



Job Title: Social Services Career Trainee

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

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

How to Apply:

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

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,647.00 - \$3,570.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli
Phone: 815/468-6581 ext 328 Fax: 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).

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Job Title: Technical Advisor II

Agency: Revenue

Closing Date/Time: Mon. 04/07/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 8729

Minimum Requirements:

Requires graduation from a recognized law school and requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, and the general public. Requires the ability to travel during assignments. Experience or educational background or certificate related to state and local tax is preferred.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Property, Sales, & Excise Tax Litigation

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Technical Manager V Intelligent Transportation Systems Program Specialist

Agency: Transportation

Closing Date/Time: Tue. 04/08/14 4:30 PM Central Time

Salary: \$5,900.00 - \$10,005.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#37612

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for the development and administration of Illinois Department of Transportation (IDOT) initiatives related to the planning, development and deployment of multi-modal Intelligent Transportation System (ITS) initiatives.

Minimum Requirements:

The following criteria is required:

- A valid driver's license.
- Occasional statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business administration, economics, public finance, public administration and/or transportation engineering.
- Five years experience in business administration, economics public administration and/or transportation engineering
- Ability to present technical information to others with clarity and precision
- Knowledge of the ITS project planning process
- Strong Microsoft Excel and Microsoft Word skills
- Ability to plan, organize and execute administrative or technical program requirements

Work Hours & Location/Agency Contact:

Office of Planning & Programming/Bureau of Urban Program Planning/201 W. Center Ct., Schaumburg, IL 8:00 am - 4:30 pm / Monday - Friday

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, April 8, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To obtain an IDOT Technical Application (PM1080) visit:

<http://www.dot.il.gov/techapp/COvacancy.html>

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Driver - Relief Schedule (Full Time/Days)

Chicago, Illinois

Manufacturing and Production

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management.

This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

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

BASIC QUALIFICATIONS:

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

HELPFUL EXPERIENCE:

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

Apply online at <http://www.pepsicjobs.com/job-detail?slug=2000029174610&cult=en-US>

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Food Service Sales Assistant Representative

Chicago, Illinois

Sales

This position contributes to the success of the Pepsi Bottling Company by securing new Food Service accounts and maintaining existing accounts

Major Tasks, Key Responsibilities and Key Accountabilities:

- Manage a roster of existing food service customers
- Acquire new food service accounts
- Achieve food service sales volume, revenue, and profitability goals for the assigned territory
- Provide superior customer service
- Must be willing and able to travel up to 5% of the time

Education:

- Bachelor's degree and/or equivalent work experience

Work Experience:

- A minimum of 2 years of fact-based selling experience
- Food Service or consumer packaged goods experience preferred

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

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eoo-poster> & EEO is the Law Supplement (<http://pep.jobs/eoo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 42879BR

Apply online at <http://www.pepsicjobs.com/job-detail?slug=42879BR&cult=en-US>

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Warehouse Supervisor 2nd Shift

Aurora, Illinois

Logistics Distribution and Supply Chain

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

Major Tasks, Accountabilities and Key Responsibilities:

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

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

Work Experience:

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

Skills & Capabilities:

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

Function: Supply chain

Company/Division: PBC

Position Supervises:20 headcount

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

Job Ref: 43664BR

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

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Bussers and Dishwashers Needed For Events!

Bullpen

225 W. Hubbard Suite 302, Chicago, IL

Job ID: 6297231

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: \$9.00/hr

Experience: < 1 Year

Job Description: Porter/Dishwasher

Job Description:

Bullpen is looking for Porters and Dishwashers to work our back of house premium venues!

Who we are:

Bullpen is a modern hospitality staffing firm. We work with many catering companies all around Chicago and the suburbs.

With access to our online shift board, YOU can pick shifts that fit your schedule and location! Bullpen is an excellent platform to earn extra income and network with top industry professionals.

Our ideal candidate is:

Experienced in a professional kitchen

Record of consistent employment

Punctual, eager to work

Tech Savvy

Speaking Spanish is a plus!

Requirements & Skills

2+ years of kitchen/dishwashing experience

Ability to adhere to standards of food quality and sanitation

Knowledge of sanitation procedures

Please apply using the following link: www.gobullpen.com Or at www.bullpenstaff.com

We look forward to hearing from you!

