



EKG TECHNICIAN

Department: Cardiac Rehab

Schedule: Part Time

Shift: Days

Job Details: Reports to the Manager and Lead Technician of Noninvasive Cardiology. According to established procedure and upon the request of the physician, performs a variety of electrocardiograms (EKG's) designed to assist the physician in evaluating heart function and/or impairment, monitoring cardiac change and patient progress. Performs a variety of clerical and service duties.

EXPERIENCE AND QUALIFICATIONS:

Level of knowledge normally acquired through the completion of high school diploma; three months of on-the-job training which would provide full understanding of cardiac monitoring, testing and recording; current CPR certification.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=541729

Case Manager

Department: Case Management

Schedule: Registry

Shift: Weekends

Hours: 8:00am-4:00pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Experience is required

Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care. Paces cases from physiological and economic perspectives. Has overall accountability for the utilization management and transition management for patients within the assigned caseload. Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement. Utilizes criteria to confirm medical necessity for admission and continued stay. With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources. Must have acute hospital case management experience with InterQual or Milliman experience. InterQual is preferred. Must be an RN. Weekends Saturday and Sunday 8am - 4pm.

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

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Environmental Services Aide I

Department: Environmental Services

Schedule: Registry

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=282762

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Medical Assistant Lead

Department: Internal Medicine

Schedule: Full Time

Shift: Day/PM rotation

Hours: vary and include Saturdays

Job Details: Lead Medical Assistant for resident outpatient practice reporting to the Practice Manager. Monitors the staff and performs quality assurance on all procedures and information. Interacts with various industrial medicine representatives on a variety of levels. May be called upon to act as the manager, patient coordinator or medical technical person as needed.

JOB SPECIFICATIONS:

Successful completion of an approved Medical Assistant program and must be a Certified Medical Assistant.

One (1) to three (3) years experience as a Medical Assistant, a minimum of two (2) years experience as a lead preferred. Some experience in billing and collection is preferred. Completion of a High School Diploma or its' equivalent.

Current CPR certification. Ability to speak and write in the Spanish language highly preferred. Extensive knowledge of the medic system with the clerical aptitude to process and maintain billing records. The mathematical skills needed to apply credits and debits to patient accounts and calculate bills. The ability to run routine laboratory tests and perform diagnostic tests as requested by the physician.

The interpersonal skills necessary to work effectively with patients, nursing/medical staff and their peers. Serves as a resource person and role model for staff.

Strong organizational skills and the ability to multi-task with several physicians and staff members simultaneously.

Must be a self directed individual and is able to follow protocols consistently.

Previous working experience with Microsoft Office software including Word, Excel and Outlook. The clerical aptitude needed to locate and maintain patient charts, answer telephones and prepare patient charges. May encounter challenges where objectives are impacted by events outside the employee's control.

High pressure, stressful situations may be encountered in the job.

Handles multiple and potentially conflicting assignments, demands and priorities

Performs duties that require a high measure of flexibility and adaptability.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=185018

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Health Counselor

Department: BHS EXEMPT PSYCH

Schedule: Registry

Shift: Rotation

Job Details:

Reporting to the management staff of Behavioral Health Services, in coordination with the Registered Nurse and the interdisciplinary team, performs mental health counseling and provides behavioral intervention based on assessed needs for patients and routine performs patient care duties.

Provides a safe and therapeutic environment and may assist in the admission, provision of patient care, discharge and transfer of patients and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

Minimum of two (2) years previous Inpatient Psych experience preferred.

Level of knowledge equivalent to that ordinarily acquired through completion of two (2) years of college with course work in psychology or a related field preferred or the equivalent combination of education and experience. Bachelor's Degree strongly preferred.

Addictions training/certification desirable. CPI certification preferred.

Current CPR Certification required.

May be required to complete phlebotomy training prior to starting work.

If the employee does not have previous phlebotomy experience, on the job training can be provided.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=188741

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Transporter

Department: Transportation Services

Schedule: Part Time

Shift: Weekends

Job Details:

Responsible for the safe, courteous movement of people and equipment within the hospital.

JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=578929

RN II

Department: Surgery

Schedule: Full Time

Shift: Days

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Licensure Required

1-2 years experience is required

The Staff Nurse is a Registered Professional Nurse (RN) who practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills. Graduated from an accredited School of Nursing and must have current Illinois RN License. BLS required. 1-2 Years surgical experience required. On call required.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=429075

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Driver Midway International Airport Part Time

Job ID 2014-107914

Location US-IL-Chicago

Category Customer Service/Support - Driver

Airport / City Chicago Midway Arpt

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Pay is \$8.75/Hour

Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management. Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations. Move vehicles to different areas of the lot or facility as needed and directed by management. Answer customer questions or direct them to the appropriate person. Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/ hour non negotiable

Must be able to work the following shift:

Fri, Sat, Sun 7am-3:30pm (with a half hour unpaid lunch)

Mon, Tues, Sat 11am-7:30pm (with a half hour unpaid lunch)

Mon, Tues, Sat 3pm-11:30pm (with a half hour unpaid lunch)

Mon, Thurs, Fri 4:30pm-1am (with a half hour unpaid lunch)

Apply online at <https://nationalalamo-erac.icims.com/jobs/107914/driver-midway-international-airport-part-time/job>

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Rental Sales Agent (Midway Airport) Part Time- Incentive Sales Position Evenings

Job ID 2014-108084

Location US-IL-Chicago

Airport / City Chicago Midway Arpt

This is a part time evening position working approximately 25 hours/week.

Responsibilities:

Use company approved sales and service techniques when determining customer needs
Offer optional products to meet customer wants and needs.

Prepare all rental and return documents accurately and completely.

Qualify each customer using our company rental requirement guidelines.

Provide customers assistance with directions, maps, local area information, appropriate service information, etc. Review rental parameters with all customers to ensure a complete understanding of our rates and service charges. Ensure that the return date and time on the rental agreement is accurate. Review all charges at the time of vehicle return. Prepare the Rental Agreement Folder with all required information.

Answer the phones to assist customers in a friendly, helpful and prompt manner.

Assist customers by effectively resolving all customer service issues.

Assist and coordinate customers within the queue to minimize any wait time and promote the most efficient service method as required.

Knowledge/Skills/Abilities

Possess strong skill set in customer service and problem prevention

Ability to communicate instructions from management to other positions

Ability to work in high stress and pressure situations

Ability to effectively offer and sell incremental items

Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/108084/rental-sales-agent-%28midway-airport%29-part-time--incentive-sales-position-evenings/job>

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CDL Bus Driver - Full Time - O'Hare International Airport - Late Afternoon Shift including Weekends

Job ID 2013-84624

Location US-IL-Chicago

Category Transportation - All Positions

Airport / City Chicago O'Hare Intl Arpt

We are subject to certain Department of Transportation Requirements:

Requires a Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements. Candidate will be required to submit to and successfully complete a D.O.T. medical examination and pre-employment drug test. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Responsibilities: Provide customer service including greeting, arrival statement; identify level of service, determining airline drop-off, giving direction to exit and thanking customers. Provide safe, clean and comfortable transportation. Ensure that the bus is mechanically sound and that all required preventive and scheduled maintenance has been performed. Obey traffic regulations, use defensive driving skills and drive with seatbelts fastened. Assist passengers on and off the bus and help with luggage as needed. Operate radio in a professional manner using ten codes to keep base and other buses informed of traffic and location status. Inspect bus for damage and ensure that all equipment is in working order. Inform manager of any maintenance and or safety hazards. Follow route and bus spacing as required by location busing standards. Additional duties as assigned by management.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 25 years of age. High School Diploma or G.E.D. required
Minimum of 1 year bus driving experience transporting passengers
Must be able to lift a minimum of 50 lbs to assist customers with luggage
CDL Driver's License Passenger and Brake Endorsement. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years, and no drug or alcohol related convictions on driving record in the past 5 years (ie., DUI/DWI)
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be able to work the following shift/schedule: Afternoons 3:30pm-12am including weekends. Shift may vary throughout the year.

Apply online at <https://nationalalamo-erac.icims.com/jobs/84624/cdl-bus-driver---full-time---o%27hare-international-airport---late-afternoon-shift-including-weekends/job>

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Greeter (Part-time National/Alamo O'Hare Airport)

Job ID 2014-109279

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support

The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply. Welcome members to the facility when they exit the bus or arrive on the lot. Direct customers to exit booth, provide local directions and maps and provide return directions where applicable. Assist members with questions and concerns to minimize counter visits. Communicate customer service issues to management. Ensure that hangtag information is completed correctly. Maintain clean low mileage fleet mix requirements. Maintain Emerald Aisle for cleanliness. Thank member for their business. Provide upgraded vehicles on request. Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age
High School Diploma or G.E.D. Minimum of 1 year experience handling customer service functions. Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work: Sunday, Monday and Tuesday 2pm-10:30pm (with a half hour break) for a total of 24 hours. Monday, Tuesday, and Wednesday 7am-3:30pm (with a half hour break) for a total of 24 hours. Thursday, Friday and Saturday 7am-3:30pm (with a half hour break) for a total of 24 hours.

