



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 statutes 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: Clinical Psychologist

Agency: Human Services

Closing Date/Time: Fri. 06/05/15 4:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-81-90505

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction with a facility-wide responsibility, evaluates patients for purposes of emergency or involuntary admissions; signs first certificates if necessary; assesses mental competency and testifies in court regarding recommendation for discharge or continued hospitalization; provides consultation, direction, and supervision to treatment teams regarding treatment of patients who have been found to be neurologically impaired; develops and implements Clinical Neuropsychological Assessment service for the facility.

Minimum Requirements: Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

Work Hours & Location/Agency Contact:

Shift: 8:00 am - 4:00pm with weekend hours

Location: Elgin Mental Health Center: Community Psychiatric Services

CONTACT INFORMATION

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

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 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:

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Firefighter / Elmhurst, Illinois

Elmhurst Fire Department

c/o IOS Recruitment

Phone: 800-343-HIRE

Website: www.recruitment.iosolutions.org

Salary: \$62,640 - \$84,236

Population: 43,000

Sworn Officers: 54

Application Deadline: 6/19/15

Elmhurst Fire Department (EFD) is a progressive, ISO Class 2 Rated Fire Department. We believe character determines destiny and are committed to providing the highest quality of services to the Elmhurst community. We place a significant importance on training and take pride in utilizing our own state of the art training facility.

The starting salary for full-time firefighters is: \$62,640 per year increasing to \$84,236 after six years. The City of Elmhurst offers firefighters an outstanding benefit package including: Health care plans; Dental; Vision; Life insurance
Additional benefits include: Paid vacation; Kelly Day's; Holiday pay; Duty trades; Tuition reimbursement. Flexible spending account; Deferred compensation plans; Employee assistance program; Sick leave; Pension fund

Firefighter Minimum Requirements: \$35.00 non-refundable application fee; Must be a citizen of the United States; High School diploma (or equivalent); Must be 21 years of age, and under 35 years of age at time of application, or as otherwise exempt by statute; Valid Driver's License; Valid Illinois Department of Public Health EMT-BASIC (EMT-B) license at the time of application. EMT-B license must also be current at time of appointment; Valid Candidate Physical Ability Test (CPAT) card and approved Ladder Climb Card issued no more than 365 days prior to the date scheduled for the written exam. (Valid if dated: 7/11/2014 to 7/11/2015). CPAT certification must also be current at time of appointment.

APPLY NOW - JOIN THE BEST! www.recruitment.iosolutions.org 800-343-HIRE

Deadline for completed online applications/requested documents:

2:00 p.m. on Friday, June 19, 2015

Written Exam/Orientation Information: Saturday, July 11, 2015

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration. The City provides equal opportunity and offers reasonable accommodation in all programs and employment.

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Firefighter / Springfield, Illinois

City of Springfield

300 S. 7th Street, Room 309, Springfield, IL 62701

Phone: 217-789-2446 Fax: 217-789-2118

E-mail: CityofSpringfieldOfficeofHumanResources@cwlp.com

Website: www.springfield.il.us

Starting Salary: \$49,823.82

Population: 118,000

Sworn Officers: 226

Application Deadline: 7/6/15

The City of Springfield Firefighter examination phases will begin July 25, 2015.

Duties of a firefighter include, but are not limited to:

Preventing, suppressing and extinguishing fires

Protecting life and property for citizens of Springfield, Fire Protection Districts, Mutual Aid Districts and assigned Districts

Mitigating hazardous materials

Providing emergency medical service

Assisting in vehicle and other rescue areas

Engaging in ongoing training programs

Requirements are: U.S. Citizenship; High School diploma or GED; Valid driver's license at time of hire. Vision correctable to 20/40 with no monochromatic color blindness; No felony convictions or certain misdemeanors; Current and valid Candidate Physical Ability Test (CPAT) including ladder climb card and ability to pass all required phases of the examination (Deadline for CPAT card is July 17, 2015) ; Minimum age when taking the exam is 21, and maximum age is 34 unless applicant meets one of the exemptions under the Illinois Compiled State Statute ILCS 5/10-1-7. Current starting salary for a first-year probationary firefighter is \$49,823.82.

