



Job Title: Veterans Employment Representative II

Agency: Employment Security

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

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11454

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires one year professional experience in marketing, public relations or related experience. Requires other than dishonorable discharge from the Armed Services of the United States. Requires thorough knowledge of veterans' problems and special needs including such areas as readjustment to civilian life and benefits available to veterans, including education, training and provision of vocational guidance counseling. Requires extensive knowledge of the organization, operation and functions of IDES; state and federal labor and employment laws, methods and techniques developed by the agency and federal and state laws affecting veterans. Requires ability to: meet and deal with potential employers to promote IDES; analyze and evaluate effectiveness of services provided to veterans; establish and maintain harmonious working relationships with employers, employees, public officials, representatives of veterans' organizations and the general public; make decisions and initiate action to promote greater areas of Employment Services; follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/ laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 250 North Chicago St. Joliet, Illinois

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 Manager - Maintenance Construction

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Systems Maintenance

SALARY TARGET: \$75,000 - \$85,000

Position Summary

Plans, supervises and coordinates the work activities of supervisory and union personnel consisting of all trades assigned to the construction, renovation and general maintenance projects in support of all Authority owned, leased or rented buildings, structures and properties.

Primary duties and Responsibilities

Plans, coordinates and conducts field inspections of construction and maintenance projects to review progress, work methods, compliance with applicable building codes, safety regulations, OSHA, etc. Assists the Manager II in the development and administration of the Facilities Maintenance programs, policies, goals and objectives. Assists in the planning and scheduling of construction and general maintenance work for terminals, rail stations, shops and other buildings and structures associated with the rail and bus systems. Plans, supervises and coordinates program activities with other Authority departments, outside contractors, regulatory agencies, utilities, etc. Plans, supervises and coordinates work for the Preventative Maintenance Program and any emergency response work. Assigns work to employees, assures appropriate training in work procedures and reviews completed work for conformance to stipulated programs and procedures. Handles corrective action for work performance and absenteeism. Writes specifications for contract and material purchases. Prepares reports to capture how capital and operating monies are allocated. Reads and interprets blueprints, schematic drawings, etc. May perform the duties of the Manager II, Systems Maintenance in the Manager II's absence.

Education and Experience Requirements

Bachelor's Degree in Mechanical/Electrical or Civil Engineering or a combination of education and approximately 10 years experience relating to this position. Required to have supervisory experience in building construction and maintenance work.

Applicants, if hired, must comply with CTA's residency ordinance.
CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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Reception/Administrative Assistant

Concierge Unlimited International

20 N Wacker Dr Ste 1730 Chicago, IL. The Loop

Job ID: 7018937

Job Type: Full Time

Shift Type: Morning

Compensation: N/A

Experience: 1-3 Years

References: Preferred

Job Description: Full-Time or Part-Time Reception/Administrative Assistant at Concierge Unlimited International

EXPERIENCE AND SKILLS:

Excellent verbal telephone manners and business written communication skills
Energetic, deadline and result oriented; Strong organizational and multi-tasking skills
Proficient in Microsoft Office Word, Excel, Access, Power Point, In Design, Adobe
knowledge; Typing speed minimum 50+wpm; Website, Social Media, Creative Editorial,
Business Correspondence experience; College degree with minimum 1-3 years of
administrative, creative editorial writing related experience and skills required

POSITION RESPONSIBILITIES:

Portray welcoming, courteous professional first impression to all clients and callers
Answer, screen and direct incoming calls; Execute Daily Administrative, business
correspondence and creative editorial; Upkeep of Company Database and Group e-
mails and mailing lists; Front Office desk work organization, supply maintenance
Process, sort, record and distribute daily received mail, email correspondence
Coordinate and Administer Office appointment calendar, record and confirm interviews
Assist in administering candidates and staff performance tests
Assist with special and creative projects as assigned by CUI HQ Manager

WORK SCHEDULE AND BENEFITS:

Full-Time/Part-Time position with general daily Mon-Fri, 8am to 5pm, Weekends and
Holidays off; Full Blue Cross Blue Shield Health, PTO, or HMO, Dental, Vision, Life
Insurance; 401K; RTA Transit Benefit Program for CTA, Metra fares
Work Flex Schedule Incentives; Cross-Training Skill enhancement
Potential promotion within the company

Please submit your cover letter, resume, contact information and professional
references to: hp9zdhjksh@jobs.shiftgig.com

No walkins or phone calls will be considered. Please apply online

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LYFE Kitchen is Now Hiring All Positions!