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Executive Assistant

Chicago, Illinois

Admin and Secretarial

Administrative Assistant

This position provides support to the Talent Acquisition Sr. Director

Responsibilities (include but not limited to the following):

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

Skills/Knowledge/Abilities

- Years' experience: 2+ post college
- Degree: BS or BA is preferred
- The applicant must also have demonstrated problem solving and planning skills focused on the ability to plan, prioritize and execute.
- The selected candidate must have extensive knowledge of Windows, Excel, Word and PowerPoint with the understanding of software database systems.
- Strong organization skills are a must.
- Polished communication in both verbal and written.
- Ability to problem-solve.
- Ability to work autonomously/be self-motivated. PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status. If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law & EEO is the Law Supplement documents.

Job Ref: 43772BR

Apply online at <http://www.pepsicojobs.com/job-detail?slug=43772BR&cult=en-US>

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Office Administrator/Receptionist (River North)

Summary

Title: Office Administrator/Receptionist (River North)

ID: 1017

Department: Administrative

Description

We are seeking a receptionist/back office administrator to manage the office at our River North headquarters. You will be meeting and providing customer service to an array of personalities and will working on multiple tasks, so strong problem-solving skills are a must.

If you're friendly and welcoming, organized, punctual, and have exceptional customer service skills, then this could be the role for you.

Some specific tasks will include:

- Ensure office runs smoothly and employees have what's needed to work effectively
- Scan, file, and organize all documents
- Assist in the preparation of marketing documents
- Answer phones - Accept packages - Reception and greeting of guests
- Set up meetings - Assist in problem resolution for guests, residents, and contractors
- Order supplies for multiple satellite offices as well as HQ
- Distribute food orders to multiple HQ kitchens
- Create IDs for new field workers - Book travel as necessary
- Book meetings and appointments as necessary
- Make sure back office common areas are clean, well-appointed, and welcoming
- Send and receive mail, certified mail, and FedEx packages
- Provide administrative support for a variety of Human Resources tasks
- Take on additional projects and business responsibilities as opportunities and personal capabilities and interests arise.

Please look us up at www.pangeare.com

Compensation: \$25,000 - \$28,000/year, depending on education and experience

Only candidates with resumes attached will be considered for this position.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjmck7>

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Title: Maintenance Technician Chicago

ID: 1004

Department: Maintenance

Description

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing: Electrical: Carpentry: Flooring: Concrete/Roofing

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run.

Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj3hj07>

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Title: Property Manager Chicago

ID: 1005

Department: Field Management

Description

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills.

Training is provided, so property management experience is not required.

Successful candidates will be motivated and excited to work at a fast-growing company with room for growth.

Our business has gone from 0 employees to over 200 with the majority of promotions sourced from within.

Qualifications / Minimum Skills to Apply:

2-year Associates degree

Demonstrable conflict management and problem solving skills

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Willingness to invest time outside of normal business hours to ensure the zone prospers

Desired Qualifications:

Property management a plus, but NOT required; training is provided

Experience running/managing a multiple-site retail store/chain

Sales or management experience

Face-to-face customer service experience

Compensation and Benefits:

Base pay depending on experience, starting at \$33,000 - \$38,000 annually

Bonus plan has potential to pay up to \$6,000 annually

Full benefits available for full-time employees

Gas and phone allowance available for full-time employees

Company stock potential for top performers

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjaejpu>

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Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Vanguard Health Systems Influenza Prevention and Vaccination Guidance Policy.

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Dietitian

Department: Food & Nutrition Services

Schedule: Registry

Shift: Rotation

Job Details:

Reporting to working under the direction of the Assistant Manager/Chief Clinical Dietitian the Dietitian I is responsible for providing nutrition assessment, intervention and education to inpatients and outpatients. This position is responsible for providing quality nutrition care to patients in the medical, surgical, behavioral, intensive care, and/or transitional care units. Medical Nutrition Therapy and quality nutrition care provided by the Clinical Dietitian can aid in the management of multiple disease states and is essential for improving the nutrition status of patients who are at risk for malnutrition or who already have malnutrition.

JOB SPECIFICATIONS:

B.S. Degree in Dietetics, Food and Nutrition, or a related field.

Completion of an internship or training program approved by the Commission on Accreditation for Dietetics Education.

Registration and state licensure by the Commission on Dietetic Registration (C.D.R.) and the Illinois Department of Professional Regulation (I.D.P.R.) required.

Maintains professional registration and licensure according to the guidelines set by the above regulating organizations.

The analytical and problem solving skills necessary to interpret lab data, review medical records, evaluate diet information, and assess nutrition status in order to formulate and implement appropriate nutrition care and education for improving nutrition status.

