



Job Title: Licensed Practical Nurse I- Part time

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Part-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
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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: Wage Claims Specialist PO

Agency: Department of Labor

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

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 15-IDOL-0025

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the manager of wage claims processing, manages an assigned caseload of wage claims, performing complex technical actions and making determinations relevant to the proper processing of individual wage claims. Updates file information using a computer or manual process to reflect correspondence or actions taken to complete each case and collect back wages. Prepares cases for hearings or issuance of wage payment demands; initiates contact with parties, responds to technical inquires related to content and interpretation of the Wage Payment and Collection Act; translates and interprets, both orally and in writing for Polish speaking clients.

Minimum Requirements: Requires high school diploma or equivalent, two years of personnel, payroll or comparable work experience or one year of wage claim experience. Requires extensive knowledge of English, speech, arithmetic and use of clerical/office equipment, and ability to record and maintain accurate case file information. Requires ability to establish and maintain satisfactory working relationships with claimants, employers and general public.

Candidate must have the ability to speak and write Polish at a colloquial skill level.

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

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 Education Representative - Clinic Supervisor
Agency: Natural Resources
Closing Date/Time: Fri. 05/09/14 5:00 PM Central Time
Salary: \$2,464.00 - \$2,464.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1 Bid ID#: 12-45-2700

Description of Duties/Essential Functions Benefits Supplemental Questions
This administrative position is necessary to implement the aquatic education component of the Urban Fishing Program. Duties include the dissemination of aquatic education literature, audio-visual equipment/materials and fishing equipment to all clinic instructors. Position will assist project supervisor during the initial training session and will be responsible for bi-monthly collections of data reports and programmatic timesheets. Employment estimated to run May 1, 2014 to August 31, 2014.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license. Requires ability to work under adverse environmental conditions; to manually lift loads of 50 lbs., to traverse uneven terrain on foot without mechanical assistance while carrying or otherwise transporting a variety of equipment.

Work Hours & Location/Agency Contact:

WORK HOURS Monday - Saturday. Up to 37.5 hours/week
Hours may vary due to inclement weather and clinic schedules.
Salary pro-rated based on actual hours worked.
WORK LOCATION: Illinois Department of Natural Resources
Des Plaines Fisheries Office 9511 Harrison Des Plaines, IL

How to Apply:

Send completed applications, including current telephone number, along with a copy of your drivers' license to: Department of Natural Resources
Division of Fisheries ATTN: Debbie Bruce
One Natural Resources Way Springfield, IL 62702

Any application received after the posting end date will not be considered.

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Job Title: Corrections Residence Counselor I

Agency: Corrections

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

Salary: \$3,916.00 - \$5,752.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 3

Plan/BU: RC006

Bid ID#: IDOC29-20-14-0516/0517/0518

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Corrections Residence Counselor II, performs security, custodial and control functions on an assigned shift at the Fox Valley Transition Center; performs paraprofessional counseling and coordinates housekeeping activities for residents.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; requires two years of meaningful experience which would require development or establishing rapport on a personal basis; requires working knowledge of individual and group behavior; requires working knowledge of housekeeping, food preparation and household equipment; requires working knowledge of simple health and safety precautions, and of first aid methods.

PER UNION AGREEMENT THIS POSITION WILL BE AWARDED TO A FEMALE

Work Hours & Location/Agency Contact:

Work Hours: 1st shift: 7:00 am - 3:00 pm - Wednesday/Thursday off

2nd shift: 3:00 pm - 11:00 pm - Tuesday/Wednesday off

3rd shift: 11:00 pm - 7:00 am - Thursday/Friday off

Location: Fox Valley Adult Transition Center

1329 North Lake Street Aurora, IL 60506

Agency Contact: Patsy Musgrave Public Safety Shared Services

1301 Concordia Court, PO Box 19277 Springfield IL 62794-9277 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: Office Assistant - Opt 2 - Temporary

Agency: Veterans Affairs

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

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

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-50-14-81249

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Temporary Position Lasting No Longer Than 6 Months

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

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

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

How to Apply:

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

Option 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-44-81334

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

Minimum Requirements:

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

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

Department of Human Services

Illinois Center for Rehabilitation and Education-Roosevelt

1950 West Roosevelt Road Chicago, IL 60608

Mr. Benjamin Davis (312) 433-3147 - Phone (312) 433-3180 - Fax

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

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Job Title: Paralegal Assistant