L3 Hospitality Group, LYFE Kitchen Evanston

1603 Orrington Ave Ste 604. Evanston, IL

Job ID: 7018163

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Competitive + Tips

Experience: < 1 Year

References: Preferred

Job Description

LYFE Kitchen, the award-winning fresh-casual restaurant developed by world-class chefs and entrepreneurs is growing again. Having just opened in downtown Chicago, L3 Hospitality group is bringing LYFE to Life in Evanston this spring.

We will be opening at the corner of Davis and Orrington in May.

Are you an outstanding cashier?

If so, we'd love to meet you! You'll need the following qualifications:

-Outgoing personality

-Focus on a healthy lifestyle

-Ability to work in a fast-paced environment

-Availability to work at least 3 out of 5 weekend shifts

-Exceptional cash handling skills and attention to detail

-Prior experience in hospitality or related industry

If you are truly ready for a new kind of employment experience, and to start your LYFE, come visit us today.

Our talent center is open Tuesday-Saturday 9AM-7PM at 1603 Orrington Ave, suite 604. We look forward to meeting you!

Requirements & Skills

Must be able to work at least 3 of 5 weekend shifts

Apply online at <http://www.shiftgig.com/job/evanston/il/food-runner-job-openings-at-l3-hospitality-group-lyfe-kitchen-evanston-7018163>

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Server-Bartender

Giordano's
225 W Jackson Blvd Chicago, IL
The Loop, Printer's Row
Job ID: 7017717
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: \$4.25 + Tips
Experience: 1-3 Years
References: Preferred

Job Description

We are looking for a Bartender- server full time position.

Requirements & Skills

Must be able to work Sundays

No walkins or phone calls will be considered. Please apply online at

<http://www.shiftgig.com/job/chicago/il/bartender-job-openings-at-giordanos-7017717>

Transporter

Department: OPERATING ROOM 26S
Schedule: Full Time
Shift: Rotation

JOB SUMMARY

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

JOB QUALIFICATIONS

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

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=790929

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma.

Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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Server for Weekend Brunch. Business is good & adding staff!

Patsy's

2825 N Lincoln Ave Chicago, IL

Lincoln Park

Job ID: 7016809

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Hourly + Tips

Experience: 1-3 Years

References: Preferred

Job Description

Looking for a mature person who has a lot of personality and can handle a small bar and tables (33 inside & 16 seats on patio) with another great bartender/server. You must be able to multi-task under pressure. This is a very friendly neighborhood pub & grill with a lot of regulars that you will get to know well.

Minimum 1YR serving experience. A mix of bartending and serving experience is a great as you will serve & bartend but you must have minimum 1YR experience in the front of the house. A solid following is a big bonus but not required. Must have excellent references and all will be checked.

Start with 1-2 shifts/week plus fill-in shifts. I can work with most schedules but MUST be available to work WEEKEND Days. Brunch shifts start at 9:30am.

If you have a local following, please describe it.

If interested, I'll send you an email with details and phone number to call to schedule an interview. Interviews will be this week or next week in the late afternoon to early evening

Requirements & Skills

Weekend Day Availability

No walkins or phone calls will be considered. Please apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-patsys-7016809>

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CORRECTIONAL MEDICAL TECHNICIAN II – PATIENT CARE SERVICES – CERMAK – SHIFT: 7am-3pm

Job Number: 00115635

Job Posting: Apr 29, 2014, 3:24:22 PM Closing Date: May 13, 2014, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

SEIU 73

Posting Salary: \$16.946 - HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

The Correctional Medical Technician II under close supervision performs designated clinical and healthcare provider tasks throughout the Cook County Department of Corrections and the Department of Community Supervision (DSCI) and responds to emergencies as needed. Communicates patient care issues to clinical staff. Delivers over the counter medications and therapeutic packs of prescribed medication to detainees. Observes detainees for health problems and reports clinical information to physician, physician assistant or registered nurse. Perform record keeping according to department policy.

MINIMUM QUALIFICATIONS

- High School diploma or G.E.D. certificate is required. (Must provide proof at time of interview.)
- Must be 18 years of age at time of application filing. (Must provide proof at time of interview.)
- Must possess a valid Illinois Driver's License. (Must provide proof at time of interview.)
- Certification in the State of Illinois as an Emergency Medical Technician Basic (EMT-B) is required. (Must provide proof at time of interview.)
- Must possess current CPR certification. (Must provide proof at time of interview.)
- Must possess at least one (1) year of full time work experience as an EMT-B.

