



Administrative Assistant, Individual Giving

Location: Chicago, IL

Position Description

This position provides administrative, office, and event management support to both the Annual Fund and Major and Planned Giving Teams.

This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required.

Position reports to both the Director of Major Gifts and the Annual Fund Director.

Qualifications

- BA or an equivalent level of education and experience is required
- 4-5 years of prior office and administrative experience is required
- Excellent communication skills, both verbal and written, with great attention to detail is required
- Must be well-organized, able to work on multiple projects simultaneously and meet short deadlines.
- Must have the ability to prioritize and reprioritize tasks on a daily basis.
- Friendly, courteous and helpful phone demeanor
- Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors
- MS Word, Excel, and PowerPoint experience is important
- Knowledge of InDesign a plus
- Prior fundraising database (Raisers' Edge) experience is desirable
- Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning
- Must be an energetic and patient team player with a proactive "can do" attitude!

Apply online at <http://www.fieldmuseum.org/about/employment>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Exhibitions Media Services Technician

Location: Chicago, IL

Department: Exhibitions

1 Full-Time Position, 35 hours per week

Job Description

The Exhibition Media Services Technician will be responsible for Audio-Visual equipment installation, de-installation, troubleshooting and maintenance for permanent and temporary exhibitions. Responsibilities also include the set-up, operation, maintenance, and de-installation of classroom and lecture hall presentations.

Responsibilities include:

- Installation, troubleshooting, maintenance, and de-installation of permanent and temporary exhibitions equipment, as well as control systems
- Daily inspection, operational support, start-up and maintenance of Exhibitions' Audio-Visual equipment and control systems
- Set-up, operation, and de-installation of museum-wide classroom and lecture presentation equipment

Qualifications

- Bachelor Degree or equivalent education/experience is required
- InfoComm Certified Technology Specialist or a minimum of four (4) years experience with audio-visual set-up, troubleshooting, maintenance, installation, and de-installation
- Operational knowledge of AMX or Creston audio-video control systems is a plus
- Ability to program audio-video control systems, such as; AMX or Creston a plus
- Troubleshooting experience on both Windows and Mac operating systems
- Perform audio-recording, media duplication and media integration
- Maintain records relating to Audio-Visual equipment
- Must be able to work flexible schedule; early morning, day, evening, and weekend hours, as assigned
- May be requested to travel for Field Museum exhibitions up to 20% of time
- Perform tasks as assigned by supervisor, manager, and/or director
- Ability to lift up to 50 lbs.
- Must be able use ladders and operate scissor lifts and mast lifts
- Strong communication skills to work as part of a team and with other departments museum-wide

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.fieldmuseum.org/about/employment>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Green Ambassadors Supervisor

Location: Chicago, IL

The Green Ambassadors Supervisor will support the day-to-day implementation of the Green Ambassadors program.

Green Ambassadors is February-November program that trains a cohort of 30 youth and adult mentors from the Bronzeville and Pilsen neighborhoods in biological and social science research methods and helps them connect their communities to the Burnham Wildlife Corridor through real world environmental and community issues. During this 10-month program interns will create and carry out an action research project focused on issues associated with climate change and people's connection to south lakefront natural areas. The Supervisor will work on a part-time basis in May and September through November (1-2 days a week) to plan activities, attend weekly Green Ambassador session, and coordinate overall logistics for the program. During the summer (from June through mid- August) the Internship Coordinator will work 20 hours a week to implement the program.

Qualifications•• Bachelor degree in education, anthropology, environmental science, or a related field with a Masters or equivalent experience

- Bachelor degree in education, anthropology, environmental science, or a related field with a Masters or equivalent experience
- Experience in event planning, outreach, logistics, and program implementation
- Experience teaching high school students in formal and non-formal settings
- Experience teaching high school students in formal and non-formal settings
- Experience in adult education and mentorship preferred
- Experience with community organizing and partnership building preferred
- Experience with community organizing and partnership building preferred
- Knowledge of urban conservation issues and youth leadership development
- Experience in event planning, outreach, logistics, and program implementation
- Experience in event planning, outreach, logistics, and program implementation
- Experience teaching high school students in formal and non-formal settings
- Experience teaching high school students in formal and non-formal settings
- Experience in adult education and mentorship preferred
- Experience in adult education and mentorship preferred
- Experience with community organizing and partnership building preferred
- Experience with community organizing and partnership building preferred
- Knowledge of urban conservation issues and youth leadership development
- Knowledge of urban conservation issues and youth leadership development
- Bilingual (Spanish) preferred

