



Buyer Assistant - DIS0000598

The District Office is seeking a Buyer Assistant. Under general supervision, assists in completing routine purchases of materials, equipment, supplies and services in accordance with prescribed purchasing regulations and procedures.

DUTIES & RESPONSIBILITIES: Examine departmental purchase requisitions for completeness and accuracy of provided information necessary for the buying procedure. Ensure appropriate terms and conditions are included to protect the interests of CCC. Under general supervision, secure quotations on requisitions or processes them for purchase; prepares bid invitations and compiles bid results. Confer with departments with respect to questionable items on the requisition and interprets purchasing procedures to departments. Assist in seeking new sources of supplies for materials and equipment and secures terms favorable to the District. Establish the vendor budgets master spreadsheet for uploading of all board approved vendors each fiscal year. Provide advice and guidance in relation to budgets. Assist in interviewing sales representatives to develop new sources of supplies,; updates records and files and secures samples, descriptions, photos or information for departments. Assist in identifying requesting departments needs and develops and refines specifications for commodities, supplies and equipment; resolve purchasing problems between department and vendor. Prepare monthly utility budget report. Maintains the district's master list of authorized vendors. Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems. Serve as the department webmaster to maintain the Procurement Services webpages. Serve as liaison to the Office of Information Technology for PeopleSoft security set up and administration. Adhere to CCC Customer Service Excellence standards. Performs other duties as assigned

Qualifications: Associates Degree preferred. One to three years experience in a governmental/educational Purchasing environment with past buying experience preferred. Excellent verbal/written/interpersonal communication skills, organizational skills, and computer proficiency. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the College. Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Primary Location: District Office

Employee Type: Full Time | Regular Union Code: N/A

Job Posting: May 1, 2015, 10:07:44 AM

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

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Senior Payroll Analyst - DIS000533

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits, please visit our benefits page.

Qualifications

Bachelor's degree in Accounting, Finance or Business Administration supplemented by five to seven years of progressively responsible relevant payroll and other financial related experience; or an equivalent combination of training and experience is required. Additional education in business, human resources, or related field highly recommended. Certified Payroll Professional certification preferred.

Experience with remediation and development of new business processes in Time and Attendance, Payroll and Employee/Manager self service.

Ability to analyze employee population, payroll rules and off-cycle payroll processes. Previous experience in a supervisory or managerial capacity preferred.

Must have knowledge of payroll practices and procedures, as well as payroll documentation procedures and requirements.

Excellent written and verbal communication skills necessary; must write memos, letters, and other documents clearly and accurately. Be able to present information, which may be complicated in nature, in a clear and concise manner.

Must have good analytical and research skills; be self-directed and able to prioritize work within the department.

Must be able to use personal computers and associated software including, but not limited to, Microsoft Word, Excel and PowerPoint. Experience working with an automated time and attendance system is preferred and PeopleSoft/Oracle's Human Capital Management Systems highly desired.

Must be able to maintain all information in a highly confidential manner. Be able to work well with employees at all levels of the District and be able to handle all situations with tact, persuasiveness, and diplomacy with minimal supervision.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Finance

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: May 1, 2015, 9:18:36 AM

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

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Coordinator II - Adult Education - MAL0000532

Duties and Responsibilities

The Coordinator II - Adult Education is responsible for, but not limited to, data analysis, student tracking and implementing intervention for the purpose of Adult Education student retention, recruitment and transition to credit at the satellite campus as well as multiple off-campus sites. Follows up with program participants by contacting them and making sure they are participating and taking advantage of support services within the program to ensure their success. Follows up with former program participants to identify if they have successfully completed an undergraduate degree or are in the process of completing one. Organizes, plans, and coordinates program activities for transitioning to MXC credit programs in healthcare. Prepares internal and external communication regarding retention program services. Drafts reports for review by the Dean - Adult Education and administrative staff. Implements systems for tracking of and follow-up of program participants. Well versed in data analysis and comfortable with large data sets, tracking and monitoring student progress and developing interventions to help meet Adult Education metrics. Works closely with Strategic Initiative, Adult Education Specialists, Adult Education Managers and other Academic Coordinators across campus. Attends meetings and conferences. Performs other duties as assigned.

Qualifications

Bachelor's degree, Master's preferred, in Developmental Education, Higher Education, Management, Marketing, Data Informatics or related field. At least two (2) years of data base management and analysis experience or recent graduate with an equivalent combination of training and experience. Demonstrated skills with Excel, SQL, SPSS, Access or other database software, development of presentations, MS Suite and experience working with program coordination. Excellent written and verbal communication skills. Comfortable working with a diverse student population and ability to work well as a team player. Must be self-directed, innovative, and able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support
Primary Location: Malcolm X College
Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Apr 28, 2015, 4:34:28 PM

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

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College Lab Assistant I - Biology Department - WIL0000470

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634

Overview of the Position

To assist the biology and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices.

