



### **Server**

*Southern Comfort Catering Company*  
*7000 S Shore Drive Unit 1311, Chicago, IL*  
South Shore  
Job ID: 7320573  
Job Type: Temporary  
Shift Type: Night  
Compensation: 10.25/hr + 15.00 travel stipend  
Experience: < 1 Year

### Job Description

Job duties include receiving platter of food from Expo Chef and passing items to guest. Requires ability to stand for short periods of time. Requires light lifting, bending, and walking up and down stairs. The candidate will be well groomed and present high levels of soft skills. The candidate will be dressed in White Button Down Top, Black Tie, Black Pants, and Black Shoes. Candidates who does not meet the criteria listed need not apply.

Requirements & Skills: Must have reliable transportation/Must be punctual

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-southern-comfort-catering-company-7320573>

### Grant Achatz's Aviary Hiring Line Cooks

The Aviary  
*955 W Fulton Market, Chicago, IL*  
*Fulton Market, Near West Side*  
Job ID: 7318409  
Job Type: Full Time  
Shift Type: Afternoon, Night  
Compensation: N/A  
Experience: 1-3 Years

### Job Description

Hiring dedicated, passionate, and motivated cooks to fill Commis/Chef de Partie positions at Chef Achatz's cocktail bar & restaurant in the West Loop.  
Position to be filled is full time Wednesday - Sunday.  
*No walkins or phone calls will be considered. Please apply online*

Apply online at <http://www.shiftgig.com/job/chicago/il/line-cook-job-openings-at-aviary-7318409>

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## **Bus Person**

*Chicago Yacht Club*

*400 E Monroe St., Chicago, IL*

### Now recruiting assistant servers for downtown private club

#### Job Description

Our bus staff is the lifeblood of our service team.

A busser supports their servers and addresses any gaps in service ensuring that every member and guest at the Chicago Yacht Club enjoys a truly exceptional experience.

This is a crucial role as it greatly impacts the efficiency and quality of service. Bussers must be impeccably well groomed. They must be professional and have a high sense of self esteem. They must be motivated and enjoy working with people of all types. They must have great patience, good communication skills and great work ethic.

We offer a supportive learning culture committed to assisting our staff continuously expand their professional knowledge and sharpen their expertise.

#### Qualifications:

Candidates for this position must possess:

A solid work ethic and dedication to getting the job done right every time.

A motivated self starter capable of taking the initiative to identify and undertake projects during slow periods.

The ability to collaborate and contribute to a diverse service team.

Superior English Communication Skills (written & verbal)

The capacity to handle multiple priorities and tasks while under pressure.

#### Physical Demands:

Ability to stand for long periods of time (which may include an entire shift)

Ability to lift moderate weights and remain on feet for prolonged period of time.

Ability to work outdoors in inclement weather when necessary. Ability to carry loaded trays on slippery surfaces.

Ability to handle hot plates and equipment.

#### Education/Training

Previous food and beverage experience preferred.

Hospitality is a 24/7 industry therefore, candidates should be able to work weekends and holidays as needed.

#### Requirements & Skills

Open availability for summer season

Apply online at <http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-chicago-yacht-club-7309159>

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### **Office Assistant**

*Skills for Chicagoland Future*

191 N. Wacker Dr. 925, Chicago, IL

West Loop, The Loop

Job ID: 6792865

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: N/A

Experience: 1-3 Years

References: Preferred

#### The Role:

An organization is looking for an energetic and professional receptionist to join their team. The receptionist will serve internal employees and visitors by greeting, welcoming, and directing them appropriately; notifying company personnel of visitor arrival; and maintaining conference rooms and the reception area.

