



Warehouse Shipping/Receiving Position Available - Chicago

Posted By: LMN Personnel

Posted Date: 2014-05-10 12:32:13

Location: Chicago, Illinois

Salary: \$38,500 Per Year

We have an immediate first shift opening for a warehouse shipping and receiving clerk in Chicago. We're an office supplier and distribution organization, serving primarily clients in the printing and packaging industry. If you have at least one year of shipping/receiving experience, a good work ethic and a teamwork focus, we have the job for you! Apply today, start next week.

Objective

The shipping and receiving clerk performs admin and warehouse operations for the warehouse, including logistics communications and arrangements, data entry, staging and prep work, loading and unloading and forklift ops.

Job Description/Duties

The shipping and receiving clerk tracks deliveries and shipments, processes records in database, communicates with drivers and vendors, loads/unloads trucks and stages and breaks down pallets. May assist with warehousing and inventory as needed and perform other duties when necessary. Supports the shipping and receiving specialists and manager and is the primary contact for basic communications in the dock area, including answering phones and maintaining schedule.

Skills and Specifications

The clerk must have excellent organizational and communication skills. Computer skills essential, including database/ERP and MS office. Team player with great outlook and dependable work ethic.

Education and Qualifications

Experience with FedEx, UPS, and USPS a plus. Forklift certified a plus. Able to lift 20 plus lbs frequently. HS diploma or GED required.

Benefits

Great pay, paid time off, excellent benefits and lots of opportunity for paid training and advancement. Raise after 90 days, annual reviews and performance bonus program.

Apply online at

http://www.topratedjobs.org/job.php?record=3637323139&utm_source=indeed

4800 W. Chicago Avenue, Chicago, Illinois 60651
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please feel free to forward job leads to others



Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast

- Complete ticket purchase transactions by:

 - Greeting each guest and identifying tickets requested

 - Reading a computer screen, operating a keyboard or dispensing manual tickets

 - Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

 - Thanking the guest

- Ensure the security of all box office cash and tickets

- Keep box office clean and well organized and update box office signage

- Distribute and understand how to operate assisted moviegoing equipment

- Enforce ratings to keep underage guests from accessing auditoriums with adult content

- Perform daily box office maintenance duties and complete various reports as needed

- Answer questions from guests and resolve any concerns

- Assist with other functions as instructed by the General Manager

- Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills

- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

- Ability to communicate and work effectively with guests in high-volume setting

- Good verbal communication skills as well as math and cash handling skills

- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast

- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

- Perform daily concession maintenance duties

- Answer questions from guests and resolve any concerns

- Assist with other functions as instructed by the General Manager

- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills

- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

- Standing, walking, lifting, twisting and bending on a frequent basis

- Capability to communicate and work effectively with guests in a high-volume setting

- Good verbal communication skills as well as math and cash-handling skills

- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Forklift Operator (stand up) Reach Truck

Wholesale Interiors / Baxton Studio - Bensenville, IL

Company Description:

Wholesale Interiors is a former Inc. 500 fastest growing company in the United States.

We supply furniture wholesale through many online stores, furniture chains, architects and designers.

Wholesale Interiors is an equal opportunity employer.

Job Description:

Looking to hire NOW.

Wholesale Interiors, a rapidly growing furniture distributor, is seeking additional stand up forklift / reach truck and order picker drivers.

On a daily basis you pick, pack and ship furniture from our 260,000 square foot warehouse in Bensenville.

We are looking for someone that:
Has forklift experience

Can lift up to 75lbs
Can speak and read English

Can work in a team
Wants a chance at advancement

Has warehouse experience
Preferably has freight experience (BOLS, manifests, Fedex, UPS)

We believe that we are a fantastic company to work for. We offer medical insurance, dental, paid time off, paid national holidays and opportunities for overtime.

Apply online at <http://www.wholesale-interiors.com>

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Job Title: Executive II - Opt M1

Agency: Corrections

Closing Date/Time: Wed. 05/21/14 11:59 PM Central Time

Salary: \$4,992.00 - \$7,577.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-05-14-5110

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, plans and coordinates Placement Resources Contract services; provides funding for community based treatment alcohol and drug treatment programs for parolees; develops contract language to verify services provided; conducts research on new policy and initiatives that impact contract services program; serve as liaison; establishes relationship with community organizations; interprets program services and programs.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business or public administration; requires two years of responsible administrative experience in a public or business organization; requires extensive knowledge of the principles and practices of public and business administration; working knowledge of the functions of State government and of the character of relationships between the branches of state government.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30a - 5:00p Monday - Friday (Sat/Sun off)

AGENCY/LOCATION: Dept. of Corrections / Parole Re-Entry Group Dist. 1

1110 S. Oakley Ave. Chicago, IL 60612

CONTACT INFO: IL Dept. of Corrections / Peoria Parole Office

Attn: Melinda Cloninger, Hum. Res. Rep.