Apply online at <http://www.fieldmuseum.org/about/employment>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Biller

Department: Vyridian P&L

Shift: 1st

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

Specialty: Billing

Job Number: 2014-0832

Position Highlights:

The Biller is responsible for processing all billing related functions within the revenue cycle department. This includes data entry of charges into EPIC, processing actions to release charges from EPIC and day to day functions related to financial correspondence received from the lockbox, courier, mail, fax or other locations.

This position demonstrates general knowledge of billing practices and maintains departmental standards relating to charge entry and billing functions. This role is also responsible for providing support to other departments within Vyridian related to billing functions.

The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

Position Qualifications Include:

High School diploma required; college degree or coursework preferred.

Two to three years' experience in a professional billing setting or office.

Knowledge of EPIC or professional and hospital system billing software related to registration, charge entry/billing and payment posting.

Strong communication (verbal and written), organizational, problem solving and team player skills. Demonstrate a high level of professionalism, customer service and interpersonal skills and operate under strict confidentiality due to the significant amount of PHI.

Ability to multi-task in a fast paced environment, prioritize projects and work independently with attention to detail

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140528160335&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Schedule Coordinator

Department: RUMG CALL CENTER

Shift: 1st

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

Job Number: 2014-0847

Job Description:

Are you a multi-tasking individual who has administrative office experience working in a fast-paced environment?

If this describes you, you may be the right candidate for the Schedule Coordinator position in the Supplemental Staffing Office.

General Summary:

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

High School Diploma or GED Equivalent required.

At least one year work experience preferred.

Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.

Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.

Work independently in an office setting.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140528160419&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Telecommunications Operator - 3rd Shift

Department: I S Telecom Staff

Shift: 3rd

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

Job Number: 2014-0423

Position Highlights:

The Operator, will handle internal and external calls to the institution and provides the needed information/service or routes the caller to the appropriate location.

Position Responsibilities:

The Operator responds to user complaints to resolve problems associated with the institution's telecommunications systems.

The Operator will diagnose problem source through discussions with users and coordinates internal telecommunications support to resolve problems.

Position Qualifications Include:

Minimum of one year work related experience operating PBX telephone system attendant consoles or other help desk related position.

Required to have excellent verbal communications skills, basic analytical ability and computer knowledge and customer service skills required.

Basic PC skills & ability to handle emergency & emotionally charged callers required.

Excellent diction & strong customer focus.

Please Note: The Operator will work at both Rush University Medical Center and Rush Oak Park.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140528160547&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Temporary HR Support Associate - Recruitment

Department: Human Resources

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0886

General Summary

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

Under general direction, the Temporary Support Associate will provide sourcing support to our Recruitment team. The individual must act in accordance with the Rush policies and procedures and exemplify the Rush mission, vision, and values.

Position Qualifications Include:

Bachelor's degree preferred with coursework in human resources management.

Prior recruitment experience strongly preferred with demonstrated sourcing skills

Critical thinking and problem solving skills are required to assess and resolve issues around scheduling, projects and/or daily responsibilities.

Strong, written and verbal communication skills.

Proficient in MS PowerPoint, Outlook, Word, and Excel.

Ability to maintain a high level of integrity and confidentiality, and exercise independent judgment.

Highly organized to effectively plan, track, evaluate and follow up on multiple priorities for multiple people.

Ability to quickly grasp the essence of an issue or problem, and a curiosity to uncover facts.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140528160642&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Transport Specialist - Part time 2nd Shift

Department: Hospital Transport

Shift: 2nd

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0788

This is a second shift part time position.

Position Highlights:

This individual will be responsible for transporting patients to designated areas throughout the Medical Center.

Position Qualifications:

Must have high school diploma or GED

Able to lift 50 or more pounds

Excellent patient contact/customer skills

Able to follow verbal and written instructions.

Physically able to walk majority of work day, transporting patients on stretcher/wheelchair.

Must be able to walk at a fast pace and sometimes run, in a life and death situation.

Must have a minimum of 1 year experience working in a hospital transport setting or equivalent experience.