The interpersonal skills necessary to effectively educate and interact with patients and their families and to communicate with nurses, physicians, and other hospital personnel.

The physical ability to frequently walk to and from patient rooms.

The technical skills and ability to use a calculator for assessments and a computer to obtain information or create documents.

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Patient Service Rep II

Department: Family Practice/Residency Training Program

Schedule: Full Time

Shift: Day/PM rotation

Job Details:

Reporting to the Practice Manager ensures for the continuity of patient flow from time of registration to time of discharge in conjunction with medical personnel.

Answer telephones, schedule appointments, registers patients, medical coding and billing, post receipts and other clerical duties as needed.

Audits completed daily batches, trains new Patient Service Representative (PSR) candidates. Complete monthly batch reports.

JOB SPECIFICATIONS:

Minimum of one (1) year of experience as a PSR I at MacNeal Hospital. Knowledge of the Health Care Industry helpful as well as the desire to learn medical/surgical billing.

Completion of a High School diploma or its equivalent.

The interpersonal skills necessary to deal in a courteous and professional manner with patients and co-workers.

Good organizational skills with the ability to handle multiple priorities simultaneously.

Ability to work with various computer applications.

Previous experience with Microsoft Excel, Azron Forerunner, or any Occ Med modified software highly desirable.

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Employment Manager

Location: Chicago, IL

The Employment Manager serves in a critical capacity to the success of the Human Resources Department and Museum. The position oversees all aspects of the Museum's recruitment, selection and employee relations programs. This includes managing employment lifecycle challenges and opportunities such as performance management, organizational changes, culture development, work/life balance issues, employee communication, etc.

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S/he works proactively with managers and staff to ensure Museum's staffing needs are being met through effective job design, sourcing, selection and retention techniques and programs. Also works closely with other HR team members to ensure proper information is being shared and policies and procedures are followed/developed and issues resolved regarding performance, safety, benefits, retirement, and payroll.

Qualifications

- BS/BA required with 4 – 5 years of human resources or related experience
- Must be a naturally gifted people-person with strong interpersonal and verbal communication skills; understanding how to communicate in a variety of situations with empathy, tact and diplomacy.
- Must have strong organizational skills and the ability to manage and prioritize projects and tasks with competing deadlines and interruptions
- Approachable and assertive demeanor with solid judgment and decision-making skills
- Position requires continual use of computer and telephone
- Thorough understanding of state/federal employment laws
- Ability to clearly interpret and communicate laws, policies and procedures
- May require minimal lifting for assistance with internal events
- Will require use of an HRIS, experience with ADP is beneficial

Apply online at <http://fieldmuseum.org/about/employment>

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Theater Associate

Location: Chicago, IL

Job Summary

The Ernst and Young 3D Theater at The Field Museum showcases films throughout the year which bring some of the Museum's favorite exhibition topics to life. With stadium seating for spectacular viewing and Dolby state-of-the-art technology, visitors can experience Chicago's only completely digital 3D theater. The Museum is currently seeking part-time, seasonal associate to join the 3D Theater team to assist visitors with purchasing tickets, seating, and maintaining the operations of the Museum's two 3D theaters. Position runs April through September 1, 2014, and averages 24 hours per week.

Responsibilities

The Ernst and Young 3D Theater at The Field Museum showcases films throughout the year which bring some of the Museum's favorite exhibition topics to life. With stadium seating for spectacular viewing and Dolby state-of-the-art technology, visitors can experience Chicago's only completely digital 3D theater. The Museum is currently seeking part-time, seasonal associate to join the 3D Theater team to assist visitors with purchasing tickets, seating, and maintaining the operations of the Museum's two 3D theaters. Position runs April through September 1, 2014, and averages 24 hours per week.

Responsibilities

- Greeting and seating theater visitors
- Introducing films to seated audience and answering visitor questions
- Selling and scanning theater tickets
- Maintaining the cleanliness of the theater and the 3D glasses
- Preparing accurate cash reconciliation for opening and closing procedures as well as accurate cash and credit transactions for visitors/customers

Qualifications

- High School Diploma or equivalent required
- Must be able to work weekends and holidays
- Experience and ability to ring in sales in register and handle cash and credit cards
- Excellent customer service skills
- Ability to work on a tight timeframe and multi-task
- 2 years retail experience preferred
- Experience working with a team
- Pleasant, friendly manner with a sincere desire to please visitors/customers
- This position requires periods of standing on hard floors for a minimum of one hour at a time

Apply online at <http://fieldmuseum.org/about/employment>

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Guest Relations

Part-Time, Seasonal Positions Available

24 hours/week through September 1, 2014

Job Description

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance.

