



Position: Payroll Specialist / KeHE Distributors

Location: Naperville, IL

About the Job

The Payroll Specialist is accountable for the administration of the payroll functions, accurate and timely processing of employee payroll and the implementation of the wage policies and procedures as established by KeHE Distributors. As with all positions at KeHE we expect that all actions will be consistent with KeHE's Mission, Vision and Values.

Position Accountabilities

- Coordinate and enter payroll data for a biweekly payroll and provide back up for weekly payroll.
- Maintain records, process payroll deductions, reimbursements, garnishments.
- Provide administrative support to Payroll Manager.
- Generate and process all year end information, including W2s.
- Create and provide various wage related reports upon request.
- Identify and communicate payroll issues to management.

Basic Qualifications, Skills, and Knowledge Required

- Bachelor degree preferred or high school diploma/GED.
- Minimum of 5 years processing payroll.
- Accurate and rapid data entry skills.
- Ability to meet the various payroll deadlines.
- Understand the function of managing confidential information.
- Excellent verbal and written communication skills.
- Able to work with a team and independently, proactively addressing problems and avoid crisis whenever possible.
- Strong computer skills including Word and Excel.
- Demonstrated ability to maintain high standards of accuracy and assure compliance with company and other applicable policies and procedures.
- Excellent organization and attention to detail a must.
- 5 years of Ultimate Software experience a plus.
- Cognos 8 report writing is a plus.

Apply online at

<http://www.kehe.com/People/Jobs.aspx?gnk=job&gni=8a29a0184d086a0b014d68c2a03331d4&gns=Indeed>

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Position: Vendor Management Coordinator / KeHE Distributors

Location: Naperville, IL

About the Job

The Vendor Management Coordinator (VMC) position provides both process and execution support for KeHE's Central Database functions and review, compliance and record keeping of vendor documents within our KeHE Connect platform .

A successful VMC will maintain an effective flow of information from vendors, customers, brokers, and Vendor Managers through our internal processes in a timely and accurate manner.

As with all positions at KeHE, we expect that all actions will be consistent with KeHE's Mission, Vision and Values.

Position Accountabilities

- Ensure compliance by vendors to all necessary KeHE documents
- Directly responsible for review and approval of organic certifications
- Generate expiration/collection emails as needed
- Load documents into KeHE Connect platform
- Maintain and update vendor information as needed
- Participate in system enhancement initiatives
- Maintain safeguards of confidential company information
- Other duties and special projects as requested

Skills and Experience Required

- Bachelor's Degree preferred
- Strong interpersonal skills
- Intermediate knowledge of Microsoft Office programs including: Excel, Word, and Outlook required
- Extremely organized and outgoing

Apply online at

<http://www.kehe.com/People/Jobs.aspx?gnk=job&gni=8a29a0184d086a0b014d68c2a03331d4&gns=Indeed>

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Job Title: Accountant Advanced

Agency: Insurance

Closing Date/Time: Tue. 06/02/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: DOI 10661

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college With courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports; to determine violations and noncompliance with the law and to detect and explain significant irregularities; to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Prefers working knowledge of Administrative Code 3113, the Illinois Insurance Code and statues as they apply to the regulation of producers. Prefers knowledge of accounting applications and the ability to type. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Investigations/Producer Regulatory, 122 S. Michigan, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 Fax

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

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 06/02/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10-66-90489

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year professional experience in a public or private organization or completion of an agency approved professional management training program. Requires the ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel. Requires ability to communicate clearly both orally and in writing

Work Hours & Location/Agency Contact: 8:30 a.m.-5:00 p.m., Monday-Friday
Developmental Disabilities /SODC Operations, Ludeman
114 N Orchard, Park Forest, IL 60466

Please submit CMS 100 (revised 2014) applications to: Lynette McCrary
Bureau of Employee Services / Contractual Hiring Unit
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
PHONE: 217-524-4171 FAX: 217-524-2116

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

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 H7 - Dept Human Services

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Job Title: Human Rights Investigator I

Agency: Human Rights Department

Closing Date/Time: Mon. 06/01/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 7

Plan/BU: RC062

Bid ID#: 15-04

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of an Investigations Supervisor, investigates and evaluates simple to moderately complex charges of employment and public accommodations discrimination; conducts fact-finding conferences; submits detail reports to supervisor for technical review and approval; counsels parties and attempts to negotiate settlements or define suggested settlement terms of the parties to the charge (with supervisory review of written terms); explains and interprets Human Rights Act, agency investigation procedures and rules and regulations applicable to case. Serves an initial training period under immediate supervision.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business, public, personnel administration or social science. Requires elementary knowledge of human rights issues.