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=20140528160722&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Senior Accountant - DIS000355

PRIMARY OBJECTIVE: Under the general supervision of the Executive Director of Payroll Services, the Senior Accountant will perform senior level professional accounting duties where the position works on moderate to complex accounting assignments.

- Records and reviews journal entries and supporting documentation for recording expenditures, reclassifications and budget transfers into general ledger on a timely basis.
- Reviews financial documents to ensure accuracy and proper allocation to accounts as well as complying with approved contract and funding guidelines.
- Create new pay codes and reconcile payroll sub ledger to GL.
- Monitors account balances to ensure availability of funds.
- Review, analyze, and reconcile the bi-weekly on and off-cycle payroll data on the payroll reports before and after processing to ensure the accuracy of the data sent from the payroll system to the general ledger.
- Review and analyze the automated time & attendance system and other payroll related systems or interfaces that send data to the payroll system.
- Prepares monthly payroll account analysis and reconciliation of assigned general ledger or grant accounts to ensure proper balances are reported.
- Responsible for identifying, investigating, and reporting all discrepancies and working with appropriate personnel to ensure that all reconciling items clear in a timely manner.
- Able to use HRMS to develop complex payroll queries, to analyze and reconcile payroll data and records. Use the data to develop, perform and review trend and variance analysis.
- Assist with the PeopleSoft HCM upgrades.
- Participate with user testing of payroll data in system.
- Develop and run test scripts.
- During the upgrade and post implementation, continue to analyze the payroll system and, if necessary, recommend and develop process changes or improvements.
- Work with OIT to enhance the payroll system.
- Assists in the annual financial audit by compiling fiscal data to be reviewed by external auditors and included in the Comprehensive Annual Financial Report as well as other reports.
- Review work and assist in training of payroll analysts. Performs related duties as required.

Qualifications

- Completion of a Bachelor's degree from an accredited college or university in Accounting.
- 3 to 5 years of professional accounting experience.
- Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, audit techniques and financial report preparation.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Building Maintenance Person

Location: Elgin

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for scheduled preventative maintenance, repairs of building and facility systems and equipment such as; power operated equipment, hydraulic systems, HVAC and mechanical systems. Routine cleaning, janitorial, painting, maintenance of facility, grounds and Terminal.

Snow removal, landscaping and cleaning of grounds. Basic plumbing and electrical repairs. Will work with Maintenance Specialist on coordinating work projects of outside contractors. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must have a minimum of three (3) years experience in a comparable field, basic administrative experience, and must be able to pass Building Maintenance examination.

Must be at least 21 years of age and have or able to obtain a Class A Illinois Commercial Drivers License and have ability to operate all Pace equipment. Must have or able to obtain; air conditioning certification, forklift license, and underground tank certificate.

Must have a set of hand tools, and be able to work any hours of the day and all days of the week. Must be able to stand for long periods of time, able to climb ladders, and cable of heavy lifting. This is a safety sensitive position, must meet all requirements and must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=140

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Bursar Assistant III - OLI0000241

Position Summary: The College Bursar Assistant III is responsible for accurate accounting records for receipts and/or disbursements within a college department or administrative office. Applies accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports.

- Posts transactions involving cash receipts, disbursements, and/or accounts payable and accounts receivable to ledger accounts.
- Prepares trial balances and periodic summary statements to determine account balances; reconciles account balances with bank statements; assists in the analysis of routine accounts and in the preparation of financial reports.
- Maintains general ledger and subsidiary ledger accounts for students receiving financial aid through various grant or loan programs.
- Maintains cost systems, allocating expenditures to accounts in accordance with established procedures.
- Prepares summary sheets for use of supervisor or auditors in preparing comprehensive financial statements.
- Audits and proofs accounting or other reports for clerical accuracy and conformance to departmental procedures.
- Troubleshoots problems in student financial system.
- Supervises lower level College Bursar Assistants and support staff.
- Responds to student inquiries regarding the status of their financial aid grants or loans.
- Assists in student registration activities.
- Performs related duties as required.