Apply online at <https://nationalalamo-erac.icims.com/jobs/109279/greeter-%28part-time-national-alamo-o%27hare-airport%29/job>

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Part Time Driver O'Hare International Airport Afternoon Shift

Job ID 2013-77087

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age.

Experience handling similar responsibilities preferred. Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be willing to work for \$8.75/hour.

Must be able to work the following shift/schedule:

Thursday 12:00 PM-8:30PM

Friday-10:00AM-6:30PM

Sunday 12:00PM-9:30PM.

Each shift includes a 30 minute unpaid lunch for a total of 25 hours per week.

Apply online at <https://nationalalamo-erac.icims.com/jobs/77087/part-time-driver-o%27hare-international-airport-afternoon-shift/job>

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Rental Sales Agent (O'Hare Airport) Part Time- Incentive Sales Position

Job ID 2014-108083

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago O'Hare Intl Arpt

This is a part time evening position working approximately 25 hours/week.

Responsibilities:

Use company approved sales and service techniques when determining customer needs
Offer optional products to meet customer wants and needs.

Prepare all rental and return documents accurately and completely.

Qualify each customer using our company rental requirement guidelines.

Provide customers assistance with directions, maps, local area information, appropriate service information, etc.

Review rental parameters with all customers to ensure a complete understanding of our rates and service charges.

Ensure that the return date and time on the rental agreement is accurate.

Review all charges at the time of vehicle return.

Prepare the Rental Agreement Folder with all required information.

Answer the phones to assist customers in a friendly, helpful and prompt manner.

Assist customers by effectively resolving all customer service issues.

Assist and coordinate customers within the queue to minimize any wait time and promote the most efficient service method as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future.

Must be able to work flexible schedules including overnight (3rd shift) and weekends.

Must be able to accept a pay rate of \$10.00/hour plus incentives.

Apply online at <https://nationalalamo-erac.icims.com/jobs/108083/rental-sales-agent-%28o%27hare-airport%29-part-time--incentive-sales-position/job>

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Full-time Greeter - National/Alamo Downtown Chicago

Job ID 2014-107863

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support

Airport / City National Alamo Downtown

National/Alamo has an exciting opportunity for a Greeter position at our downtown Chicago office (15V3/V4). You will be required to work evenings and weekends.

The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply. Welcome members to the facility when they exit the bus or arrive on the lot. Direct customers to exit booth, provide local directions and maps and provide return directions where applicable. Assist members with questions and concerns to minimize counter visits. Communicate customer service issues to management. Ensure that hangtag information is completed correctly. Maintain clean low mileage fleet mix requirements. Maintain Emerald Aisle for cleanliness. Thank member for their business. Provide upgraded vehicles on request. Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age

High School Diploma or G.E.D. Minimum of 1 year experience handling face to face customer service functions. A minimum of basic level experience and understanding of a PC and Microsoft Office Products required

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years

Must be able to work the following: Monday 10:00am-6:00pm, Tuesday 10:00am-6:00pm, Friday 10am-6:00pm, Saturday 7:00am-3:30pm and Sunday 8:30am-5:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/107863/full-time-greeter---national-alamo-downtown-chicago/job>

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Maintenance Assistant

COSTCO

Location: Chicago, IL

POSITION DESCRIPTION

Maintenance Assistant

Chicago, IL

Costco Wholesale Corporation

Benefits: Medical, Dental, Vision, 401k, PTO

Maintenance Assistant Duties:

- General store maintenance
- Replace bulbs
- Maintain store exterior
- Clean trash

Maintenance Assistant applicants must be at least 18 years of age and should have a strong work ethic.

Apply online at <http://www.gigats.com/signup/index.cfm?jobid=1854464>

Cashier

COSTCO

Location: Chicago, IL

POSITION DESCRIPTION

Costco Benefits: Medical / dental / vision, life insurance, 401(k), a health care reimbursement account, and more!

The Cashier will:

- * Ask customers for their Costco membership card.
- * Scan and process merchandise.
- * Accept payments and make change.
- * Maintain the cash register area.

Cashier Qualifications:

- * High school diploma or GED.
- * Customer service / retail experience.
- * 10-key and basic math skills.

Apply online at <http://www.gigats.com/signup/index.cfm?jobid=1857103>

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Warehouse Associate

ArjoHuntleigh - Roselle, IL

Position Summary

A Warehouse Associate is responsible for assembling and selecting product from pick slots for daily orders in a correct, efficient, useful manner and assembles order onto pallets using a pallet jack, fork lift or other equipment as needed.