Work Hours & Location/Agency Contact:

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 W. Randolph Street, 10-100. Chicago, Illinois 60601, Contact Person: Janice Woods-Wills, 312-814-6283, Fax: 312-814-6251.

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: Human Rights Investigator III

Agency: Human Rights Department

Closing Date/Time: Mon. 06/01/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: 15-05

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of a Public Service Administrator in the Investigations Section of the Charge Processing Division. Performs duties of an advance specialist in investigations, developing or revising techniques or methods of investigation in the employment and non-employment jurisdictions (i.e., real estate transactions, access to financial credit, the availability of public accommodations and sexual harassment in higher education); carries a caseload of routine and complex cases; acts as a lead worker for an investigations unit; provides training to newly hired employees and work guidance and leadership to lower level investigators.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with coursework in business, public, or personnel administration, or social science. Requires two years professional experience in investigative work or dealing with human rights issues. Requires extensive knowledge on the methods and techniques of performing investigations. Requires ability to perform difficult analysis of information and recommend a decision. Requires ability to interpret and apply the Human Rights Act in discrimination cases.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 W. Randolph Street-Suite 10-100, Chicago, Illinois 60601. Contact Person Janice Woods-Wills, 312-814-6283, FAX 312-814-6251

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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Position: Pricing Specialist / KeHE distribution

Location: Naperville, IL

About the Job:

The Pricing Specialist is responsible for performing/maintaining pricing codes, price changes, inputs and research for assigned products, categories, suppliers and customers within the KeHE distribution network. This includes inbound cost components, outbound price points and the resulting standard and customer margins. The Pricing Specialist will work closely with the Business Excellence, Supply Chain, and Customer Support teams to achieve departmental and company objectives. All accountabilities are to be fulfilled in a manner consistent with the Company Mission and Values.

Major Areas of Responsibility:

- Price change reviews and processing to include receiving, coding, and proper filing of all price change submissions from vendors.
- Assist in the researching of price discrepancy issues.
- NTS System maintenance related to pricing data.
- Advanced Costing system maintenance.
- Must maintain good attendance.
- Maintain safe work practices.
- Maintain safeguards of confidential company information.
- Ad hoc reporting, as required.
- Other duties and special projects as requested.

Education and Experience:

High School Diploma or GED and a minimum of one (1) year clerical experience required. Must be proficient with MS Office and have strong data-entry skills with a high level of accuracy. Excellent grammar, verbal and writing skills. Must be results-driven, resourceful and well organized with an ability to work on multiple projects and strict deadlines with minimal supervision. Above average interpersonal skills with experience focusing on customer satisfaction. High energy level, ability to get along with diverse personalities, tactful, mature and flexible.

Apply online at

<http://www.kehe.com/People/Jobs.aspx?gnk=job&gni=8a29a0184d086a0b014d68c2a03331d4&gns=Indeed>

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Cashier job in CHICAGO

Requisition ID: 482744BR

Job Function: Cashier

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, FLS- CHICAGO, IL 60640, US

Post Date: 05/13/2015

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale

- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)

- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours

- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

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Apply online at <http://jobs.sears.com/career/442293/Cashier-Illinois-IL-Chicago>

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Office Associate job in CHICAGO

Requisition ID: 477977BR

Job Function: Administrative/Clerical/Office Support

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE,FLS- CHICAGO, IL 60640, US

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

The Office Associate supports Store Operations, including cash office, account maintenance, data entry detail, mail, filing, payroll processing and other clerical functions. In stores with a Self Delivery Operation (SDO), the position may also assist in obtaining, completing, filing and/or maintaining delivery reports such as the Delivery Manifest, Dock Change, and Returns Checklist. Processes payroll workflow, enters approved punch corrections, converts regular hours to relevant pay codes as authorized by management, and timely commits payroll for hourly associates. Performs clerical functions, such as tracking attendance; preparing badges, ids and temporary discount cards; following up to collect on-boarding paperwork; and maintaining payroll detail, applicant/associate files and employment documents/posters per company requirements. • Must be 18 years of age or older
EOE MINORITIES / FEMALES / PROTECTED VETERANS / DISABLED