PREFERRED QUALIFICATIONS

- Ability to lift and transport adult patients · Ability to walk 1-2 miles

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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Patient Care Attendant-Patient Care Services-Infirmary Unit-Cermak-Shift:7am-3pm

Job Number: 00115600

Job Posting: Apr 28, 2014, 10:38:33 AM Closing Date: May 12, 2014, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

SEIU Local 20 Health Care Professional

Posting Salary: \$14.686-HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

The Patient Care Attendant (PCA) assists the professional nurses by performing simple nursing duties and those duties which contribute to the delivery of nursing care. The PCA is responsible and accountable for learning and adhering to facility and nursing policies and procedures, care of environment supplies and equipment within the scope of training. They assist with transportation of detainees as needed. The PCA may be assigned to watch an individual patient and other duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or G.E.D. Certificate is required. (Must provide proof at time of interview.)
 - Active CPR Certification is required. (Must provide proof at time of interview.)
 - Certification as a Nursing Assistant in the state of Illinois is required. (Must provide proof at time of interview.)
- PREFERRED QUALIFICATIONS**
- One year of work experience as an attendant or nurse's aide in a hospital setting

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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ADMINISTRATIVE ASSISTANT IV - NEONATOLOGY - STROGER HOSPITAL

Job Number: 00115541

Job Posting: Apr 22, 2014, 1:55:53 PM Closing Date: May 6, 2014, 11:59:00 PM

Full-time A.M. P.M.

RWDSU Local 200 Admin Assistants BHS

Posting Salary: STARTING SALARY: \$25.87

Organization: Health and Hospital Systems

JOB SUMMARY

The Administrative Assistant IV in Neonatology will serve a pivotal role administering and maintaining the Vermont Oxford Network (VON) database for the Division of Neonatology. This position is responsible for performing a wide range of administrative as well as tracking and reporting functions for the department; tracking neonatal information and updating records and reports; generating quality reports as requested; managing departmental records; acting as the reporting liaison for neonatology to other departments and personnel. This position may also be required to coordinate reporting activities of other clerical staff within the department and to prepare budgets.

MINIMUM QUALIFICATIONS •High School Diploma, GED, or equivalent education (must provide proof at time of interview) •Minimum of three (3) years of experience providing administrative support to a member of middle or upper management, or for multiple managers, or for multiple departments. •Minimum of two (2) years of experience scheduling meetings or other multi participant activities. •Minimum of two (2) years of experience tracking and recording information utilizing the Vermont Oxford Network Database. •Prior experience coordinating and tracking departmental quality or performance reports. •Knowledge of medical terminology related to pre-mature infants. •Intermediate proficiency with Microsoft Office Suite applications including Word and Excel (must pass a proficiency test)

PREFERRED QUALIFICATIONS •Bachelor's degree or higher •Able to identify data trends and perform basic data analysis

KNOWLEDGE, SKILLS AND ABILITIES •Detail-oriented •Ability to prioritize activities and plan work effectively •Strong interpersonal skills •Strong written and verbal communication skills. Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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Denny's Restaurant in Melrose Park Needs Line Cooks!

Denny's Restaurant #8094
8349 W North Ave Melrose Park, IL

We are hiring full and part-time employees for all positions / all shifts.

Line Cooks

Servers

Service Assistants / Dishwashers

Hosts / Hostesses

We are specifically seeking applicants for open Cook positions.

DENNY'S GUIDING PRINCIPLES: * Guests First * Embrace Openness * Proud of Our Heritage * Hungry to Win * The Power of We

Job Requirements:

You are available to work a flexible schedule, including holidays, nights, and weekends; we're always open! You have excellent guest service skills

You are able to work in a team environment

You can meet Denny's uniform and grooming standards and maintain them throughout the shift. You can pass all required tests and training requirements

You can learn basic tasks and follow instructions

You are able to communicate effectively in English, both orally and in writing

You value diversity and show respect for others

You are committed to and exhibit Denny's Guiding Principles when interacting with others

Denny's(r) is the most recognized name in family dining providing good food and service for more than 55 years. With approximately 1,600 restaurants across America and system-wide sales of more than \$2 billion, Denny's is the largest full-service family restaurant chain in the United States. There are approximately 21,000 employees at Denny's company restaurants.