1115 N. North Street, Suite B Peoria, IL 61606

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 M1 - Dept Corrections

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Job Title: Human Resources Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 05/22/14 4:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0020

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs personnel duties which involve complex requirements on a daily basis; process insurance, deferred compensation, workers compensation, FMLA, Upward Mobility; all human resources transactions, testing, etc. Requires a tremendous amount of filing on daily/weekly basis; must be able to bend, stoop, and lift. Must prioritize heavy work load, multi-tasking definite requirement; all work is Confidential; must be able to maintain satisfactory relationship with peers, leadership and all employees. Must be able to type with extreme accuracy; must have knowledge regarding the use of computer and programs; must be willing to perform all duties assigned within scope of HR department needs.

Minimum Requirements:

Requires knowledge, skill, mental development equivalent to completion of 2 years of college, or completion of an approved HR training program. Requires ability to pass a typing test of 30 wpm. This test is given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565.

Work Hours & Location/Agency Contact: Monday - Friday, 8:00am - 4:00pm

Betty Vallier, Human Resources

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

fax: 847-249-0722

How to Apply:

Current employees submit CMS100B with copy of typing test to Kiley and CMS for a qualifying grade; Non-state employees submit CMS100 with a copy of typing test to Kiley and CMS (address on application) for a qualifying grade. The typing test needs to be completed prior to COB on 5/22/14 to submit with your application.

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Fri. 05/23/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC023

Bid ID#: IDPH 68252, 68253, 68255

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing. Extensive travel required/possession of a valid driver's license.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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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Cooler Mover

Coca-Cola Refreshments - Niles, IL

Responsible for delivering, setting up, moving and exchanging vending equipment in customer accounts and other outlets.

- Deliver, exchange and move vending equipment.
- Complete safety vehicle reports on a daily basis.
- Load and unload vending machines for delivery and/or return.
- Communicates with dispatchers, customers and supervisors regarding delivery and pick up status.
- Set coolers, which involves setting shelves, temperature and checking refrigeration.
- Educate customers in operation of equipment.
- Maintain clean and safe work area.

Requirements

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Prior work experience with moving equipment preferred.
- Previous vending equipment repair and distribution a plus.
- Ability to do heavy lifting on a daily basis.
- Demonstrated mechanical and technical aptitude.
- Valid CDL required, Class A preferred, current vehicle liability insurance, and driving record within MVR policy guidelines.
- Forklift certification preferred.
- Must be able to pass a Department of Transportation physical and/or have a valid DOT Medical Card.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at

https://careers.peopleclick.com/careerscp/client_cocacola_refreshments/external/registration.do

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Job Title: Warehouse Worker

Company: Aerotek

Job Type: Full-time, Part-time

Hours Not Specified

Location: Des Plaines, IL 60019

Job Description:

- warehouse
- picking, packing
- forklift, cherry picker, stand-up
- scan gun
- order pulling
- inventory

About Aerotek Aviation:

Join Aerotek Aviation® LLC. We specialize in placing mechanics, technicians, engineering field support and specialized personnel in the aviation industry.

Our rapid growth means we are constantly seeking employees nationwide.

We offer comprehensive benefits to include medical, dental, optical, and optional 401k.

Don't put your career in the hands of just anyone, put it in the hands of a specialist.

Join the Aerotek Aviation team! Allegis Group and its subsidiaries are equal opportunity employers and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.

Additional Info:

Minimum Age

18+ years old

Additional

Material Handler, Forklift, Shipping, Receiving

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18379101>

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Full-Time Warehouse I: Glendale Heights, IL

Nestle USA - Chicago, IL

POSITION OVERVIEW:

The Warehouse Level is an entry level position for the Nestlé Dreyer's Ice Cream Company. This position is designed to maximize the loading process by ensuring accurate orders, meeting set target rates per hour, and ensuring product integrity and quality standards are met throughout the loading process.

PRIMARY RESPONSIBILITIES:

- Perform all required procedures and documentation in a safe and efficient manner to maintain the highest quality finished product for our customers
- Ability to learn inventory and tracking systems
- Mechanical ability and understanding is required to grasp general warehouse equipment (loaders, etc).
- Maintain performance expectations with respect to key performance metrics and identify opportunities to improve x-dock operations
- Accurately and efficiently load finished product onto internal customer trucks
- Communicate to operations and sales to maintain product flow and prevent distribution disruptions
- Maintain housekeeping and safety compliance, inspection ready at all times
- Report all safety concerns immediately to leadership

MINIMUM REQUIREMENTS & EDUCATION LEVEL:

- Be at least 18 years of age; High School Diploma / GED equivalent
- Basic math and computer skills
- Successful completion of post offer background check and drug screen
- Valid driver's license (if required for specific hiring location)
- Successful completion of post offer motor vehicle report for moving violations (if required for specific hiring location)
- Ability to work early morning/late night hours
- Willing to work over 40 hours when required
- Willing to work any day of the week, weekends and Holidays
- Ability to work safely; Read, write and speak English

PREFERRED QUALIFICATIONS: Forklift certified; Jack pallet certified
Warehouse experience preferred; freezer/refrigerated environment a plus

Apply online at

http://www.indeed.com/viewjob?jk=092dd17bdeb88e01&q=Forklift&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Call center agents wanted for customer service department in Chicago

Company: Blue Rock Consulting
Wage/Salary: 16 Per Hour
Posted On: 2014-05-10 16:25:57
Location: Chicago, Illinois

Do you possess verbal skills and a helpful attitude? Do you enjoy staying on the phone for long hours? This could be your future job!

We are in need of friendly individuals who can join our Call Center Team! No experience is required as we will be training you when you start. We need someone who will be flexible with working hours and is willing to work shifts.

DUTIES include answering incoming calls only. You will be assisting callers about issues and problems they encounter, providing answers and quick solutions, ensuring that the customer gets quality service. Your primary goal is helping customers in the best possible way you can.

REQUIRED SKILLS include ability to actively listen and speak in the friendliest way. You will be required to have good communication skills and the ability to multitask.

You need to enter data while speaking on the phone and have the ability to perform well under pressure. Furthermore, you must be dependable and punctual. You must have a professional and team-oriented work ethic. You need to have a high school diploma or GED.

Compensation.

We will pay you a good starting salary and excellent benefits such as health care plan and dental cover plus a great working environment. Are you ready for this? Join us now!

Inquire at

http://www.networkjob.org/apply.php?listing=NjY0MjU%3D&utm_source=Indeed&utm_medium=PPC&utm_campaign=split

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Cashier Position Available - F/T - Chicago

Posted By: BH Personnel

Posted Date: 2014-05-10 10:05:49

Location: Chicago, Illinois

Salary: \$28,500 Per Year

Our busy Southside location in Chicago needs two additional cashiers on day shift, with the occasional need to work evenings to meet high demand or adequately cover checkout and customer service needs.

Objective

This entry level cashier position performs a variety of retail tasks, including restocking, bagging, customer service desk operations, and others related to the smooth operation of our store, though the primary assignment is that of a cashier.

Skills and Specifications

- â€¢ Friendly, professional, and respectful
- â€¢ Able to work the cash register and computerized cashier system
- â€¢ Focused, with an attention to detail and accuracy even in high pressure situations
- â€¢ Good verbal communication skills
- â€¢ Excellent team work skills and ability to work independently as well
- â€¢ Comfortable with handling and being responsible for money

Education and Qualifications

- â€¢ Past cashier experience preferred, with training on specific checkout system provided
- â€¢ Customer service oriented, with a desire to work in the field for some time
- â€¢ Capable of standing for long periods of time
- â€¢ Able to meet other physical demands of the job, including lifting, pulling, pushing, and twisting while ringing up products or bagging purchases

Benefits

- â€¢ Great starting wages with frequent increases, based on performance
- â€¢ Full benefits, including health, dental, pharmacy, and flex spending account options, with full time assignment
- â€¢ Training and career advancement opportunities available
- â€¢ Good vacation and personal time allotments, accumulation based on hours worked

Apply online at

http://www.topratedjobs.org/job.php?record=3637303231&utm_source=indeed

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Job Title: Office Associate - Opt 2

Agency: State Police

Closing Date/Time: Wed. 05/21/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 21-61-ISP14-029

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires elementary knowledge of agency programs, rules, and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm. Prefers experience in utilizing word processing, spreadsheet, and database computer programs.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday

WORK LOCATION: Illinois State Police

District of Chicago 9511 West Harrison Des Plaines, IL 60016

AGENCY CONTACT: Claire Salvador / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794-9277

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).

Option 2 – Typing

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Wed. 05/21/14 5:00 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#: 1403008-033414

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, obtains documents in response to subpoenas; conducts legal research; writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorneys; files court documents and serves legal papers.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate. Requires travel.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm
160 N. LaSalle, 6th Floor Chicago, Illinois

Contact: Lorne Garrett / Office of Legal Services
2245 W. Ogden, 3rd Floor Chicago, Illinois 60612
PHONE: (312) 633-3406
FAX: (312) 633-3965

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: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

Salary: \$2,798.00 - \$3,840.00 monthly

\$33,576.00 - \$46,080.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Bid ID#: 10-89-81494

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

Minimum Requirements:

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Work Hours & Location/Agency Contact: 7:30 am - 4:00 pm
Shapiro Developmental Center 100 East Jeffrey Street Kankakee, IL 60901

Please submit applications to: Lisa Horsley
Bureau of Employee Services/Contractual Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS:

Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. **

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Public Service Administrator - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 05/23/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IG0569

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration; requires one year of responsible administrative experience in a public or business administration, or completion of an agency approved professional management training program. Requires ability to develop and manage a small agency function program. Requires ability to travel to various counties to attend conferences and meetings.