Responsibilities

Pulls, packs and ships orders in an accurate manner based on current shipping SOP's Processes and packages product in a time efficient manner
Receives and processes returned product from our external and internal customers
Carries out count/exception on pick slot locations if amounts are less than requested
Prepares and loads product to specific warehouse selecting location
Organizes stocks and maintain inventories
Tracks inventory in appropriate system
Restocks product as and when required
Inspects product for defects and damage
Makes sure that all cases and pallets are correctly identified
Secure chosen cases and conduct closing pallet preparations
Arrange and place assembled case pick pallets and shift assembled pallets from picking areas to a dock door. Checks spools on work orders
Organizes space in the warehouse and perform cleaning duties
Maintains a sanitary, neat, and arranged work environment
Notifies the supervisor of problems that are not resolvable
Operates all warehouse equipment in a secure and safe manner
Observes, reports and corrects all hazardous and unclean conditions that could cause accidents. Performs visual and operational vehicle security inspections
Must be able to work flexible hours and weekends to meet business/customer needs.
Participates in any and all reasonable work activities as assigned by management.

Education/Experience

High School Diploma or GED required
Forklift Certification required for Stand Up Reach Truck and Dock Loader
General experience in Warehousing/Shipping/Receiving/and or Facility Management
Strong verbal and written communication skills

Apply online at

<http://www.indeed.com/viewjob?cmp=ArjoHuntleigh&t=Warehouse+Associate&jk=6fd5c8e0226a7af1&sjdu=QwrRXKrqZ3CNX5W-O9jEvcO48O2ItpDc08h69hO47qxFpwRrrmtusLKC3VIKN8N9ckVXuaxBLjWMDpraQjAQQ>

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"General Warehouse Laborer"

Company: Appian Staffing

Location: Chicago, IL

Date Posted: Apr 6, 2014

Appian Staffing is a National recruiting firm that specializes in exceeding expectations by placing the top tier of candidates, and we offer among the top percentage of pay.

We fight to pay you more, and will settle for nothing less than exceeding your expectations.

Now imagine you are working your, "Dream Job." We aspire to make your dream job a reality!

Job Description:
Pay is \$18 to \$20

Duties: The warehouse associate selects products from inventory and assembles, packs, and transports to staging areas for shipment.

The individual will be required on occasion to operate a forklift to load and unload products from their designated location in the warehouse or through the distributors unloading product.

The warehouse associate will be working in a collaborative environment, and will receive direction on an ongoing basis as dictated by business needs.

Lastly, the ideal candidate is someone who enjoys working in a cohesive environment and welcomes the opportunity to be challenged.

Qualifications:

A certification as a Forklift Operator is highly preferred. Three years of experience in a similar role. Able to work a flexible schedule. Work in an air controlled warehouse. Stand for long periods of time. A person who is trust worthy and committed!

Apply online at http://transittraveljobinsider.com/job_detail/apply/?id=D-17b36c47d60af3c13be9ac461b&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=tran-NoLjkw09-ON2_53&utm_term=D-17b36c47d60af3c13be9ac461b

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R4 Records Management Shipping/Receiving Clerk job in Chicago, IL

Company R4 Records Management

Job Title Shipping/Receiving Clerk

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

Wages: 19

Location 1301 West 35th St

Chicago, IL 60609

Shipping/Receiving Clerk

Primary responsibilities to include:

- Shipping and Receiving
- Light building and grounds maintenance
- Assist warehouse staff as needed

The ideal candidate will possess:

- Strong work ethic with a solid work history
- Valid driver's license and reliable transportation
- Strong understanding of UPS/FedEx software and freight shipping procedures (minimum of 6 months shipping experience)
- Ability to stay productive while working independently or with little supervision
- Ability to work some evenings and weekends during busy season
- Ability to work as team player and assist other departments on off season when shipping needs are low
- Building maintenance experience
- Forklift operation experience
- Ability to stand for 8 hour shift and lift 50+ lbs repeatedly (on occasion)
- Experience driving a 26' box truck cross state

Passing of a background check and drug screen are a condition of employment.