We are sorry but we cannot respond to applications posted through Shiftgig. To be considered for employment you must first apply in our system -- either on-line or by telephone. www.dennys.com or (708) 450-0026

At Denny's we firmly encourage a culturally diverse workforce. Denny's is an Equal Opportunity Employer.

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SENIOR ADMINISTRATIVE ASSISTANT - ASSOCIATION RESOURCES - CHICAGO, IL

YMCA: YMCA of the USA

Location: Chicago, IL

Job Description: The Senior Administrative Assistant serves as the primary administrative point person who coordinates and provides administrative support for designated Y-USA Resource Directors in their service to local YMCAs. The position will provide and enhance support services for the department with increased sophistication and professional impact of reports, presentations, tools and other materials used by the Resource Directors (RDs) in building capacity at member YMCAs.

KNOWLEDGE, SKILLS AND ABILITIES

Bachelor's Degree or equivalent experience is required

Minimum 5 years of administrative support work experience is required

Advanced skills in MS Office suite (Word, Excel, Outlook, Access) is required

Experience with Adobe Creative Suite Design Professional (including Photoshop, InDesign, Dreamweaver, Flash, and Illustrator), desktop publishing, html and web editors, and other visual design programs is required

Experience utilizing virtual technologies, such as IM and web-conferencing is required

Experience in working with virtual teams is preferred

Experience with survey development and research data analysis is preferred

Must be talented and trained in visual display of information for maximum message impact. Excellent verbal, written and interpersonal communication skills are required

Demonstrated commitment to accuracy in details, including strong proofreading skills is required. Demonstrated ability to multi-task, manage multiple deadlines for multiple clients simultaneously, and prioritize and escalate issues to the proper authority when necessary is required. Must possess excellent organizational skills

Excellent issue-spotting and problem-solving skills are required

Ability to handle confidential material is required

Ability to work independently with minimal supervision is required

Ability to adapt within a frequently changing environment is required

Ability to convey a positive and professional image to internal and external customers is required. Previous experience with the YMCA is a plus

Commitment to YMCA character development values of caring, honesty, respect and responsibility is required

Salary: \$43,900 - \$50,000

HOW TO APPLY

Apply Online: <http://sj.tbe.taleo.net/SJ6/ats/careers/jobSearch.jsp?org=YMCA&cws=1>

Contact: Erica Lee

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Controller - Chicago Cubs (Chicago, IL)

ROLE

The Controller will be responsible for leading the accounting function in a dynamic fast-paced environment. This position will be responsible for overseeing all accounting operations, internal controls compliance, technical accounting oversight, and also audit leadership across multiple reporting entities. This position will serve as the point person for the Cubs organization on all accounting matters.

REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting.
- At least ten (10) years of accounting-related experience with a progression of increasing responsibility.
- Demonstrated communication, management, and customer service skills.
- Demonstrated advanced technical accounting skills.
- Demonstrated ability to analyze data, identify trends and opportunities, and effectively communicate interpretations and recommendations.
- Demonstrated organizational, analytical, and multi-tasking skills.
- Certified Public Accountant (CPA).

DESIRED QUALIFICATIONS

- At least 5 years experience within a top four ("Big Four") public accounting firm.
- Experience as a Controller within a middle-market private company.
- Masters Degree in Accounting. •MBA.

The Chicago Cubs are an Equal Opportunity Employer

Apply for this position http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc

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Summer Interns / PACE

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include:

filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned.

Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

Qualifications:

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply for link below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606

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Human Resources Generalist

Location: Chicago, IL

POSITION DESCRIPTION

Ann & Robert H. Lurie Childrens Hospital of Chicago is looking to add a Human Resources Generalist to their team.

Human Resources Generalist Duties:

- Assists with external recruiting as necessary
- Drives organization effectiveness efforts
- Determines organizational development opportunities
- Assists and counsels client departments on basic benefit related questions and issues

Human Resources Generalist Requirements:

- Bachelor's Degree in Business Administration, Human Resources or related field
- Previous human resources experience in recruitment and employee relations
- Proficient in Microsoft Office applications
- Excellent customer service and communication skills

Apply online today at <http://www.gigats.com/signup/index.cfm?jobid=2124614>

Human Resources Specialist

Location: Chicago, IL

POSITION DESCRIPTION

Dyson is looking to add a Human Resources Specialist to their Chicago, IL team. Benefits: competitive salary, medical, dental vision, 401k, career growth opportunities, relaxed dress code and much more.

