



Account Executive Opportunity

Clear Channel Wants You!
Account Executive Opportunity

This job involves more than just selling spots. Clear Channel is looking for aggressive and passionate professionals who have the confidence, drive and desire to work among the best and are capable of creating marketing campaigns.

This position is directly responsible for acquiring new clients and advertisers for Clear Channel. We are looking for an energetic self-starter who is proactive in driving revenue, increasing client base and selling marketing solutions. On a daily basis you will be expected to use your self-motivation, understanding of marketing principles and enthusiasm to prospect and develop new business leads, manage existing accounts and close deals.

Position requires a minimum of two years sales experience and a bachelor's degree. Strong communication skills both written and verbal. Understanding of basic marketing and advertising principles. Most have a strong work ethic, great attitude and a desire for personal betterment.

Please apply at www.clearcareers.com/jobs.

Clear Channel is an equal opportunity employer. We believe our creativity and productivity are best when we bring together people of all backgrounds and ethnicities. Therefore, Clear Channel strongly encourages men and women of all races and backgrounds to apply for positions for which they are qualified.

Clear Channel hires employees based on their experience, talent, and qualifications for the job. Discrimination or harassment based on race, sex, religion, creed, color, national origin, age, disability, or any other legally protected classification is STRICTLY PROHIBITED.

Chicago Clear Channel Media + Entertainment Internship Program

Read more: <http://www.v103.com/pages/jobs.html#ixzz31uljT2az>

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Guest Services Manager | CHI006151

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

This role leads other associates by coaching, giving direction and may include training, scheduling, payroll and interviewing.

Guest Service Managers lead associates in significant service providing positions that may include bell, concierge, regency club, door, and valet. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience.

This position requires knowledge of hotel services, local events and venues, and transportation options.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

You're more than welcome.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal and written communication skills.
Experience and thorough understanding of guest services.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: Yearly US Dollar (USD)

Job Level: Department Head/Manager | Full-time

Job: Guest Services

Apply online at www.hyatt.jobs

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Housekeeper/Room Attendant | CHI006139

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Room Attendant is responsible for maintaining the cleanliness of the guest rooms assigned.

Previous cleaning experience as well as the ability to communicate to guests preferred. Luxury hotel experience also preferred.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

You're more than welcome.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal and written communication skills

Ability to lift, pull, and push a moderate weight

Primary Location: US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Housekeeping/Laundry

Apply online at www.hyatt.jobs

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Executive Producer

WGN-TV has an immediate opening for an Executive Producer of Digital Content. The candidate will set the vision and lead the news team that creates, develops and produces the station's digital coverage on all platforms. We are looking for a newsroom leader with strong news judgment who will foster a competitive digital newsroom culture. The right person for this job should thrive on working in the 24-hour news cycle.

The Executive Producer is responsible for managing, producing and organizing WGNtv.com, CLTV.com and Chicagoweathercenter.com websites along with all mobile platforms. Previous success growing website and mobile views/visits is essential, and experience improving performance from metrics is a must.

The successful candidate must have knowledge of basic coding, HTML, CMS, Photoshop and word processing programs. Social Media / Audience Engagement experience is also a required to lead our continued growth on Facebook, Twitter, Pinterest, Instagram, and other emerging social media platforms. Candidate must have a 3-5 years' experience in newsroom management and digital producing.

WGN-TV already has a successful presence on social media; we are looking for a person to lead us to the next level and drive higher levels of engagement, web traffic, and television viewing from our social audiences.

Equal Opportunity Employer

If interested apply online or send cover letter & resume to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773/528-1387

Apply On-line: Please go to www.tribjobs.com, and search for keyword "Executive Producer of Digital Content".

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Account Executive

Local Television Sales

WGN-TV is seeking individual with a minimum 2-4 years of Spot Television sales experience. Strong proven track record of new business development, sport sponsorship and online sales. Strong client service/relationships and computer skills. Knowledge of LPM's and CMR a plus. Seeking candidate with strong management potential in 3-5 years. Looking for a self-motivated individual who is willing to work hard and make a difference.

Equal Opportunity Employer

If interested send cover letter & resume to:

WGN-TV Human Resources Department
2501 W. Bradley Place
Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to www.tribjobs.com and search for keywords "Account Executive".