Additional Info

Minimum Age

21+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=15785421>

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-76-80924

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Associate Deputy Clinical Director, performs duties of a highly responsible administrative nature. Performs a variety of staff functions; assists in the management control of C & A programs. Conducts special review and evaluation projects for the Associate Deputy Director; assures the development of needed information of needed information for management decisions. Assists in developing and maintaining critical liaison relationships at administrative levels within DHS. Interprets and explains policies and office procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with courses in public or business administration plus one year professional experience in a public agency.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL
Contact: Vicki Morgan / Bureau of Employee Services
100 South Grand Ave East, 3rd Floor Springfield IL 62762
Fax: 217-524-3385

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 H7 - Dept Human Services

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Job Title: Communications Equipment Technician I

Agency: Corrections

Closing Date/Time: Tue. 04/22/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,373.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC-29-04-14-4092

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years high school, supplemented by two years of technical school with coursework in electricity, electronics and communications systems; requires valid F.C.C. license or certification by an approved organization (Active Radiotelephone First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable; requires possession of an appropriate valid driver's license; requires working knowledge of the practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair; requires working knowledge of electronic test equipment operations and application in complex diagnostic and calibration procedures.

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

Work Location: Public Safety Shared Services Center

IDOC 1301 Concordia Court Springfield, IL 62794

Agency Contact: Teresa Fitzpatrick

Public Safety Shared Services Center

IDOC 1301 Concordia Court, PO Box 19277 Springfield, IL 62794

Phone: 217-557-6015

How to Apply:

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

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Job Title: Conservation/Historic Preservation Worker

Agency: Historic Preservation

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$8.25 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 1518 P

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of eight years of elementary school. High school diploma preferred. Requires ability to understand and follow simple oral and written instructions. Requires ability to answer questions in a tactful manner, to read, understand and interpret significant aspects of the Historic Preservation site. Requires ability to maintain satisfactory working relationships with other employees and the general public. Requires ability to stand for long periods of time, climb stairs or ladders, stoop, bend, kneel, and lift up to 75 lbs. Requires valid Illinois drivers' license; ability to drive riding mower; use lawn and grounds maintenance equipment, including but not limited to weed trimmers, edgers, clippers, pruners, push mowers, snow blowers, small chain saws and other power tools. Requires knowledge of materials, tools, and techniques of grounds and building maintenance. Requires ability to work evenings, weekends, holidays, and in a primitive environment or outdoors in all weather conditions.

The anticipated start date for this position is May 1, 2014.

Work Hours: Work week is 8:30 a.m. - 5:00 p.m. Monday through Friday including some evenings, weekends and holidays.

Work Location: Pullman State Historic Site

11111 South Forrestville Ave., Chicago, IL 60628

Agency Contact: Dawn DeFraties, Human Resources Director

Illinois Historic Preservation Agency 313 S. 6th Street Springfield, IL 62701

217-785-7948 Dawn.DeFraties@Illinois.gov

How to Apply:

CANDIDATES MUST APPLY AND BE DEEMED QUALIFIED BY SUBMITTING A COMPLETED AND SIGNED CMS-100 EMPLOYMENT APPLICATION TO DAWN DEFRAITIES AT THE ADDRESS BELOW PRIOR TO THE CLOSING OF THE POSTING PERIOD. PLEASE NOTE THE POSTING NUMBER ON THE CMS-100 EMPLOYMENT APPLICATION.

Submit application to: Dawn DeFraties

Historic Preservation Agency 313 S. 6th Street, Springfield, IL 62701

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE COMPLETION OF A BACKGROUND CHECK WHICH INCLUDES THE ILLINOIS STATE POLICE.

Faxes are not accepted, however, signed and completed CMS-100 application in .PDF format may be e-mailed to Dawn.DeFraties@Illinois.gov during the posting period.

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Job Title: Medical Administrator III

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$10,812.00 - \$21,749.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: 10-76-81080

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Deputy Director of Forensic Services, provides medical/forensic psychiatry expertise developing, guiding and coordinating the Department goals, practice, standards, policies and procedures and research for the evaluation and treatment of individuals referred to our inpatient facilities under forensic statutes for Unfit to Stand Trial and Not Guilty by Reason of Insanity.

Minimum Requirements: Requires Illinois licensure to practice medicine and completion of an approved residency in Forensic Psychiatry. Requires three years of substantive medical experience in clinical/medical program direction, planning and evaluation at an administrative level in a forensic mental health setting. Requires ability to interact with and communicate clearly and tactfully with a wide range of individuals, including state agency officials, court officials, correctional and detention facility officials, community service providers, advocacy group leadership, legislatures and members of the media. Requires knowledge of Forensic Statutes, the Mental Health Code, DHS rules and Adult and Juvenile Court Procedures desirable. Research background in forensic practice desirable.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
DHS/DMH Central Office 160 N LaSalle Chicago IL
Contact: Vicki Morgan / Bureau of Employee Services
100 South Grand Ave East, 3rd Floor, Springfield IL 62762 Fax: 217-524-3385

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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