Human Resources Specialist Responsibilities:

- Provide support for employee relations matters
- Track and monitor adherence to performance management calendar
- Work with talent acquisition specialist to support recruitment goals
- Update careers website as positions are posted and filled

Human Resources Specialist Requirements:

- Bachelor's Degree -Good project management skills
- Intermediate to advanced MS Office Suite skills
- Previous human resources experience preferred

Apply online today at <http://www.gigats.com/signup/index.cfm?jobid=2124606>

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Call Center Opportunities

Launched in September 2012, Skills for Chicagoland's Future is a signature initiative of Chicago Mayor and Cook County Board President Preckwinkle that is designed to get unemployed Cook County residents back to work.

JPMorgan Chase & Co
Customer Support Specialist
Elgin, IL

Customer Support Specialists make a high-volume of outbound calls to credit card customers who are in varying degrees of delinquency.

On each call, Customer Support Specialists will build lifelong, engaged relationships with Chase customers to evaluate their individual situations to "promise and secure a payment" by evaluating each customer's situation and negotiating a payment suitable to both the customer and Chase.

Ceannate
Rolling Meadows, IL
Student Loan Counselor

Student Loan Counselors provide quality customer service for student borrowers in helping them understand their rights and responsibilities as it relates to the management of their student loans.

In addition, Student Loan Counselors initiate conference calls to servicers and lenders to resolve legitimate repayment options for student borrowers.

To apply for this position, please visit www.scfjobs.com and call Tony at 312 906 7231.

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Maintenance Mechanic

Requisition ID: 00115763 Organization: Forest Preserve District
Work Locations: 2199 S. 1st Avenue Job Posting: Apr 28, 2014, 12:00:00 AM
Closing Date: May 11, 2014, 11:59:00 PM Full-time A.M. P.M.
Posting Salary: \$65,354.00 Yearly
Forest Preserve District of Cook County

Preferred Qualifications

Possession of a current valid Class A Commercial Driver's License.
Knowledge, Skills, Abilities And Other Characteristics. Knowledge of techniques and methods of overhauling and repairing automotive and truck equipment and related components including engines, transmissions, electrical systems, differentials, air conditioning and emission control systems. Knowledge of theory, care and operation of gasoline and diesel power automotive and truck engines and electrical and mechanical components for the maintenance and repair of all types of vehicles and equipment. Knowledge of methods, materials, tools and equipment of the trade and their use in automotive maintenance and repairs. Working background and knowledge of Ford, Sterling, International, CAT, and diesel powered automotive trucks and engines. Ability to diagnose mechanical and electrical problems and determine appropriate maintenance work. Ability to repair and overhaul automotive and truck equipment and related components with a minimum of supervision. Ability to furnish all tools required to satisfactorily perform the required duties. Ability to use factory repair manuals to repair District vehicles. Ability to diagnose engine trouble and have ready solution. This position occasionally requires various types of physical exertion including, but not limited to climbing, lifting, pulling, pushing and moving objects of moderate to heavy weight. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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Resource Technician

Requisition ID: 00115775

Organization: Forest Preserve District

Work Locations: 536 N. Harlem Job Posting: Apr 28, 2014, 12:00:00 AM Closing Date: May 11, 2014, 11:59:00 PM

Full-time Shift Start Time: 6:30 A.M. Shift End Time: 3:00 P.M. 700 Teamsters Posting Salary: \$46,612.80 Yearly

Job Summary: Under the supervision of the Resource Manager or designee, performs the removal of plant material related to ecosystem management projects. Assists with hazardous tree removal, tree pruning, stream clean-up and storm damage clean-up throughout the District. Assists with maintenance of trail surfaces, trail corridors and the installation and maintenance of trail signage. Assists in performing prescribed burns on District lands in accordance with prescribed standards, and assists in preventing or suppressing wildfires. Collects seeds and assists in propagating plants; prepares areas for planting, sows seeds, and plants native vegetation for ecological restoration. Applies herbicides to control invasive plant species in accordance with prescribed standards. Assists with fisheries and wildlife management projects. Assists with special events at District nature centers. Works closely with Volunteer Resource staff on various projects and assists with providing guidance and direction to volunteers.