Informational packets are now available online at:

www.springfield.il.us/HR/Employment.aspx AND Office of Human Resources

Room 309, Municipal Center West, 7th and Monroe Streets, Springfield, IL

Orientation sessions are scheduled for: May 16, and June 4, 2015

To register for one of these sessions call: (217) 789-2446 OR

Email: CityofSpringfieldOfficeofHumanResources@cwlp.com

Apply to: <http://www.springfield.il.us>

FINAL DATE TO APPLY: JULY 6, 2015 AT 11:00 PM

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M-F-D-V

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Police Officer / Palatine, Illinois
Palatine Police Department
595 N. Hicks Road
Palatine, IL 60067
Phone: 847-359-9010
Fax: 847-359-9021
E-mail: bgrossman@palatine.il.us
Website: www.palatine.il.us
Salary: \$67,163 - \$93,683
Population: 68,500
Sworn Officers: 109
Application Deadline: 6/12/15

Current Starting Salary: \$67,163 with merit increases to \$93,683 after 6 years of service. Outstanding fringe benefits and pension program

Applicant must meet the following requirements:
Must be between 21 and under 35 years of age
Education: Bachelor's Degree from accredited 4-year college
Vision 20-40 both eyes corrected/uncorrected

Applications may be obtained at: www.palatine.il.us

OR

At:
Palatine Police Headquarters
595 N. Hicks Road, Palatine, IL

The application deadline is 4:00 p.m. on Friday, June 12, 2015.

Written examination will be conducted by the Fire and Police Commission:
Saturday, June 20, 2015 at 8:00 a.m. Fremd High School, 1000 S. Quentin Road

The Physical Ability Test will be conducted at 1:00 p.m. the same day at:
Palatine Police Department. 595 N. Hicks Road

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Police Officer / Woodridge, Illinois

Woodridge Police Department

c/o IOS Recruitment

Phone: 800-343-HIRE

Website: www.recruitment.iosolutions.org

Starting Salary: \$56,718

Application Deadline: 6/22/15 @ 4 PM

Entry Level Police Officer Hiring Process

All applicants must meet the following minimum requirements established by the Village of Woodridge: \$20.00 non-refundable application fee; No felony convictions Valid Driver's License; Must be a US Citizen. Attend Orientation & Written Examination (no exceptions) and pass all phases of testing process. Good moral character & meeting of all the requirements of the Board of Police Commissioners and the State of Illinois. High school diploma or G.E.D. Preference points available for college credit (60 semester hours or more), military service & prior law enforcement officer experience. Must be at least 21 years of age as of the application deadline date (June 22, 2015), except as otherwise provided by the Statues of the State of Illinois. Applicants shall be under the age of 35 years at the time of the last date for filing applications and at such time as the final eligibility list is posted unless exempt from such age limitations as provided by the Board of Fire & Police Commission Act. Must have binocular vision corrective to 20/30, must be free of significant vision problems such as impaired vision at night or under dim lighting conditions, sensitivity to glare, starbursts experience around light sources such as street lights or headlights, progressive regression of visual acuity, daily changes in visual acuity or other conditions. Must be able to make color distinctions, have normal depth perception and normal hearing ability. For acoustical reasons, audiograms must be done without hearing aids in place.

Applicants can meet the POWER Test Requirement by: a) submitting the verification at the time of application; or b) the applicant will be required to provide the verification at least one week prior to the oral interview date. POWER test cards will be considered valid if issued within two years prior to the date of the scheduled oral interview. POWER test cards issued by NIPSTA, Triton College or Joliet Junior College will be accepted.

Residency Requirement: Within six months of hire, appointees must live within 30 miles of the corporate limits of the Village.

The Village of Woodridge is an Equal Opportunity Employer

Inquire at <http://www.theblueline.com/feature/ILwoodridge7.html>

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Telephone Interviewer and Bilingual Telephone Interviewer

TeleSight Employment Office
820 N. Franklin, First Floor.
Chicago, IL.

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment.

NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test.

Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor.

Employment Office hours are Monday-Friday 10 am-3 pm CST.

All candidates will be required to come in prior to an interview for a typing test.

If you have questions, please email SystemsHr@telesight.com or call 312-640-2548.

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Job Title: Mental Health Worker-Acute Adult Unit

Department: 13 Kellogg - Adult Psychiatry

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Adult Psychiatry

Job Number: 2015-1021

Work Schedule:

Evening/nights rotating position

Shifts are 8 hours in length

Evening shift is 3p - 1130p and night shift is 11p - 730am

Evening and night shift scheduling would be based on the needs of the unit

You must be able to work two out of four weekends per month schedule and rotating holidays

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions.

Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications:

Bachelor's degree required.

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150526103842&

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Job Title: Supply Chain Tech 1 - 2nd Shift

Department: General Stores

Shift: 2nd

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Supply Chain

Job Number: 2015-0998

Job Description:

Rush University Medical Center presents an opportunity for a full-time Supply Chain Tech I. The Supply Chain Tech is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be supportive of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect Service Behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a 2nd shift position 2:30p - 11:00p.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience.

High School Diploma/GED required. Must have basic math, reading, and writing skills.

Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions. Familiar with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150526105746&

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Operations Accounting Admin

Accounting | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management.