1. Supervise students during biology and chemistry laboratory classes.
2. Prepare living and preserved specimens, reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed.
3. Perform and evaluate prospective and/or current experiments.
4. Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested.
5. Maintain laboratories and storerooms of the biology and physical science departments as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software.
6. Assist in the student registration process.
7. Adheres to CCC Customer Service Excellence Standards.
8. Perform other duties as assigned.

Qualifications

1. Minimum two years of college with course work in general and advanced biology and general and organic chemistry.
2. Knowledge of routine laboratory safety practices and the ability to perform routine biological and chemical laboratory procedures.
3. Computer literacy is also required.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Other Office/Administrative Support
Primary Location: Wilbur Wright College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Apr 23, 2015, 10:13:51 AM

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

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Account Manager / Comcast

Location: Chicago, IL, USA

Area of Talent: Sales - Media

Job Type: full time Req. Number: 107005

Business Unit: Media and Advertising Sales

Comcast Spotlight is the advertising sales division of Comcast Cable. Our mission is to harness the enormous impact of cable television on behalf of our advertisers.

Comcast Spotlight serves 90+ of the nation's 210 designated market areas-including eight of the top 10 television markets.

Comcast Spotlight's goal is to make cable television easy to buy, and to enhance the value of spot television via new technologies.

Job Summary:

Responsible for managing all post-sale activities of assigned client accounts, including post-sale stewardship, coordinating production activities, inventory management, post-sale reporting, revenue retention through a strategic make-good plan, and providing excellent client support and management. Integrates knowledge of business and functional priorities.

Acts as a key contributor in a complex and crucial environment. May lead teams or projects and share expertise.

Job Specification:

- Bachelor's Degree or Equivalent
- Generally requires 3+ years related experience.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Account-Manager-Chicago-Illinois-job-5327456>

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Local Sales Intern / Comcast

Location: Chicago, IL, USA

Area of Talent: Entry Level

Job Type: intern Req. Number: 106761

Business Unit: Other

Comcast Spotlight is the advertising sales division of Comcast Cable. Our mission is to harness the enormous impact of cable television on behalf of our advertisers. Comcast Spotlight serves 90+ of the nation's 210 designated market areas-including eight of the top 10 television markets. Comcast Spotlight's goal is to make cable television easy to buy, and to enhance the value of spot television via new technologies.

Job Summary:

Responsible for providing routine clerical support for functional groups. Under direct supervision will provide support such as copying, distributing mail, performing simple calculations, and maintaining records and files. Follows standard procedures for all assigned work.

Core Responsibilities:

- Opens, sorts, and distributes mail.
- Processes routine items and records.
- Answers phones and takes messages or provides information.
- Operates various office equipment.
- Assists with projects to ensure deadlines are met.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.

Job Specification:

- High School or Equivalent
- Generally requires 0-2 years related experience

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Local-Sales-Intern-Chicago-Illinois-job-5333779>

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Job Title: Conservation Education Representative

Agency: Natural Resources

Closing Date/Time: Thu. 05/14/15 5:00 PM Central Time

Salary: \$2,464.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 12-45-2762

Description of Duties/Essential Functions Benefits Supplemental Questions
Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. Employment estimated to run from June 18, 2015 through August 17, 2015.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license. Requires ability to work under adverse environmental conditions; to manually lift loads of 50 lbs., to traverse uneven terrain on foot without mechanical assistance while carrying or otherwise transporting a variety of equipment.

WORK HOURS: Monday-Saturday, up to 37.5 hours/week

Hours may vary due to inclement weather and clinic schedules.

Salary will be pro-rated based on actual hours worked.

WORK LOCATION: Chicago, IL Washington Park (Cook County)

WHERE TO APPLY: Department of Natural Resources

ATTN: Debbie Bruce, One Natural Resources Way, Springfield, IL 62702-1271

Phone: 217-524-4111

How to Apply:

To apply for this position, please complete an employment application (CMS 100) by following the links below and submit directly to the name and address listed above.

http://www.state.il.us/cms/download/pdfs/app_cms100.pdf (Fillable version for online completion)

http://www.state.il.us/cms/download/pdfs/app_cms100P.pdf (Printer-friendly version for manual completion)

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Job Title: Conservation Education Representative (Clinic Supervisor)

Agency: Natural Resources

Closing Date/Time: Thu. 05/14/15 5:00 PM Central Time

Salary: \$2,464.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 12-45-2766

Description of Duties/Essential Functions Benefits Supplemental Questions
Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. Employment estimated to run through August 31, 2015.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license. Requires ability to work under adverse environmental conditions; to manually lift loads of 50 lbs., to traverse uneven terrain on foot without mechanical assistance while carrying or otherwise transporting a variety of equipment.