Agency: Capital Development Board

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CDB00056

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with related coursework in such areas as prelegal, medical or premedical, English and statistics. Requires working knowledge of precedent case, search procedures, writing style, format and vocabulary appropriate to subject matter upon completion of a job learning period. Requires the ability to write in a clear and concise manner. Requires the ability to analyze and organize facts, evidence and precedential materials in order to draft written material in clear and logical form. Must be fully knowledgeable about proper composition, grammar, spelling and punctuation; and be proficient in such software applications as Microsoft Word, Excel, PowerPoint, and Access and legal search tools such as West Law. Requires the ability to exercise sound judgment in analyzing, appraising, evaluating, and solving problems of difficult procedural or technical nature; communicate effectively both orally and in writing; mentor individuals; and work independently on a variety of tasks. Requires basic familiarity with applicable procurement requirements within the first six months of employment.

Work Hours & Location/Agency Contact:

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

Location –James R. Thompson Center

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

Agency Contact: Heather Humphrey / Personnel Administrator

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

401 S. Spring St., Springfield, IL 62706 217-782-7222 Fax 217-524-0565

heather.humphrey@illinois.gov

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

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Job Title: Public Service Administrator - Opt 7
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 05/09/14 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: BB-00 Bid ID#: IG0567

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, directs investigations of highly complex and controversial cases, with particular emphasis on cases involving agency vendors and questions of fraud, conspiracy, misconduct, and malfeasance of office at higher levels of agency administration; monitors cases involving larger staff commitments; directs and/or updates comprehensive executive briefings covering investigative results and makes recommendations to the Bureau Chief; monitors and updates highly sensitive and confidential files of investigation activities; travels statewide to conduct investigations; serves as a full line supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, with major course work in law, government, liberal arts, history or business or public administration plus three years progressively responsible experience in law enforcement investigatory work or a related field. Requires ability to travel statewide to conduct investigations. Requires possession of a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Office of Inspector General
Bureau of Internal Affairs 401 S. Clinton, 5th Floor Chicago, IL 60607 (Cook County)
Agency Contact: Lori Hudgins
Office of Inspector General Personnel Office
412 North 5th Street Springfield, IL 62702

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 7 - Law Enforcement/Correctnl

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Job Title: Rehabilitation Workshop Instructor II

Agency: Human Services

Closing Date/Time: Fri. 05/09/14 4:00 PM Central Time

Salary: \$3,163.00 - \$4,530.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-14-0019

Description of Duties/Essential Functions Benefits Supplemental Questions
Functions as assistant to W/S supervisor; assigns tasks to residents based upon past performance and established goals; monitors quality of product during the assembly process; points out errors and explains proper methods of performing tasks; encourages residents to improve job performance both verbally and by correct actions. Handles special problems encountered in the work situation; supervises during breaktime and breaktime activities.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of two (2) years of college with courses in rehabilitation, psychology, sociology or other related field OR four years high school plus 2 years experience in a rehabilitation workshop or related field.

Work Hours & Location/Agency Contact:

Ann M. Kiley Center , 1401 W. Dugdale Road, Waukegan, IL 60085

Hours: Monday-Friday 7:30-4:00pm - may need to deviate schedule when required by facility needs.

Betty Vallier

Human Resources Department

FAX: 1-847-249-0733

How to Apply:

Non-State employees must submit a CMS100 application to Kiley Center, and to Central Management Services (address on form) to obtain a qualifying grade for this position by close of business on last posting day on 5/9/14.

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Job Title: Residential Services Supervisor - Unit 2 - 1st Sh

Agency: Human Services

Closing Date/Time: Fri. 05/09/14 4:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-70-14-0018

Description of Duties/Essential Functions Benefits Supplemental Questions
Assumes responsibility for maintaining staffing levels on each home on assigned shift; reassigns staff as needed; approves overtime; approves time off; sets up coverage for following shifts; completes daily overtime shift reports; responsible for providing input to Unit Administrator for performance evaluations of staff; supervises, assigns, ensures maintenance of clean, safe, healthy environment; personally monitors the completion of assigned tasks; participates in site meal observations; assists with medical/behavioral emergencies, etc., completes required administrative reports, ensures documentation of residents records, collects and reviews for completeness/accuracy and timely submissions of OIG reports, and designated distribution. Supervises the orientation and on-the-job training of new employees.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to an Associate Degree, with coursework in health and human service fields; plus 2 years direct care experience in a rehabilitation residential care setting, or 2 years resident care supervisory experience in a rehabilitation residential care setting.