Minimum Qualifications

- Must possess a bachelor's degree or higher in forestry, urban forestry, forest ecology, forest resource management or substantially similar area from an accredited college or university; OR must possess a high school diploma or G.E.D. and four (4) or more years of professional work experience in natural area restoration, arborist work, light and/or heavy equipment operation, or other landscape/agricultural work.
- Must possess a valid Illinois Pesticide Operators License or official documentation verifying that the exam has been taken and passed.
- Must have completed the National Wildlife Coordinating Group S130/S190 courses or the Chicago Wilderness Midwest Ecological Prescription Burn Crew Member Training.
- Must possess a current valid driver's license with a Class A Commercial Driver's License Permit and must be willing to obtain a Class A Commercial Driver's License within six (6) months of employment; OR must possess a current valid Class A Commercial Driver's License.
- Must be willing to maintain Class A Commercial Driver's License as a condition of continued employment.
- Possession of a current valid Class A Commercial Driver's License.

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Facility Operations/Security: Facility/Venue Management

Coordinator, Facilities - Chicago Cubs (Chicago, IL)

ROLE

Coordinate general repairs, preventative maintenance, and special projects as assigned for the Facilities Department.

RESPONSIBILITIES

- Champion the organization’s computerized maintenance management system by overseeing general work order repairs and preventative maintenance scheduling. Create a PM tasking for all company equipment and assets using manufacturer’s recommendations and industry best practices. Schedule routine maintenance, cleaning, and PM-ing while communicating activities to those in the organization that are potentially impacted. Maintain the facility master calendar and adjust maintenance scheduling based on business demands.
- Maintain inventory and supplies of the facilities department used to effect operation of the ballpark. Assist with the sourcing and procurement function for facilities related items. Solicit pricing and bid information from vendors for storeroom items, departmental supplies and certain major projects. Maintain an electronic checkbook of department expenses according to department general ledger codes.
- Maintain records and files on all facility related equipment and systems, such as department vehicles, facility licenses, surveys/inspections, etc. Assist with creating department documents such as standard operating procedures, training literature, etc.

REQUIRED QUALIFICATIONS •4-year undergraduate degree from an accredited university or college in the field of Business, Engineering, or Construction.

- Minimum 2 years experience working in a facilities department at a major hotel, office building, hospital, or sports venue.
- Experience operating a computerized maintenance management system. Knowledge of Microsoft Office products.
- Demonstrated ability to positively interact, influence and motivate a team of people.
- Demonstrated ability to be creative and seek proactive, custom solutions to problems and situations before and/or after they arise with little or no supervision.
- Meticulous attention to detail and a demonstrated ability to multi-task.

DESIRED QUALIFICATIONS

- Advanced degree.
- Prior experience working in Major League Baseball.
- Self-starter – intrinsically motivated and able to motivate others.

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Apply for this position http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc

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Sales & Marketing: Mascot

Handler, Mascot Program - Chicago Cubs (Chicago, IL)

Role:

The Part Time Handler, Mascot Program will assist the Mascot Coordinator during all gameday and non-gameday appearances.

Responsibilities:

- Assist the Mascot Coordinator during performances at Chicago Cubs home games, select community and Cubs events and other MLB scheduled events.
- Support the Mascot Coordinator and Manager, Brand Activation in creating and implementing an in-game repertoire and schedule for all home games and special events
- Aid in managing and maintaining mascot costumes, outfits, props, vehicles and other program required items
- Assist the Mascot Coordinator in creating new entertainment and building on past successes for use at performances, including pre and post-game festivities, in-ballpark interaction and improvisation and off-site event entertainment
- Attend MLB mascot conferences/events and other workshops and conventions that may aid in creation of new materials, gather insight on new innovations and opportunities and/or increase productivity and skills of position
- Represent the Chicago Cubs in a professional and appropriate manner at all times
- Actively contribute to the goals of the Marketing Department and the organization to promote the Chicago Cubs throughout the community from a branding, ticket sales, community relations and publicity standpoint

Required Qualifications:

- Ability to work a non-standard schedule to include evenings, weekends, and holidays
- Demonstrated ability to excite, motivate and entertain a crowd
- Demonstrated ability to relate and respond to various personalities and actions
- Demonstrated ability to take direction without follow up
- Demonstrated good judgment and decision-making skills

Desired Qualifications: •At least one year of mascot or cheerleading experience at a professional or collegiate level •Strong baseball knowledge and understanding of Cubs history and fan base •One year demonstrated success in promotional marketing and event execution •Keen sense of humor •High level of creativity, energy and spontaneity

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