#### Responsibilities:

- \* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- \* Directs visitors by maintaining employee and department directories; giving instructions.
- \* Maintains security by following procedures; monitoring logbook; issuing visitor badges. \* Maintains tidy reception area and conference rooms
- \* Contributes to team effort by accomplishing related results as needed.
- \* Other duties as assigned

#### Qualifications:

- \* Comfortable working 1:00pm-9:00pm Monday thru Thursday and 9:00-5:00pm Friday's \* Ability to work independently
- \* Proficient with Microsoft Outlook, Word and Excel in addition to basic computer knowledge \* Strong organization and time management skills
- \* Ability to multitask
- \* Thrives in a fast-paced environment
- \* Excellent communication skills (verbal and written)
- \* HS Diploma (Associates Degree Preferred)

*No walk-ins or phone calls will be considered. Please apply online*

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-skills-chicagolands-future-6792865>

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**Sales Associate**

PANDORA Jewelry - Chicago, IL

PANDORA Jewelers is in need of experienced luxury retail sales associates for our Michigan Ave Concept Store. We are looking for creative thinkers who demonstrate strong customer service skills, and bring an outgoing and energetic personality to our team.

**JOB DESCRIPTION:**

The Sales Professional will utilize strategic selling skills to assist customers with purchases. This individual is responsible for engaging customers in conversation to understand their needs and objections; presenting merchandise and detailed information on features and benefits; provide outstanding service with all customer interactions and follow the Pandora Way of Selling.

**JOB REQUIREMENTS:**

- Minimum of 1 year previous retail experience, with a retail career focus.
- Proven track record in achieving sales results and creating add-on sales.
- Must be detail oriented and security conscious.
- Must be a creative thinker with display and merchandising skills.
- Strong communication and customer service skills, as well as the ability to prioritize while handling multiple tasks is required.
- Willingness and flexibility to work non-traditional business hours including evenings, weekends and holidays.
- Ability to work in a fast-paced, changing environment.

**COMPENSATION:**

We offer comprehensive training, generous hourly + commission + incentives, health insurance benefits, opportunity for professional growth, vacation time and employee discount.

Apply online at [http://www.indeed.com/viewjob?cmp=Sandra-Holding-LLC-dba-PANDORA&t=Sales+Associate&jk=dc36ba9917ad356c&sdu=QwrRXKrqZ3CNX5W-09jEvdWaFExGg97Dg5JRAWGCKoDZY1vFryA2yp\\_6iyJgvsgYF3iDRaTJ1JNx55vBJGk3Eg](http://www.indeed.com/viewjob?cmp=Sandra-Holding-LLC-dba-PANDORA&t=Sales+Associate&jk=dc36ba9917ad356c&sdu=QwrRXKrqZ3CNX5W-09jEvdWaFExGg97Dg5JRAWGCKoDZY1vFryA2yp_6iyJgvsgYF3iDRaTJ1JNx55vBJGk3Eg)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO, IL

#### Description:

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

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

As a Customer Service Representative perform various duties including:

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

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

Work Status: Moonlighter/Part-Time

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

Sun - 6am to 9pm

Mon - NA

Tue - NA

Wed - NA

Thu - 6am to 9pm

Fri - 6am to 9pm

Sat - 6am to 9pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=133047&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=133047&mode=)

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### **Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK, IL

#### Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

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

Sun - NA      Mon - 6am to 3pm

Tue - 6am to 3pm      Wed - 6am to 3pm

Thu - 6am to 3pm      Fri - 6am to 3pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=129344&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129344&mode=)

### **CASH APPLICATION REP II**

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 7:30am to 4:00pm

Location Chicago, IL

Req Number 127681

Job Details POSITION IS LOCATED IN BOLINGBROOK

Required qualifications: High school diploma or equivalent. One year of hospital billing experience. Basic computer experience. Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally). Excellent interpersonal skills. Able to work in a fast paced environment.