Special Skills: Requires working knowledge of investigative procedures and techniques; requires working knowledge of court/prosecution process; requires working knowledge of Medicaid, TANF, SNAP, Child Care, and Child Support policy; requires experience with software applications including Outlook, Word, Excel, and an electronic case management system; requires working knowledge of Agency computer applications such as ACID and AWVS.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General / Bureau of Investigations

1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

How to Apply:

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

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Visitor Center PT On-Call Associate - Chicago

Company Macy's

Job Type Full-time

Hours Not Specified

Location Chicago, IL 60601

ESSENTIAL FUNCTIONS:

Distribution of the 10% Savings Coupon

Accountable for a variety of visitor programs that require acceptance of a voucher and providing a stipulated set of goods/services, process the voucher to the appropriate staff to ensure the store has recouped their investment and receives payment from the 3rd party.

Accountable for visitor center visitor tracking and reporting

Provide in-store direction about products, guest needs and sales

Monitor and order appropriate brochures for visitor center

Accountable for communicating all group activity to internal customers to include but not limited to: VP, Department Manager, Tourism Manager, Store Manager, when booked, Programs booked and distribution of weekly group grid

Create, maintain convention tracking spreadsheets for assigned cities

Order and maintain inventory of visitor savings passes, record on RR Donnelly tracking sheets. Other Duties as assigned

QUALIFICATIONS:

Candidates should enjoy working in a challenging environment with minimal supervision

Prior experience in the travel/hospitality industry preferred, but not essential

Previous sales and/or administrative experience desirable, combined with the ability to think creatively and inspire others to achieve high standards

Excellent communication skills

Knowledge of a second language helpful

Position requires good organizational skills, and proficiency in Microsoft Word, Excel, and email

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

Additional Info: Minimum Age - 18+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18357567>

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Job Title: Merchandise Associate

Company T.J. Maxx

Job Type Full-time, Part-time

Hours Varies

Pay Type Hourly

Wages To be discussed

Location: 1745 W Fullerton

Chicago, IL 60614

To accomplish this, we depend on our Associates to provide a courteous, helpful and enjoyable shopping experience for all customers. In return, we've created a workplace that values honesty, mutual respect, teamwork, and high standards – where every person has the chance to excel.

Sales/Merchandise Associate:

Responsible for assisting in the daily operations of the store.

Must be able to work in the areas of merchandise presentation, processing, markdowns, fitting room, cashier, customer service and layaway.

Greets, interacts with and thanks customers on a regular basis.

Maintains housekeeping standards of area, including ongoing recovery.

Performs other duties, as assigned. Part-time or full-time.

Qualifications:

Ability to work a flexible schedule, including nights and weekends

Good verbal skills Energetic and enthusiastic

Professional appearance Ability to stand for extended periods of time

Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting

Willingness to work as part of a team

Additional Info:

Minimum Age

16+ years old

Additional

Minimum age for work is 16 (for summer and in-school youth)

High school diploma/GED preferred, except for summer/in-school youth

APPLY IN PERSON TODAY!

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Retail Sales Associate at Adler Planetarium

Event Network, Inc. - Chicago, IL

Now hiring – Retail Sales Associates (Part-time Seasonal). Imagine yourself helping our guests create memorable experiences...Now imagine a career at our Adler Planetarium gift store!

If you're looking for a challenging, fun, and rewarding career opportunity with growth potential, our retail Sales Associate position may be a great fit for your bright and outgoing personality.

POSITION SUMMARY

SALES ASSOCIATE (Part-time Seasonal): We are searching for friendly and enthusiastic retail talent who love interacting with guests and delivering outstanding guest service, and that are able to entertain and create a fun and exciting store environment for our customers and other team members.

In your role providing exceptional guest service, you will assist in the day-to-day gift store operations including but not limited to the following:

Greet and thank each guest as they enter and exit the store

Maximize the highest level of guest service by listening, sharing and presenting product, and responding to each guest's needs

Achieve sales goals

Ring merchandise transactions following proper procedures

Maintain store visual presentation standards

Position Preferences / Requirements:

Must be able to work a flexible schedule and able to work early evenings and weekends

Cash-handling and retail experience a plus

We require the successful completion of a pre-employment drug screening.

Event Network, Inc. is an equal opportunity employer.

HOW TO APPLY:

Apply at our Career Center at <http://www.eventnetwork.com/talent> (click on 'apply online') – OR – Click on "Apply Now".

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