Work Hours & Location/Agency Contact: Hours: 6:30-3pm; or 8:00-4:30pm, as well as variable hours and days as assigned by the Unit Administrator, including late nights and weekends. Contact: Betty Vallier
Ann M. Kiley Center 1401 W. Dugdale Road, Waukegan, IL 60085 fax: 847-249-0722

How to Apply:

This requires 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 - Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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Cashier/Sales Associate – Hudson Group - O'Hare

Location: Chicago, IL

MUST RESIDE IN THE CITY OF CHICAGO

Job Summary:

Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

Acknowledge and greet customers as they enter the store or approach the cashwrap. Follow all company policies, cash handling policies and special store loss prevention procedures. Communicate effectively with customers, fellow employees and store management. Effectively operate a cash register.

Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards.

Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store.

Be knowledgeable and familiar with the surrounding businesses/offerings within the facility. Assist other store employees in maintaining security in stores.

Stock merchandise.

Inform management of any out of stock situations.

Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.

Perform related work as assigned.

Knowledge, Skill and Ability:

Ability to interact with diverse personalities.

Proficiency in the operation of a cash register.

High degree of interpersonal skills.

Education and Experience:

High School Graduate or equivalent.

Prior cash handling experience preferred

Apply online at

<https://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CCT&cws=48&rid=407&source=Indeed>

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Sales Associate

State Farm Sales/Future Insurance Agent - Niles, IL
State Farm Sales Team Member

POSITION OVERVIEW

State Farm Agent is seeking a self-motivated career minded, confident person to join their winning team for the role of Insurance and Financial Services Position - State Farm Sales Team Member. We seek an energetic team member interested in helping our business grow through value-based conversations and remarkable customer experience. If you are a motivated self-starter who thrives in a fast-paced environment, then this is your opportunity for a rewarding career with excellent income and growth potential.

RESPONSIBILITIES

Develop leads, schedule appointments, identify customer needs, and market appropriate products and services.
Establish client relationships and follow up with customers, as needed.
Maintain a strong work ethic with a total commitment to success each and every day.

REQUIREMENTS

Sales experience preferred
Excellent communication skills - written, verbal and listening
Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams
People-oriented
Self-motivated
Ability to multi-task

AS AN AGENT TEAM MEMBER, YOU WILL RECEIVE

Salary plus commission/bonus
Paid Training and Support

Click this link to apply online <http://www.indeed.com/viewjob?cmp=State-Farm-Sales%2FFuture-Insurance-Agent&t=Sales+Associate&jk=76c663acab218efe&sjdu=QwrRXKrqZ3CNX5W-09jEvdWaFEgG97Dg5JRAWGCKoDpavQw-Zj1Z0rPUHIVE3HaCg7kn5jOe6N6nMK7ULHVDg>

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Sales Associate (Part Time) 7030 S Ashland Avenue Job Listing at Guaranty Bank in Chicago, IL (Job ID 65228)

Guaranty Bank

Location: Chicago, IL

Application deadline: None

Type: Part time

Career Level: Hourly

Salary Range: Not specified

Number of Jobs: 1

Essential Duties and Responsibilities:

This list of duties and responsibilities is not intended to be a complete list of all the duties and responsibilities. Duties, responsibilities and expectations may be added, deleted or modified at any time at the discretion of the supervisor.

Minimum qualifications: Our retail sales people come from a variety of different backgrounds. Success does not hinge on a precise work history.

Below are some critical factors that are necessary ensure your success:

High School Diploma or General Education Degree (GED) is required

6 months of retail suggestive sales experience

Ability to calculate basic math and banking figures such as interest, percentages, proportions and the like. Strong commitment to customer service!

Excellent verbal/written communication, strong negotiation and customer service skills

Team oriented, adaptable, coachable, dependable, with a strong work ethic

Able to sit, stand, hear and carry products and/or equipment of up to 50 lbs. Must be able to reach for objects and operate a computer. Close, distant, and peripheral vision requirements.. Must have reliable transportation

Ability and willingness to engage in conversation with store customers and introduce yourself and Guaranty Bank's products and services

Comments: Must be able to perform the essential duties and responsibilities of the position and meet the above skills, abilities and physical demands with or without reasonable accommodation.

Women, minorities, veterans and disabled workers are strongly encouraged to apply.

Click this link & apply online at company website https://guaranty-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=3271&source=ONLINE&JobOwner=992693&company_id=16451&version=1&byBusinessUnit=&byCountry=&bystate=&byRegion=&bylocation=&keywords=&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=no

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NOW HIRING! Sales Associates AND Manager Trainees

The TILE Shop

Job Location US-IL-LOMBARD

Type Regular Full-Time

The Tile Shop is now hiring Sales Professionals, Design Professionals, and Leaders for management development.