Preferred qualifications:

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=955256>

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**Facility Maintenance Technician**

U-Haul Regional Marketing Offices  
UHC of Chicago and Chicago Western Suburbs  
1955 W North Ave  
MELROSE PARK , IL

**Description:**

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time

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

Sun - NA  
Mon - 7am to 5pm

Tue - 7am to 5pm  
Wed - 7am to 5pm

Thu - 7am to 5pm  
Fri - 7am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=132027&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=132027&mode=)

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**Not-For-Profit Pie Cafe/Coffee Shop Looking for Positive, Dependable Barista/Cashiers**

*First Slice Pie Cafe*

4664 N Manor Ave Chicago, IL

Lincoln Square, Albany Park

Job ID: 7310385

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: 9.25/hr + tips

Experience: 1-3 Years

References: Preferred

**Job Description**

First Slice is an outreach-based, not-for-profit pie cafe & coffee shop with three locations on Chicago's North side. All of our cafes serve delicious pies, pastries, soups, sandwiches, organic coffees & teas, and more. Cafe sales fund our Outreach Program which provides over 600 meals weekly through organizations including StreetWise, The Crib, and The Night Ministry.

We are currently looking for positive, dedicated barista/cashiers to cover 2-4 shifts per week at our Andersonville and Ravenswood Manor cafes.

Our ideal candidates will be:

- Skilled in barista arts and knowledgeable about coffee and teas
- Experienced with manual cash registers and handling cash
- Available for evenings, some early mornings, and AT LEAST TWO SHIFTS over Friday, Saturday, and Sunday - Able to provide cheerful customer service even during busy rush hours - Willing to follow outlined company procedures for opening, closing, sidework, and basic cleaning - honest, punctual, and tidy - a fun, team player with excellent communication skills. - LGBT friendly & driven by our social mission

If this describes you, please email us at [kaxnscg44x@jobs.shiftgig.com](mailto:kaxnscg44x@jobs.shiftgig.com) with a short cover letter about yourself and your experience. Be sure to attach a resume.

Check us out at [www.firstslice.org](http://www.firstslice.org).

**Requirements & Skills**

Must be available evenings and weekends

Previous experience using an espresso machine strongly preferred

*No walk-ins or phone calls will be considered. Please apply online*

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### **CNA/UNIT SECRETARY**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC MED SURG UNIT 1  
Schedule Part-time (benefits eligible)  
Shift Night shift  
Hours 11p-7:30a  
Location Joliet, IL  
Req Number 128680

### **SUMMARY**

Perform clerical support and patient service functions for the patient care unit under the direct supervision of the Patient Care Manager, Assistant Patient Care Manager, and/or Charge Nurse. Perform environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues. Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school diploma or GED  
Computer Skills  
Knowledge of Microsoft Word and Excel

#### **Certificates, Licenses, Registrations**

Certified Nurse Assistant program certification  
CPR Certification

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=493899>

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## **Vehicle Transporter**

Job ID 77462

# Positions 50

Location US-IL-Chicago

Category Hidden (26138)

### General Responsibilities:

Hertz, an industry leader is seeking high-charged, high-energy, team driven individuals to work as a vehicle transporter. As a transporter you will have the opportunity to drive Hertz cars while getting paid!

Your general responsibilities include but are not limited to;  
Transports vehicles safely within the airport to various service areas.  
Safely moves vehicles between airport and off-airport locations.  
Provide outstanding customer service.  
Maintain courteous and professional behavior & appearance.  
Follow all company safety policies and procedures and protect company assets.  
Ability to work with minimal supervision while maintaining high energy.

### Mandatory Requirements:

Requirements:

Valid driver's license

Must be at least 20 years of age

Flexibility in scheduling which may include nights weekends and holidays

### Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/77462/vehicle-transporter/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option M1 - Dept Corrections

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**Job Title: Guardianship Representative (Estate)**

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Tue. 05/27/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Bid ID#: 17710-50-70-141-1002

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal and financial affairs; visits wards at scheduled intervals and travels to conduct visits; marshals and manages assets; works closely with OSG attorneys to file inventories, accountings and petitions to sell personal and realty property; reviews cases for tax liability; completes Medicaid spend downs and representative payee reports; answers inquiries from the general public; offers advise and information on guardianship services.

