sat, 11:00 am - 7:00 pm Tue/Wed/Thu, Off Sun/Mon

Location: After Care Field Services 100 N Western Ave Chicago ILL 60612

Agency Contact: Rebecca Hall Motley, Human Resource Rep.

Illinois Youth Center - Kewanee / Illinois Department of Juvenile Justice

2021 Kentville Road Kewanee, Illinois 61443 Phone: 309-852-4601 x1102

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

Option SS - Spanish Speaking

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

Agency: Human Services

Closing Date/Time: Tue. 04/15/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-92-80556

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, for, letters, cards and records.

**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-numeric sequencing and working knowledge of office practices, procedures and programs. 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: 8:30 AM - 5:00 PM

FCS/Kane-Aurora 361 Old Indian Trail Road Aurora, Illinois 60506

Please forward applications to: Hillary Vassmer / Bureau of Employee Services

100 South Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-3826

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a grade prior to the posting period. A copy of the current grade and a CMS 100 employment application must be submitted with the bid to the contact named above prior to the posting closing.

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

**Option 2 - Typing**

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

Agency: Veterans Affairs

Closing Date/Time: Fri. 04/11/14 4:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 34-25-14-80820

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs a variety of difficult and responsible clerical assistance and support functions for the Appeals Office; provides non-technical information and assistance to veterans, spouses, and dependents seeking assistance. Performs receptionist duties; greets visitors, answers phones, routes calls, opens mail, shreds documents, maintains files. Provides clerical assistance; types forms, letters, and other documents requiring reading of handwritten hard copy; determines proper format and mode of address; proofreads for general clarity, punctuation, grammar, spelling, capitalization and typographical error. Operates such common office equipment as word processing terminals, copy machines, personal computers, and document scanners.

**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 operate commonly used manual and automated office equipment. Requires ability to type accurately at 35 words per minute.

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

Monday - Friday 8:00am - 4:00pm with a 1/2 hour lunch

Chicago VA Regional Office 2122 West Taylor Avenue Suite 127 Chicago, Illinois 60612

Contact: IL Department of Veterans' Affairs Human Resources

Springfield, IL 62794 Phone: (217) 785-1788 Fax: (217) 557-7235

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 2 – Typing

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Loop  
500 W Cermak Rd  
CHICAGO, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm  
Mon - 7am to 7pm  
Tue - 7am to 7pm  
Wed - 7am to 7pm  
Thu - 7am to 7pm  
Fri - 7am to 8pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=128667&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128667&mode=)

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**Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Up-Town  
4055 N Broadway St  
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 9am to 2pm
  
- Tue - 9am to 2pm
- Wed - NA
  
- Thu - 9am to 2pm
- Fri - 9am to 2pm
  
- Sat - 9am to 2pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=129601&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129601&mode=)

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