Qualifications

- Associates Degree and a minimum of 6 accounting courses at the college level; supplemented by 4-6 years of experience in general accounting work; or an equivalent combination of training or experience.
- Knowledge of basic accounting principles and techniques; knowledge of accounting and auditing terminology and accounting software.
- Ability to prepare and maintain accounting records and write simple financial statements and reports.
- Good written and verbal communication skills required.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Business Support Specialist

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

Job Description: Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues ,capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

Qualifications: Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills. This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=674

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Conservation/Historic Preservation Worker

Agency: Natural Resources

Closing Date/Time: Mon. 06/02/14 5:00 PM Central Time

Salary: \$8.25 - \$8.25 hourly

Job Type: Temporary

Location: DeKalb County, Illinois

Number of Vacancies: 1

Bid ID#: CW14203

Description of Duties/Essential Functions Benefits Supplemental Questions

Reoccurring position related to maintenance of site recreation programs such as camping, picnicking, hunting, fishing, trail use and day use.

Minimum Requirements:

Valid Driver's License

18 Years of age at time of hire

Selective Service Number

Ability to work specified work schedule noted below

*NOTE: Incomplete applications and/or failure to include selective service number and legible copy of valid driver's license will disqualify applicant for employment consideration.

Work Hours & Location/Agency Contact:

Work Hours: Variable Hours

Dates of Employment: 06/16/2014 to 09/15/2014

SHABBONA LAKE STATE PARK
4201 SHABBONA GROVE ROAD
SHABBONA, IL 60550

How to Apply:

Apply at:

SHABBONA LAKE STATE PARK
4201 SHABBONA GROVE ROAD
SHABBONA, IL 60550

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part-Time Driver - Chicago-Cragin

Job ID 2014-102457

Category Customer Service/Support - Driver

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 3057 N. Cicero Ave. Chicago, IL 60641

Benefits included with this position are:

*Fun and friendly environment *401k and Profit Sharing with employer contribution
*Car Rental Discounts *Vehicle Purchasing Discounts *Earned Paid Days Off (after one year of cumulative service) professional customer service.

Responsibilities: The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions. Drive and deliver vehicles locally or out of area as needed, following all rules of the road. Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely. May need to communicate via 2-way radio or cellular phone. May be asked to clean vehicles. Perform miscellaneous job-related duties as assigned.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday-Friday 1:00pm-6:00pm

Apply online at https://us-erac.icims.com/jobs/102457/*part-time-driver---chicago-cragin/job

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLASS TITLE: Executive Secretary I

Code: 0809

Administrative Service

Clerical, Accounting and General Office Group stenographic and Typing Series

CHARACTERISTICS OF THE CLASS: Under supervision, performs responsible and confidential secretarial work including minor administrative functions for a Director or Commissioner of a small city department: and performs related duties as required.

EXAMPLES OF DUTIES: Takes dictation and transcribes extensive and complex notes on confidential matters and minutes of meetings: types letters, memoranda, and reports from rough drafts: reviews all outgoing correspondence for supervisor's signature: composes replies to incoming correspondence as directed by supervisor, or on own volition in routing matters: maintains supervisor's confidential files: prepares, maintains and confirms daily appointment schedule for supervisor: screens and directs telephone calls and visitors: reviews and interprets administrative decisions and policies as explained by supervisor: relieves supervisor of clerical detail and minor administrative matters: relays orders and instructions as directed by supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible clerical experience and the ability to type at least 50 words per minute. The ability to take dictation may be required.

Knowledge. Abilities and Skill.

Considerable knowledge of modern office practices, procedures and equipment.

Considerable knowledge of effective proofreading techniques. Considerable knowledge of departmental rules and regulations.

Ability to type accurately at the required speed and take dictation. Ability to follow oral and written instructions. Ability to operate modern office equipment. Ability to keep and maintain accurate records and files which may be of a sensitive and/or confidential nature. Ability to communicate effectively orally and in writing. Ability to compose letters and memoranda. Ability to handle administrative detail. Considerable skill in the proficient operation of a typewriter, PC or dedicated word processors. Considerable skill in the application of modern office procedures and techniques.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0800.html

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLASS TITLE: PERSONAL COMPUTER OPERATOR I

Code: 0833

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Stenographic and Typing

CHARACTERISTICS OF THE CLASS

Under immediate supervision, operates a personal computer to produce printed documents of basic complexity, and performs related duties as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS: Education, Training, and Experience • Six months of work experience in operating personal computer equipment and using standard personal computer software packages Licensure, Certification, or Other

Qualifications • None WORKING CONDITIONS • General office environment.