Minimum Requirements: Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Certified Guardian Exam and receive certification within the first twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Work Hours & Location/Agency Contact: Illinois Guardianship & Advocacy Commission  
Chicago Office 160 N. LaSalle, Room 500 Chicago, IL 60601 8:30am - 5:00pm  
Send bids & applications to: Bobbie Fox, HR Director  
Illinois Guardianship & Advocacy Commission  
160 N. LaSalle, Room 500 Chicago, IL 60601 Fax # 312-793-4311

**How to Apply:**

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

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## **Outside Sales Representative**

Job ID 77293

# Positions 1

Location US-IL-Chicago

Category Sales - Sales

General Responsibilities: Well known for our solid worldwide reputation, Hertz Equipment Rental Corporation (HERC), a subsidiary of The Hertz Corporation, is proud to be one of the leading providers of the rental and sale of heavy equipment and tools for construction and industrial needs throughout the world.

As a Sales Representative . . . The successful candidate is responsible for:  
Daily territory management and revenue growth through on site visits to customer job sites in addition to contacting potential customers via telephone  
Plan and organize business strategies to achieve desired results and exceed quota by renting and selling equipment. Identify customer needs and react appropriately while understanding market conditions and local competitor pricing  
Penetrate customer at the strategic level to diversify customer base to include industrial, traditional and nontraditional accounts

### **Mandatory Requirements:**

BA/BS University degree with a concentration in marketing, sales, or business. Other disciplines are encouraged to apply. Works effectively with all levels of the company  
Uses business processes to achieve desired results  
Exceptional communication skills including face-to-face interaction  
Ability to follow up with customers in a timely manner  
Must react to changing business needs  
Multi tasker who uses project management skills to accomplish goals  
Must have valid driver's license and driving record in good standing  
Proven track record with 3 to 5 years sales experience within the heavy equipment industry and or 5 years plus sales experience in a related field  
Very good knowledge of the heavy equipment and small tool rental business  
Detailed knowledge of all types of equipment and how it is used  
Understanding of local competition and market rates in order to drive results  
Ability to work autonomously in a fast paced environment  
Candidate will be given the use of a company fleet vehicle for business purposes.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EOE AA/M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/77293/outside-sales-representative/job?hub=20>

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**Job Title: Office Associate - Opt 2 Medical Dept**

Agency: Human Services

Closing Date/Time: Tue. 05/27/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0031

Description of Duties/Essential Functions Benefits Supplemental Questions  
Provides all clerical duties as assigned by the Medical Director; gathers reports and material sensitive in nature and types complex correspondence; completes timesheets, and composes and prepares memorandums, letters, and assists with all clerical duties required. May be assigned other duties that are within the scope of this position as needed by the facility.

Minimum Requirements: Requires ability to type 45 wpm and be knowledgeable in computers and various software programs. Requires knowledge, skill, mental development equivalent to completion of high school and 2 years related office experience. Requires knowledge and understanding of medical/technical terms; extensive knowledge of grammar, spelling, and punctuation; and ability to operate automated office equipment and perform routine maintenance.

Typing test is given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565. Typing test results must be submitted with your application.

Work Hours & Location/Agency Contact: Monday - Friday 8:00 am - 4:00pm  
Contact: Betty Vallier, Human Resources  
Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085  
FAX: 1-847-249-0722

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

Option 2 - Typing

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**Job Title: 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#: 1403009-035860

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a licensed attorney, receives and processes subpoenas for Cook County Division of Child Protection records; conducts legal pre-screenings; reviews documents; provides follow-up with caseworkers and supervisors; researches and retrieves case files; responds to inquiries regarding requested documents; maintains daily log of subpoenas and requests for records; travels in the performance of duties.