Apply online at <http://jobs.sears.com/career/437746/Office-Associate-Illinois-IL-Chicago>

Loss Prevention Associate job in CHICAGO

Requisition ID: 474629BR

Job Function: Asset Protection/Loss Prevention

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE,FLS,CHICAGO, IL 60640, US

Business Unit: Stores - Sears Hourly

Store: 1010: Sears Chicago Lawrence IL

Jobs in this category are responsible for protecting company assets through activities in safety, inventory recovery and internal/external theft. Some essential duties include including assisting with reduction of loss of inventory, time, and assets, as well as monitors surveillance equipment and apprehends shoplifting suspects.

• Must be 18 years of age or older

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Apply online at <http://jobs.sears.com/career/434594/Loss-Prevention-Associate-Illinois-IL-Chicago>

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Host/Hostess at Gino's East Brew Pub River North in Chicago

500 N. LaSalle Street Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Job Description

Gino's East River North is hiring hostesses! Part time and Full time availability!

Please apply in person or reply with picture to this job post.

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Product Delivery Driver

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV047413

Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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Restaurant Associate job in CHICAGO

Requisition ID: 483997BR

Job Function: Restaurant

Employment Category: Regular, Part-time

Location: 5050 S KEDZIE AVE, CHICAGO, IL 60632, US

Business Unit: Stores – Kmart Store: 03594

Provides food service according to industry food standards. • Ensures customer care and selling are #1 priority • Completes all required Occupational Safety and Health Administration (OSHA)/Right-to-Know training • Knows the financial goals regarding sales, margin and shrink, and take steps to improve the Restaurant/Pizza Station in these areas • Builds customer relationships by engaging in friendly conversation with all customers, making eye contact, smiling, greeting customers, and assisting customers with inquiries and issues • Possesses knowledge of all areas of the store including specific locations of merchandise • Assists in training restaurant associates and ensures completion of compliance training of all department associates Uses the 4-Step process to train associates: Tell, Show, Watch and Support • Maintains a clean and efficient restaurant and work area and ensuring all associates working in the restaurant understand the importance of cleanliness in the food preparation department • Demonstrates strong product and service knowledge and demonstrate proper procedures in the handling of food • Makes sure to turn on all machines and ensures that they are functioning properly before the store opens • Checks supplies on a regular basis and alert the Restaurant Lead if orders are needed and ensures that add-on sale displays (ex. Cotton candy and popcorn) are replenished as needed • Understands all register functions including how to process all transactions and forms of tender • Follows corporate guidelines relating to Merchandise Claims and Control (MC&C), Known-Loss Merchandise and Open/Empty Packages • Responsible for providing food service according to industry food standards • Replenishes soda and Ice machines as needed and ensures that the soda and Ice machines are cleaned on a continual basis • Knows meets/exceeds the daily and hourly sales goals established for the restaurant/pizza station • Ensures that the proper amount of dough is prepared before store opening to avoid having to make more during peak hours • Keeps an accurate record of customer call-in orders ensuring that they are prepared in a timely manner • Performs other duties as assigned • Ability to have a positive and friendly demeanor • Ability to be cross-trained • Have strong verbal, writing, reading, and arithmetic skills • Ability to understand and follow verbal and written instructions • Demonstrate strong skill set in suggestive selling techniques • Ability to lift and move merchandise, typically a minimum of 20lbs, but could be up to 100 lbs • Ability to perform repetitive standing, walking, bending, lifting, stretching, and reaching • Retail experience or equivalent. EEO EMPLOYER

Apply online at <http://jobs.sears.com/career/443534/Restaurant-Associate-Illinois-IL-Chicago>

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Softlines Merchandiser job in CHICAGO

Requisition ID: 483907BR

Job Function: Customer Service

Employment Category: Regular, Part-time

Location: 3443 W ADDISON, CHICAGO, IL 60618, US

Business Unit: Stores - Kmart

Store: 03371: CHICAGO, IL

Provides "World Class" Member Service by surprising and delighting our members every day. Ensures basic and seasonal replenishment and merchandising and operational programs are established and maintained to improve sales and profitability in one or more department(s). Works in conjunction with the Department Lead in maintaining merchandise assortments and pricing integrity.