Floor Director/Production Assistant (Per-Diem)

Dept: Production

Responsible for providing support to the director in the production of live broadcasts and live to tape programs. This includes the preparation and distribution of scripts, rundown manipulation, add and change VizRT graphics and clip coordination in non-linear production systems. Includes segment timing, floor direction and managing studio floor activities. Bachelors Degree in Communications or related field preferred. Minimum 2 years broadcast experience, preferably in News or program production. Personal computer skills, particularly some kind of Non-Linear Newsroom Production system. Must be willing to work mornings, nights, weekends and holidays.

Equal Opportunity Employer

If interested, apply online or send resume & cover letter to:

WGN-TV Human Resources Department
2501 W. Bradley Place
Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Career Opportunities link then the Job Search link and search for keyword "Floor Director/Production Assistant (Per-diem)".

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 2 - Typing

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Job Title: Office Coordinator - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CS2956

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records and Clerk of the Court payment records to determine the correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issues referrals for accounts in need of adjustment; establishes and monitors tracking procedures

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

Community Outreach (50) 36 South Wabash Avenue Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young 36 South Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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 - General

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

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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Associate Program Screener – Multicast Programming (Per Diem – Temporary)

Responsible for reviewing, creating edit decision lists, and assuring accurate timing of movies and episodic programming for the Antenna TV and THIS TV Networks.

Responsible for assisting with program ingestion, maintaining program library and assuring good video and audio quality as well as the appropriate content within programming in compliance with station guidelines.

Requires some college courses in communications and/or video production. A degree in a related Mass Communications field and video editing experience is a plus.

One to two years experience in a similar television work environment and prior experience with analog and digital VTRs, and disk based playback devices needed.

Experience with current generation broadcast media ingest systems is a plus, but not required.

Demonstrated computer skills with a working knowledge of Microsoft operating systems and Microsoft Office programs is required. Prior experience with digital file transfer protocols is desired.

Must be able to work flexible hours and possibly weekends and holidays. Attention to detail, good organizational and time management skills, the ability to meet deadlines, and be punctual are required.

Equal Opportunity Employer

If interested, apply online or send resume & cover letter to:

WGN-TV Human Resources

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Job Search link and search for keywords "Associate Program Screener".

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Vice President of Technology

WGN-TV / CLTV / WGNA / Antenna TV / This TV is looking for a VP of Technology to manage all technical operations and engineering staff at our Chicago, Illinois based operations center.

This leadership position reports directly to the station VP/GM. The successful candidate will have experience managing, planning, developing and budgeting multiple concurrent priorities. Hiring and retaining the right personnel, combined with the knowledge of current IP based systems, is critical to success in this position.

Requires the desire and drive to stay competent in the latest trends in broadcast television and related Internet/web systems and the ability to address issues 24/7.

The successful candidate will have functional technical capabilities that include:

Knowledge of non-linear editing systems, broadcast station automation, graphics generation and rendering systems (and their related storage technologies).

Experience with data structures common in programming languages such as PHP or C++.

Mastery of IP network concepts and layouts such as:

the ability to select the appropriate subnet mask for an IP network given the number of hosts and network use description.

an understanding of the difference between a NAT and a PAT as well as between an IP address and IP port.

the use of a packet sniffer to assist system debugging.

common public/private address ranges.

This is a rare opportunity to lead at Chicago's Very Own WGN. If you think you have what it takes apply-online or send your resume to:

WGN-TV Human Resources

2501 W. Bradley Place Chicago, IL 60618

E-mail: wgntv-hr@tribune.com

Fax: 773-528-1387

Equal Opportunity Employer

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Political Advertising Sales Internship

Dept: Sales

This internship is with the WGN-TV/CLTV/ANT-TV Sales Department. Duties include, but are not limited to: Assisting the National Sales Manager in the political sales process, maintaining political advertising schedules, tracking & monitoring political spending in the market, ensuring political advertising schedules are compliant with FCC guidelines, maintaining political public files and working as a liaison with political agencies and campaign managers. Candidate must be organized, detail oriented and possess good interpersonal skills. Proficiency in Word and Excel required.

Internship Eligibility

- Must be 18 or older and a registered student in good standing at an accredited college or university.
- Must be able to work the hours required by department.
- Students can receive university or college credit for participating in this program but need to handle paperwork involved.