EQUIPMENT • Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) • Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner) CODE: 0833

PHYSICAL REQUIREMENTS

• Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Some knowledge of: • clerical methods, practices, and procedures

• applicable computer software packages and applications (e.g. Microsoft Work and Excel) • *English language spelling, punctuation, and grammar • alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules and regulations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. * May be required at entry.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0800.html

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



CLASS TITLE: EXECUTIVE LEGAL SECRETARY

Code: 0866

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Secretarial and Typing

MINIMUM QUALIFICATIONS

Education, Training, and Experience: Three years of typing experience in a law office, or an equivalent combination of training and experience.

Licensure, Certification, or Other Qualifications

Typing at a skill level of 50 words per minute is required

WORKING CONDITIONS General office environment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Moderate knowledge of: *applicable procedures and methods used in administrative and clerical practices *applicable computer software packages and applications

*English language spelling, punctuation, and grammar

Some knowledge of: *alphabetical or numerical classification of information

*record keeping and report preparation methods, practices, and procedures

Intake and customer service methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0800.html

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLASS TITLE: Legal Secretary

Code: 0863

Administrative Service

Clerical, Accounting and General Office Group

Stenographic and Typing Series

ESSENTIAL DUTIES: Schedules meetings and maintains the supervisor's appointment calendar; screens office visitors and telephone calls, takes messages and responds to inquiries and complaints forwarded to the supervisor's office; uses word processing, spreadsheet and related desktop software to format and generate a variety of complex legal documents and correspondence including briefs, summons and forms; creates and maintains databases to track pending cases and assignments; proofreads and edits legal documents for grammatical, spelling and formatting errors; relays supervisor's directives to staff and ensures their execution for efficiency of work operations; works on special projects and handles special assignments as directed; prepares statistical and work activity reports on unit operations; makes travel and hotel arrangements for supervisor and unit attorneys; attends meetings with supervisor, taking notes and preparing meeting summaries; orders office supplies and maintains an adequate inventory of supplies; organizes and maintains supervisor's legal, confidential and administrative files; processes various forms and reviews paperwork.

RELATED DUTIES: Takes dictation and transcribes legal documents; provides administrative and clerical support duties for unit attorneys; may assist in preparing documents for court filing.

MINIMUM QUALIFICATIONS: Training and Experience. Three years of typing and stenographic experience in a law office, or an equivalent combination of training and experience. Must type 65 wpm. Applicants will be required to take and pass written and typing tests to qualify for an interview.

Knowledge, Abilities and Skill. Good knowledge of legal office practices and procedures. Good knowledge of legal terminology and procedures. Good knowledge of office and general administrative operations. Good knowledge of various software packages. Ability to maintain effective working relationships with departmental managers. Ability to resolve administrative problems. Ability to operate a personal computer and dictaphone. Good organization and administrative skills. Good computer skills. Good interpersonal skills. Good proofreading, grammar and punctuation skills. Good oral and written communication skills. Working Conditions. General office environment. Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Diesel Mechanic

Requisition ID 2014-7240 Job Locations US-IL-ST CHARLES

Posted Date 5/27/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

Under close supervision, this position performs minor routine maintenance and repair services on different types of vehicles. Works with the assistance of a T2, T3, T4, TIC SS or SM, when performing technical and diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner.

Requirements:

- High Diploma or equivalent
- Post-secondary vocational education strongly preferred
- Must have minimum tools required as outlined in Maintenance policy 2.02

ADDITIONAL REQUIREMENTS:

- Ability to understand and communicate effectively, work shift work/weekend as required, perform all entry level tasks, and demonstrate mechanical aptitude
- Knowledge of and the ability to apply knowledge of computers
- Some experience in transportation maintenance preferred
- This position requires for you to drive Ryder vehicles. In order to become a Ryder employee you must:
 - Pass a Ryder initiated drug and alcohol screening test
 - Pass a regulatory agency (DOT) specific physical examination
 - Pass a Ryder road test
 - Provide appropriate CDL and endorsements for the position
 - Verify competency in critical skill areas for the specific driving position (e.g., hazmat, doubles, frequent backing)
- Skill Area: Vehicle Coupling System (PM)
 - Lubricate fifth wheel plate and slider mechanism
 - Operate slider mechanism

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/7240/diesel-mechanic/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others