We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

Apply online at <https://www.pangeare.com/careers>

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Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Are you that type of person who enjoys locating new places for you and your friends to experience? Are you the go to person who enjoys resolving conflicts? Are you the friend that is the conversationalist of the group? Well if you answered yes to all the following questions, you might want to keep reading on.

Pangea Real Estate we are a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Here at Pangea Real Estate we are currently seeking great people as yourself to join our team here at for our Leasing Advisor Department.

Duties of a Leasing Advisor:

- Conduct Inbound/Outbound calls daily
- Search for Pangea Units in the Chicagoland, Indianapolis and Baltimore area
- Schedule appointments for potential tenants to view desirable unit
- Data entry
- Be knowledgeable on South & West side neighborhoods
- Must be able to multitask and adjust quickly to company updates

Requirements:

- Some college
- 1-2 years of call center experience
- 1-2 sales

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$12-\$14 per hour, plus Bonus Tier

One week of Temp full-time schedule during training, with chance for full-time employment afterwards

Apply online at <https://www.pangeare.com/careers>

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Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- * Schedule, coordinate, and conduct unit showings with prospective tenants
- * Meet and exceed monthly leasing targets
- * Work flexible hours as needed to show units
- * Navigate, update, and work effectively in PropertyWare software environment
- * Any projects or additional duties as requested

Qualifications:

- * 2-year Associates degree highly desired
- * Good working knowledge of Microsoft Excel and Word
- * Willing to work very hard, and flexible schedule as needed
- * Access to reliable automobile – REQUIRED
- * Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month

- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

Apply online at <https://www.pangeare.com/careers>

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Property Manager - Chicago

Field Management | Chicago, IL, United States

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Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 450 with the majority of promotions sourced from within.

Responsibilities:

- * Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)
- * Show, walk through, and sell units to prospective residents Manage paperwork flow between prospective residents and corporate office
- * Follow-up on maintenance / repair requests and ensure properties stays in excellent condition * Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction
- * Collect monthly rents and administer collection procedures when needed
- * Successfully pass annual CHA Section 8 unit screening to ensure continued revenue
- * Perform routine drive/walk by of properties at various times throughout the day/night
- * Treat the units and residents as if they were your own

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree * Demonstrable conflict management and problem solving skills * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications: Compensation and Benefits: * Base pay depending on experience, starting at \$41,600 annually * Bonus plan has potential to pay up to \$3,000 annually * Full benefits available for full-time employees * Gas and phone allowance available for eligible full-time employees

Apply online at <https://www.pangeare.com/careers>

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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.
Benefits include health insurance, two weeks' vacation and five sick days per year.
Bonus of up to \$1000 per year depending on performance.
Potential for promotion from within the company.
Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Operations Accounting Admin

Accounting | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

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Job Title: Mental Health Technician III

Agency: Human Services

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

Salary: \$3,242.00 - \$4,124.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 08

Plan/BU: RC009

Bid ID#: 10-72-90581-90588

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Supervisor, performs various duties as a lead worker on a designated shift responsible for ensuring that all established work assignments for that shift are completed. Duties also include directing the activities and job performance of lower level Mental Health Technicians; provide habilitative services and care to developmentally disabled persons and participating in the development and implementation of a comprehensive habilitation plan.

Minimum Requirements: Requires completion of an approved training program and six months experience in or applicable to care, treatment or habilitation of persons with Developmental Disabilities. Requires extensive knowledge of the cause, nature and treatment of developmental disabilities and proper methods and techniques employed in personal health care services. Requires implementing the habilitation program designed to promote the development and habilitation of the individuals.

Work Hours & Location/Agency Contact:

Hours: Will be discussed at the time of the interview.

Contact Person: Alice M. Chambers

Elisabeth Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466 (708) 283 3015

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Office Associate - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/01/15 11:59 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0005

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs clerical and support duties for the Arbitration Unit; attends daily court call and enters dates, motions and other information into the Commission's computer system; as unit's word processor, transcribes recorded and written documents; types complex reports, documents, forms, memorandum and letters that contain legal and medical terminology; acts as unit's receptionist, answers telephones and greets members of the public and attorneys.

Minimum Requirements:

Requires extensive knowledge of office practices, procedures and programs.
Requires extensive knowledge of grammar, composition, spelling and punctuation.
Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.
Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday - Friday; 5:00 PM - 5:00 PM
Illinois Workers' Compensation Commission
100 W. Randolph St., 8th Floor, Chicago, IL

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 Associate - Opt 2

Agency: Human Rights Department

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

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 15-06

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of a Public Service Administrator, performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions; work involves related steps, process and/or methods requiring application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variable and identifying applicable standards; determines work methods and procedures to complete assignments.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow oral or written instructions. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m.
Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 6601. 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).

Option 2 – Typing

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