HOURS: TBD

INTERNSHIP SESSIONS:

- Fall (8-12 Weeks – Deadline to Apply – July 15)
- Winter (4-10 Weeks – Deadline to Apply – October 15)
- Spring (8-12 Weeks – Deadline to Apply – January 15)
- Summer (8-12 Weeks – Deadline to Apply – April 15) – extended to April 25

Equal Opportunity Employer

Apply online or send cover letter & resume to:

WGN TV
2501 W. Bradley Place, Chicago, IL 60618
Attention: Human Resources
Fax: (773) 528-1387
NO PHONE CALLS PLEASE

Interns are considered trainees and not employees under the Fair Labor Standards Act of 1973.

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Producer (3 Positions Available)

Dept: News

Join WGN-TV News as a Producer specializing in newscasts for our 24-hour cable channel, CLTV. You'll be responsible for several hours of news each day, produced in a unique format that uses all the modern technologies. You'll have creative control of your newscast under the overall direction of the CLTV Senior Producer. You'll also be responsible for work on our website, mobile, social media technologies.

Position requires an individual with experience writing and producing television newscasts. You'll need to demonstrate strong news judgment and the ability to work well with others.

Equal Opportunity Employer

If interested, send resume and DVD to:

WGN-TV Human Resources Department 2501 W. Bradley Place Chicago, IL 60618 Fax: 773-528-1387 Apply On-line: Please go to www.tribjobs.com, click on the Job Search link and search for keyword "Producer" NO PHONE CALLS PLEASE

Engineering Systems Programmer

Dept: Engineering

Responsible for; designing, developing and customizing IT based software and related systems for broadcast operations; providing support to other team members to resolve software based problems; participating in work flow development and assisting with software component portions.

Requires a minimum 3 years programming experience demonstrating increasing structure development and complexity. Demonstrable knowledge of and the ability to write PHP, Java, Visual Basic, and C++ programs as well as database organization and operations including Sequel/SQL. Knowledge of digital audio and video standards and applications in a broadcast facility.

Equal Opportunity Employer

If interested apply online or send cover letter/resume to:

WGN-TV Human Resources Department
2501 W. Bradley Place
Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to www.tribjobs.com, click on the Job Search link and search for keywords "Engineering Systems Manager".

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Chief Building Engineer

Dept: Engineering

Responsible for ensuring the daily satisfactory operation of the heating, ventilation, air conditioning, mechanical, electrical distribution, plumbing, and life safety systems at Bradley Place. Must also ensure a safe and appropriate operational environment for staff, visitors and the broadcast infrastructure by responding to building systems failures and mitigating impact on staff an operations. Requires a minimum of 7 years of building engineering experience with increasing supervisory and/or management responsibility in a high rise or industrial facility. Must be able to handle physical demands of the position and be available to handle emergency calls 24 hours a day, 7 days a week. Attention to detail and follow-up as well as excellent customer service and trouble shooting skills are necessary.

Equal Opportunity Employer

If interested apply online or send cover letter/resume to:

WGN-TV Human Resources Department

2501 W. Bradley Place, Chicago, IL 60618 Fax: 773-528-1387

Apply On-line: Please go to www.tribjobs.com, click on the Job Search link and search for keywords "Chief Building Engineer".

News Writing Internship

Department: News

Responsibilities: Intern learns the duties of a TV news writer. Write scripts for newscast, edit video using non-linear desktop editing system, and communicate closely with reporters, producers and editors. Must possess strong writing skills and pass writing test.

Equal Opportunity Employer

Must be available to work 32 to 40 hours a week. Available to recent graduates (6 months post graduation) with a degree or suitable coursework in journalism. Mature and professional conduct expected. Pays minimum wage.

To Apply: Send resume and cover letter to Attention: WGN-TV Human Resources Dept.

Mail: 2501 W. Bradley Place, Chicago, IL 60618 Fax: (773) 528-1387 Apply On-line:

Please go to <http://www.tribjobs.com>, click on the Career Opportunities link then Job Search link and search for keyword "News Writing Internship".

Interns are considered trainees and not employees under the Fair Labor Standards Act of 1973.

Read more: <http://wgntv.com/news/stories/wgn-jobs-internships/#ixzz31unCYwaa>

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: 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 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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Houseperson- Banquets/Convention Services | OAK000441

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Convention Services Houseperson is responsible for setting up and breaking down all meeting spaces with tables/chairs/water, etc.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Qualifications

This person must have good communication skills.
Ability to lift moderate weight.