We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

Responsibilities include:

- Provide excellent face-to-face customer service for the Museum visitors
- Facilitate the admission process by providing information to visitors as they wait in line
- Monitor and maintain the flow of guests into ticketed exhibitions
- Process ticket orders (cash or credit card) using the Museum's ticketing software
- Staff coat check operations - check bags, coats and renting strollers/wheelchairs
- Check-in all school/student groups
- Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
- Assist in any extra customer service needs including problem solving, wayfinding, and any other situations that may arise

Qualifications include:

- HS diploma or equivalency required
- Two to three years of proven customer service experience in a similar environment
- Candidates must be able to work part-time (24 hours/week) on an ongoing basis; additional hours may be available based on department scheduling needs
- Must be available at least one weekend day per week
- Must possess excellent communication skills
- No extreme hairstyles, visible tattoos or piercings on face
- Familiarity or ability to use Windows-based computer programs
- Must have previous cash-handling experience and excellent math skills
- A second language is a plus
- First aid and/or CPR is a plus
- Must be able to stand, sit and move to different posts throughout a shift
- This position requires standing for long periods of time (2+ hours)

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Head Registrar

Location: Chicago, IL

The Field Museum seeks an experienced Head Registrar to implement and direct all registration activities for Anthropology Collections in Science and Education. The Field Museum seeks an experienced Head Registrar to implement and direct all registration activities for Anthropology Collections in Science and Education.

This position oversees all aspects of Anthropology collections processing, including acquisitions, accessions, and deaccessions; the research and exhibition loan program; and collections documentation including electronic data in the KE EMu collections database. Works closely with Anthropology Collections and Research staff and curators to implement collections-based priorities. In addition, the Head Registrar assists, as needed, the Repatriation Director and other staff on NAGPRA compliance and other repatriation matters.

Qualifications

- Master's degree in Anthropology, Museum Studies, or related field required
- At least seven years of museum registration and management experience required.
- Demonstrated superb organizational skills, impeccable attention to detail, ability to focus on tasks, ability to communicate effectively, and skilled in negotiation and resolution of non-routine problems
- An in-depth knowledge and practical experience of accepted museum registration practices and procedures required
- Experience with condition reporting, insurance practices and standards, risk management, domestic and international courier travel with loans and exhibitions, artifact and specimen-related U.S. customs issues, cultural import/export restrictions, and knowledge of Federal indemnity, search and seizure application process required
- Demonstrated computer proficiency with museum collections databases, Microsoft Word, and Microsoft Excel. Working knowledge of KE EMu highly desirable
- Must be able to work with artifacts and records for long hours in galleries and storage areas
- Close examination of objects may demand stooping, kneeling, bending, and require good vision
- Ability to participate in transportation of works of art and to endure various temperatures during outdoor loading and unloading of exhibitions
- May occasionally be required to move objects and loan crates

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**Macy's Water Tower Place, Chicago, IL: Sales Manager
Cosmetics & Fragrances**

Job Category: Stores

Requisition ID: 71223595

As a Sales Manager overseeing cosmetics & fragrances, you will drive sales and selling through focused execution of My Macy's, Omni-channel, and Magic Selling initiatives. Through training, coaching, and development, a team of Counter Managers, Beauty Advisors and Make-up Artists will grow following your leadership, and enable you to advance your business, leverage product knowledge, and expand the skills of your team. All activities related to elevated merchandise presentation and a clean, neat, organized shopping environment for our customers are under your direction.

Education/Experience: Bachelor's Degree preferred. A minimum of 2-5 years in a leadership/supervisory position in a service-driven environment, cosmetics experience preferred.

Communication Skills: Ability to read, write, and interpret instructional documents such as reports and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division.

Reasoning Ability: Ability to effectively plan and execute strategies. Effective prioritizing and time management skills.

Physical Demands: This position involves regular walking, standing. May occasionally involve stooping, kneeling, or crouching.

Other skills: Strong leadership profile and excellent negotiation skills. Ability to build partnerships and manage teams. Demonstrated ability to empower and develop a team. Ability to execute plans and strategies. Highly organized and able to adapt quickly to changing priorities. Ability to anticipate and solve problems.

Strong working knowledge of Word, Excel, Access, PowerPoint. Commitment to exemplifying the highest integrity and professional business standards.

Work Hours: Ability to work a flexible schedule based on the store needs.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71223595>

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