- Ensures customer care and selling are #1 priority
- Knows the store, services and location of merchandise. Tours area of responsibility and maintains visual appearance of department
- Makes eye contact, smiles and greets all customers that come within 10 feet. Demonstrates "take the customer to the merchandise" policy. Assists in handling and solving customer needs, issues or complaints
- Demonstrates strong skill set in suggestive selling techniques
- Ensures that promotional programs and Ads are maintained, signed and replenished for the entire event or ad
- Checks discounted clearance merchandise weekly and ensure that items are properly ticketed
- Supports all pricing, signing and display guidelines set by the pricing team
- Supports all layouts and unit integrity as set by the Data Integrity team
- Meets or exceeds the daily and hourly sales goals established for the department
- Supports Counter Detail Program
- Uses visual merchandising presentation to drive sales and maximize gross margin dollars
- Maintains unit integrity and pricing accuracy to prevent waste
- Keeps up to date on product knowledge, trends and seasonality that impacts assortment and merchandising
- Understands basic apparel standards in regards to rack and wall merchandising, colors, styles and signing
- Processes inbound freight and organizes per instructions
- Strong reading, writing, verbal, and arithmetic skills
- Ability to lift and move merchandise, typically a minimum of 20lbs., but could be as much as 100lbs.
- Ability to understand and follow verbal and written instructions
- Repetitive bending, lifting, stretching and reaching
- Positive and friendly demeanor Ability to be cross trained

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Housekeeping at Courtyard Chicago Downtown/River North in Chicago

30 E Hubbard St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Job Description

It's a powerful feeling, to belong. It's finishing each other's thoughts. Laughing at the same jokes. It's that moment you feel truly and completely yourself. It's working with people who treat you like family. At Marriott we know that when you feel at home, you'll make our guests feel at home. If this sounds like the place for you, join us.

The Courtyard Chicago Downtown/River North, located at 30 E. Hubbard at State Street, Chicago, IL, 60611 is currently hiring a Housekeeper.

Responsibilities include: Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway).

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation.

Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000S2V>

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Cashier at Giordano's in Chicago

223 W Jackson Blvd Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

- 1) Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- 2) Issue receipts, refunds, credits, or change due to customers.
- 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- 4) Greet customers entering establishments.
- 5) Maintain clean and orderly checkout areas.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il>

Bus Person at Freestyle Food & Drink in Chicago

660 N State St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Job Description

An exciting restaurant concept located in the heart of river north at dana hotel and spa, looking for Food and Beverage Support Staff with at least 1 year experience.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/-?page=2>

Account Manager at A.P. Wine Imports , Inc. in Chicago

610 N. Fairbanks Court Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Neighborhood: Streeterville

Job Description

Our Company is Seeking an Executive Director of Sales for Our Outstanding and Award-Winning , SPANISH WINE Portfolio. The Candidate Will Be Responsible for All Aspects of Branding and Marketing, and Placement of Our Portfolio, within The City of Chicago and The State of Illinois. Ideally, We would like to Find Someone with an Incredible Amount of Knowledge and Enthusiasm about and for, SPANISH WINES. This Position has some Overlapping Requirements to Our other Posted Position - which can be Found , Here :

<https://www.shiftgig.com/jobs/direct-sales-representative-job-openings-a...>

Please Include an Email Address in Your Cover Letter.

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Payroll Administrator

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees.

Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week. Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707

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Delivery at Lou Malnati's Pizzeria in Chicago

805 S State St., Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

Responsibilities include but are not limited to:

- *Assemble assigned delivery orders.
- *Map out assigned delivery route.
- *Deliver orders in a timely yet safe manner.
- *Greet and interact with customers in a friendly helpful and efficient manner.
- *Accept payment and make change.
- *During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning.
- *Any other responsibilities as may be assigned.

Qualifications:

- *Submit a two-year driving history documented by MVR or drivers license.
- *Meet driving requirements per our insurance company's standards.
- *Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits.
- *Car must be clean, safe and well maintained.
- *Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them).
- *Ability to work varied hours/days including holidays. Ability to work extra days and hours when circumstances required.
- *Delivery driver experience a plus.