**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: 8:30 am to 5:00pm  
Emerald Field Office 6201 S. Emerald, 2nd 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Gold Choice - Counter Sales Rep (Midway Airport)**

Job ID 77240

# Positions 1

Location US-IL-Chicago

Category Customer Service

**General Responsibilities:**

The Gold Choice Counter Sales Representative will work to provide world class customer service to Hertz customers throughout the car rental process; show ownership to ensure customers has a positive experience  
The key responsibilities and accountabilities for the incumbent are to  
Responsible for managing the rental process; both rentals and returns  
Answer questions and provide directions in a courteous and expeditious manner  
Maximize revenue opportunities by promoting optional services and promotional sale  
Responsible for successful resolution of customer issues  
Operate within the areas of rental counter, gold choice, and exit gate at the location  
Write Rental agreements; maintain all paperwork associated with the rental  
Take necessary steps to facilitate a rental  
Adhere to company policy and procedure to assure audit compliance  
Consistently demonstrate excellent customer service skills.  
Conduct business safely  
Maintain company standards in appearance, attendance, manner, ethics and professionalism

**Mandatory Requirements:**

Educational Background: High School Diploma or GED required  
Professional Experience: 2 years customer service and/or sales experience required  
Knowledge: Financial and business acumen  
Awareness of competitors and their product offerings  
Skills: Excellent verbal communication; Computer literate  
Competencies: Must be willing to work outside during all seasons

**Preferred Requirements :**

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/77240/gold-choice---counter-sales-rep-%28midway-airport%29/job?hub=20>

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## **Counter Sales Rep (O'Hare Airport)**

Job ID 76257

# Positions 2

Location US-IL-Chicago

Category Sales – Sales

### General Responsibilities:

The Gold Choice Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member provides world class customer service to Hertz customers throughout the car rental process to understand the customer's travel needs, promote Hertz's products and services and resolve issues.

### Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experience:

1- 2 years customer service and/or sales experience required.

### Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to sell in a friendly, engaging manner . A minimum of one year of sales or customer experience in a high volume or service oriented environment . Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

### Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills; Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team. 100% customer focus, with proven experience within a customer facing environment. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Lift up to 25 pounds. Stand or sit for long periods of time

### Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EOE/AA M/F/D/V

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## **Journey Mechanic**

Job ID 75369

# Positions 1

Location US-IL-Chicago

Category Mechanic - Heavy Equipment Mechanic

### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, the Journeyman Mechanic position is the position for you.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players.

### Mandatory Requirements:

Basic duties of this position encompass all aspects of vehicle maintenance from basic repairs to complete engine and transmission overhauls.

Additional responsibilities include electrical troubleshooting, oil changes and brake service, and performing preventative maintenance.

### Preferred Requirements :

The successful candidate must be 25 years of age and have a satisfactory driving record and a valid driver's license.

Must have your own tools. ASE certification and prior experience preferred. Ability to work days, nights and weekends required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/75369/journey-mechanic/job?hub=20>

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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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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

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**Job Title: Support Service Worker (2 positions available)**

Agency: Human Services

Closing Date/Time: Tue. 05/27/14 4:00 PM Central Time

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-70-14-0028

Description of Duties/Essential Functions Benefits Supplemental Questions  
Duties involve cleaning of residential homes, administration buildings, and all areas of facility as required. Remove curtains, draperies for cleaning, laundering, washes windows, shades, hangs curtains, dust, clean all areas of facility; stripping and waxing of commercial floors; lifting and moving office and residential furniture, deliver medicine cassettes to homes daily without assistance, climb a 10 ft ladder for high dusting, be able to drive and operate a delivery truck and a lift gate truck, which requires a valid drivers license. Any other duties that may be assigned which are within the scope of the support service worker duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six months experience in housekeeping. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above.

Work Hours & Location/Agency Contact: Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Betty Vallier, Human Resources

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

FAX: 1-847-249-0722

**How to Apply:**

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

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