Qualifications:

What makes you great? Strong work ethic with a drive to exceed expectations
Excellent people person: Work well with others in a fast paced, commission sales environment. Open to learning and growing independently and from feedback
Work well under high pressure with a positive attitude and contagious enthusiasm
Detail oriented and highly organized

Sense of Design: Able to distinguish and put together various styles, colors, and textures. Associates Degree or higher, preferred. Basic mathematical and computer skills. Ability to read, write, and speak in English (a secondary language is a plus)
Previous experience in retail or a related field preferred (home improvement, furniture, electronics, customer service, home furnishings, hospitality, flooring, sales, retail, etc.

What are your responsibilities?

Knowledgeable in all store products and our selling process
Selling tile and related products to exceed customer expectations
Understand and track established individual sales goals, asking for feedback and coaching from store management staff to ensure sales goals are met
Proactively greet customers professionally as they enter the store and ascertain their needs and interests. Develop lasting customer relationships by treating customers with courtesy, conducting follow-up communication after store visits, and sending thank-you notes for their business. Understand installation and use of all products to educate customers. Track store orders and provide customers with updates on product delivery status. Present yourself in a professional manner at all times
Restock store inventory; ensure pricing is accurately and visibly reflected
Ensure overall store appearance is constantly and consistently maintained
Know and learn innovative and creative retail sales techniques
Work evenings and weekends; work 45-55 hours per week
Regularly lift 32-50 lbs and up to 80lbs
Other duties as assigned

Apply online at <https://careers-tileshop.icims.com/jobs/2570/now-hiring%21--sales-associates-and-manager-trainees/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=840&height=500&bga=true&needsRedirect=false>

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Maintenance Equipment Supervisor / PEPSI

Chicago, Illinois

Logistics Distribution and Supply Chain

Responsibilities:

Provide leadership to Chicago Metro Service Technician team ensuring key business and people metrics are met through providing effective communication, coaching, planning and direction

Manage Department's parts inventory needs in a cost and service effective manner
Responsible for Safety leadership and compliance including facilitating training presentations and audit preparation

Ensure department meets the annual operating plan budget through effective labor and inventory planning and execution
Performs other duties as assigned or required to meet the needs of the operation

Basic Job Qualifications:

A minimum of 2 years of Operations or Logistics experience
High school diploma or GED
Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)
Strong organizational skills and follow through
Customer service oriented
Excellent interpersonal & communication skills
Ability to work in a fast-paced, diverse environment while managing multiple tasks
Ability to work a flexible schedule including early mornings, evenings and/or weekends

Preferred Job Qualifications:

Previous Supervisory experience
Previous union experience preferred
Experience in consumer packaged goods or a related industry a plus
Electrical and Refrigeration certification
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Maintenance Equipment Supervisor / PEPSI

Chicago, Illinois

Logistics Distribution and Supply Chain

Responsibilities:

Provide leadership to Chicago Metro Service Technician team ensuring key business and people metrics are met through providing effective communication, coaching, planning and direction

Manage Department's parts inventory needs in a cost and service effective manner

Responsible for Safety leadership and compliance including facilitating training presentations and audit preparation

Ensure department meets the annual operating plan budget through effective labor and inventory planning and execution

Performs other duties as assigned or required to meet the needs of the operation

Basic Job Qualifications:

A minimum of 2 years of Operations or Logistics experience

High school diploma or GED

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Strong organizational skills and follow through

Customer service oriented

Excellent interpersonal & communication skills

Ability to work in a fast-paced, diverse environment while managing multiple tasks

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

Preferred Job Qualifications:

Previous Supervisory experience

Previous union experience preferred

Experience in consumer packaged goods or a related industry a plus

Electrical and Refrigeration certification

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Accounting Supervisor / PEPSI

Chicago, Illinois
Financial Services

This role supervises the Gatorade Global Concentrate Sourcing model and coordinates all activities with Cork, Puerto Rico, and export entities. The GGCS Supervisor is the subject matter expert on all aspects of the GGCS model including product costing, intercompany profit eliminations, and transfer pricing. This role interacts with Supply Chain, Supply Chain Finance, and Financial Reporting contacts to manage the AOP and reporting processes and to handle questions related to innovation, import/export, and forecast risks/opportunities.