Ability to work in a fast-paced environment.
Available for PM shift (approximately 4pm or 5pm until 12am or 1am as needed).
Ability to work holidays and weekends.

Primary Location: US-IL-Oak Brook

Organization: The Lodge

Pay Basis: 11 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Banquets

Apply online at <http://hyatt.jobs/>

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Hyatt Residence Club Associate | MAR000312

Description

The Associate is supervised by the HRC Program Manager, HRC Program Assistant Manager and HRC Business Leads and will work closely with the Hyatt Residence Management Corp. and Hyatt Residence Marketing staffs.

The Associate will be expected but not limited to be able to perform the following functions:

Take owner calls and service their needs.

Understand and be able to communicate the Hyatt Residence Club rules.

Understand and utilize the Hyatt Residence Club reservation system.

Understanding of the purpose of exchange and Interval International procedures.

Detailed knowledge of all Hyatt Residence Club properties.

Understanding of the relationship between Hyatt Hotels and Resorts, the Hyatt Residence Club and the Hyatt Gold Passport program.

Knowledge of front desk procedures to understand the flow of reservations, check in and advance deposits and how all of this relates to audit and accounting.

Qualifications

The ideal candidate will have the following qualifications:

Ability to communicate effectively both verbally and written.

Ability to multi task while maintaining accuracy.

Strong relationship, organizational and customer service skills.

Ability to effectively use empowerment and take responsibility for all decisions.

Primary Location: US-IL-Marion

Organization: Marion Reservations Center

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Revenue Management/Reservations

Apply online at www.hyatt.jobs

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Lead Gallery Host (Guest Service Agent) | LOM000143

Description

The Hyatt Place Experience. Hyatt Hotels have long been known for going beyond simple accommodations to create rewarding experiences for their guests. Through dramatic design, innovative cuisine and attentive service, Hyatt approaches the hotel stay as an opportunity to inspire. Hyatt Place, a new kind of Hyatt where the style's relaxed, and the standards are anything but. Hyatt Place is designed to give guests a brand-new hotel experience. And you are the key to bringing it to life.

The Lead Gallery Host creates an experience for our hotel guests by offering them a larger than home experience with welcoming, helpful and exceptional service, while maintaining a clean, comfortable and inviting environment.

First contact for guest concerns - Each hotel to set specific options for service recovery

Training of all new Gallery Hosts

Conduct huddles to ensure clear communication of the days events to all Gallery Hosts

Act as Manager on Duty in the absence of management

Inventory control of Gallery Host Stand supplies and kitchen supplies

Expedia/hotels.com billing

Our successful Lead Gallery Hosts demonstrate attributes of a great Host by being aware and attentive to our guest's needs; in addition they create conversations and share a moment thereby making a real connection with our guests.

Qualifications

High School Diploma or GED

Six months experience as a Gallery Host at Hyatt Place

Completion of all First Place Training Modules

Schedule flexibility - must be able to work any shift

Outstanding customer service skills

Ability to work well with other associates

A desire and the ability to grow into a management role is preferred

Primary Location: US-IL-Lombard

Organization: Hyatt Place Chicago/Lombard/Oak Brook

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Guest Services

Apply online at www.hyatt.jobs

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Linen Runner | ROS000380

Description

The Linen Runner is responsible for ensuring the linen closets are fully stocked. This person must have the ability to pull and push heavy loads. This person must have the ability to count and record inventory of terry/linen.

Primary Location: US-IL-Rosemont
Organization: Hyatt Regency O'Hare
Pay Basis: 12.26 Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Housekeeping/Laundry

Apply online at www.hyatt.jobs

Lobby Ambassador (Seasonal) | CHI006179

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. The Hyatt Regency McCormick Place is currently seeking an energetic and friendly Lobby Ambassador for the 2014 Summer season. This position includes exposure to hotel operations, specifically in the Rooms division. The Lobby Ambassador position is a great opportunity for someone who is seeking an understanding of the hospitality industry. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

Continuous authorization to work in the U.S.
2nd or 3rd year student
Studying hospitality or related major
Capable of a 10 week commitment

Primary Location: US-IL-Chicago
Organization: Hyatt Regency McCormick Place
Pay Basis: 12 Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Seasonal
Job: Internship

Apply online at www.hyatt.jobs

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