Benefits:

- *Paid training.
- *Competitive pay. Hourly wage plus tips and delivery fee.
- *Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!).
- *Free meals while working, 50% discount on food when not working.
- *Full-time and part-time hourly non-exempt employees receive Holiday Pay.
- *Safety rewards.
- *Family culture and fun work environment!

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/-?page=3>

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Server at Wishbone Restaurant in Chicago

1001 W Washington Blvd Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: Near West Side, West Loop

Job Description

EXPERIENCED servers needed for busy restaurant in the West Loop. All applicants must be able to work 4-5 shifts and have flexibility to work AM/PM and weekend shifts. Friendly personality, good customer service skills and references are required.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/-?page=5>

P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications:

Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

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Cleaning/Maintenance at Plum Market in Chicago

1233 N Wells St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Neighborhood: Near North Side, River North

Job Description

Janitorial Staff

Job Description: The In-House Porter is directly responsible for maintaining the cleanliness of the whole store; including the sales floor, bathrooms and the back of the house. The Porter will work to ensure a clean and safe environment for our Team Members and guests. Their duties will include daily and weekly cleaning tasks, minor repairs and special cleaning projects as deemed necessary by Store Team Leadership.

Qualifications:

Must have a strong work ethic and a positive attitude.

Willing to learn and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Ability to use a floor cleaning machine.

Ability to understand and executes proper storage and usage of cleaning supplies.

Must have strong organizational Skills and ability to follow instructions and complete tasks in a timely manner.

Able to effectively communicate with Team Members, Team Leaders and Store Leadership.

Able to bend and stoop to grasp objects and climb ladders. Lift loads not to exceed 67 lbs. unassisted.

Ability to work a variety of shifts including nights, weekends and Holidays.

Responsibilities:

Provide exceptional guest service or get help to do so.

Complete all daily and weekly cleaning tasks and any minor repairs and special cleaning projects as assigned.

Bag and haul trash to dumpster at designated times.

Bag and store linens in appropriate location at designated times.

Understands and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Understands and executes proper storage and usage of cleaning supplies.

Employment is contingent on a successful background check.

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Barista at Plum Market in Chicago

1233 N Wells St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon

Neighborhood: Near North Side, River North

Job Description: The Intelligentsia Coffee & Tea @ Plum Market Barista is responsible for providing exceptional guest service through the execution of superior barista skills, resulting in high quality beverages, combined with excellent product knowledge and consistently great guest service. They will ensure the Cafe section of the store is clean and well stocked for our guests. They will assist in receiving, storing and stocking of products while ensuring proper rotation and quality. They will build displays, handle damaged product and maintain a proper fronting of the department.

Qualifications: * Ability to provide exceptional guest service, including maintaining a calm demeanor during periods of high volume. * Knowledgeable and passionate about Coffee, Tea and espresso-based beverages and products. * Barista Experience preferred. * Strong cash-handling skills required. * Excellent written and verbal communication skills. * Must be detail oriented and able to work quickly and efficiently at the same time. * Must be able to work a variety of shifts including nights, weekends and holidays, and be able to maintain regular and consistent attendance and punctuality. * Must be able to stand and walk for up to 4 hours without a break * Must be able to bend and stoop to grasp objects, climb ladders, and lift loads up to 50 lbs. unassisted.

Responsibilities: * Responsible for achieving 90% or higher average on all Mystery shop scores. * Ensure all guests are welcomed and engaged in a sincere and friendly manner. * Respond to questions, orders and concerns with patience, confidence and professionalism. Engage customers about their drink preferences and tailor suggestions accordingly. * Effectively resolve guest issues. * Complete the required training modules. * Demonstrate an ongoing pursuit of education, training and industry trends. Attend training sessions to constantly advance education. Work with Intelligentsia Educator to further your barista skills. * Keep coffee freshly brewed, counters fully stocked and cleaned. * Follow proper rotation guidelines. * Adhere to Intelligentsia @ Plum Market's expectations for proper fronting of the department. * Maintain proper signage and pricing. * Follow all back-stock and top-stock procedures. * Maintain a clean and organized back room. * Effectively communicate with Guests, Team Members and Store Leadership. * Thorough knowledge of all relevant Plum Market policies and standards.

Employment is contingent upon a successful background check.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/-?page=6>

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