Key duties include:

- Prepare the periodic GGCS elimination calculation and provide results to Financial Reporting and Supply Chain Finance
- Work with Supply Chain Finance to explain actual results and variances to Forecast/Plan
- Monitor unallocated elimination and determine drivers
- Manage intercompany receipt and payment process reconciling any differences and monitoring PPV, which involves working with Supply Chain Operations
- Reconcile intercompany payable accounts
- Provide guidance to plants and co-packers as needed with issues related to GGCS
- Oversee Gatorade exports reporting
- Perform all SOX controls and testing related to GGCS
- Verify and prepare GGCS intercompany and customs invoices for payment

Qualifications:

- Strong analytical skills; Solid problem solving capabilities
- Ability to react with urgency; Superior communication skills
- Ability to interact with varying levels of individuals (staff to Senior Leadership), across multiple functions in Chicago, Ireland, Puerto Rico and Canada
- Strong organization and documentation skills
- Ability to work in fluid and challenging environment while maintaining composure
- Anticipates questions or issues; 4-6 years accounting experience
- Bachelors degree in Finance or Accounting; CPA a plus

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Accounting Ops Associate Accountant / PEPSI

Chicago, Illinois
Financial Services

Requirements:

Responsible for recording all insurance journal entries, analyzing the impact of insurance rate/allocation changes, performing balance sheet reconciliations, and forecasting/planning prepaid insurance/amortization expense for cash flow purposes. Partner with Risk Management in AOP/Forecast process.

Prepare consolidation journal entries to eliminate Intercompany activity (i.e. Sales, Interest Income/Expense, Royalties, Transfer Pricing, etc.), allocate shared Fixed Assets, and appropriately classify Cash accounts. Confirm all consolidation entries are reflected correctly in BCS and BW reporting.

Prepare and review periodic, quarterly and annual schedules in HFM.

Compile Corporate Unallocated reporting and monitor activity.

Input sales volume for PepsiCo Chicago business units within HFM.

Own the reporting process for the periodic Days Sales Outstanding (DSO) statistic.

Complete requests from KPMG and proactively address follow-ups as necessary.

Coordinate and submit quarterly SOX testing results on behalf of the Consolidations & Reporting team. Assist in the implementation of new accounting guidelines and other ad hoc reporting projects as they arise. Identify and implement process improvement ideas for the Consolidations and Reporting team. Review Canadian submission for accuracy and upload to SAP. Special Projects as necessary.

Qualifications:

2-4 years of Accounting or related experience

Bachelor's degree in Accounting, CPA preferred

Superior analytical and problem solving capabilities

Experience with SAP, the BW reporting systems, and BCS (HFM experience a plus)

Superior communication and organizational skills

Ability to work effectively in a fast-paced matrix organization

Ability to adapt quickly & maintain flexibility with regard to ad hoc projects, revisions to areas of responsibility, and organizational change

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Talent Acquisition Manager (Supply Chain) / PEPSI

Chicago, Illinois

Human Resources and Personnel

The ideal candidate can sit in Somers, NY, Chicago, IL, or Plano Texas offices

The Talent Acquisition Associate Specialist is responsible for providing world-class staffing services to PepsiCo clients as well as internal and external candidates. PepsiCo has a highly recognized reputation for recruiting and developing top talent across the globe. This position will be responsible for carrying on this proud legacy by delivering high quality professional candidates, while leading hiring managers and candidates through the selection process for Supply Chain and Operations positions. This individual will perform full lifecycle recruiting, with a heavy emphasis on advising the hiring manager. Location of role has some flexibility to Somers, NY, Chicago, IL, or Plano Texas offices.

Requirements:

Undergraduate degree in Human Resources, Communications, Marketing, or other related discipline

4-6 years of experience functioning as an HR professional with full cycle recruitment experience for exempt level hires

Prior Consumer Package Goods (CPG) or Supply Chain/ Operations recruitment experience is preferred, but not required

Ability to tie strategic sourcing solutions to business imperatives and talent agenda

Advanced level knowledge in all full life-cycle recruiting components, including: search strategy, sourcing, engagement, qualification, assessment, candidate relationship management, compensation, and on boarding

Must possess the ability to influence as a strategic consultant

High level of executive maturity that enables one to develop strong client partnerships

Excellent communication and presentation skills

Ability to handle sensitive and confidential information appropriately

Deep internet research and networking skills that enables one to build a consistent and sustainable talent pipeline

Demonstrated experience improving systems, processes, and procedures

Previous experience in working in managing candidate via an applicant tracking systems (ATS) is ideal

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 05/31/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact:

Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location:

Audit/Sales Tax

100 Randolph St.

Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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