WORK HOURS: Monday-Saturday, up to 37.5 hours/week

Hours may vary due to inclement weather and clinic schedules.

Salary will be pro-rated based on actual hours worked.

WORK LOCATION: 9511 Harrison, Des Plaines, IL (Cook County)

WHERE TO APPLY: Department of Natural Resources

ATTN: Debbie Bruce, One Natural Resources Way, Springfield, IL 62702-1271

Phone: 217-524-4111

How to Apply:

To apply for this position, please complete an employment application (CMS 100) by following the links below and submit directly to the name and address listed above.

http://www.state.il.us/cms/download/pdfs/app_cms100.pdf (Fillable version for online completion)

http://www.state.il.us/cms/download/pdfs/app_cms100P.pdf (Printer-friendly version for manual completion)

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Job Title: Rehabilitation Case Coordinator I

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

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

Minimum Requirements:

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

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

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Wed. 05/13/15 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: 10-75-89774

Description of Duties/Essential Functions Benefits Supplemental Questions

Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements: Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:

Detail Pool 6:30 am – 3:00 pm Rotating Days Off

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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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Rental Sales Agent- Incentive Sales Position Evenings (Midway Airport)

Job ID 2014-124367

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arprt

Overview:

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

We are a multi-billion-dollar industry leader that is rapidly expanding and growing. At National/Alamo, exciting opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and the stability of an industry leader.

This is a part time evening position working approximately 25 hours/week.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/124367/rental-sales-agent--incentive-sales-position-evenings-%28midway-airport%29/job>

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Service Agent (car detail) - Midway Airport

Job ID 2015-134540

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago Midway Arprt

Responsibilities:

Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights.

Inspect vehicles for unidentified body damage.

Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk.

Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable.

Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary.

Refuel the vehicle and log identification number with fuel needed and mileage.

Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number.

Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area.

Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

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 \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://nationalalamo-erac.icims.com/jobs/134540/service-agent-%28car-detail%29---midway-airport/job>

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Part- Time Building Support Staff /Custodian (O'Hare International Airport)

Job ID 2015-133895

Location US-IL-Chicago

Category Other - Other

Airport / City Chicago O'Hare Intl Arpt

Overview:

National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service.

Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be able to work weekends.

Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://nationalalamo-erac.icims.com/jobs/133895/part--time-building-support-staff--custodian-%28o%27hare-international-airport%29/job>

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**Part- Time Seasonal Rental Sales Agent- Incentive Sales Position
(O'Hare International Airport)**

Job ID 2015-138865

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago O'Hare Intl Arpt

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time evening position working approximately 25 hours/week.

Key words: Looking for candidates with experience in commissioned based sales, incentive based sales, account executive, account manager, commission sales, incentive sales, sales executive, account executive, sales representative, business development, B2B sales, sales coordinator, sales manager, wireless communication sales, consumer electronics sales, who are looking for commission or incentive sales opportunities with a stable industry leader.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/138865/part--time-seasonal-rental-sales-agent--incentive-sales-position-%28o%27hare-international-airport%29/job>

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Part-time Customer Assistance Host (O'Hare Airport)

Job ID 2015-134464

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Responsibilities: Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply. Welcome members to the facility when they exit the bus or arrive on the lot. Direct customers to exit booth, provide local directions and maps and provide return directions where applicable. Assist members with questions and concerns to minimize counter visits. Communicate customer service issues to management. Ensure that hangtag information is completed correctly. Maintain clean low mileage fleet mix requirements. Maintain Emerald Aisle for cleanliness. Thank member for their business. Provide upgraded vehicles on request. Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age High School Diploma or G.E.D. Minimum of 1 year experience handling customer service functions. Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI). 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 able to work

Thursday: 4:00am - 12:00am - Friday: 4:00pm - 12:00am
Saturday: 4:00pm - 12:00am - Sunday: 4:00pm - 12:00am
OR

Monday: 6:30am - 3:00pm
Tuesday: 6:30am - 3:00pm
Wednesday: 6:30am - 3:00pm
Thursday: 6:30am - 3:00pm
OR

Tuesday: 10:00am - 6:00pm
Wednesday: 10:00am - 6:00pm
Friday: 2:00pm - 10:00pm
Saturday: 8:00am - 2:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/134464/part-time-customer-assistance-host-%28o%27hare-airport%29/job>

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Part-Time Outside Customer Service Agent (O'Hare International Airport)

Job ID 2013-100217

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Overview:

Get on the fast track to a more rewarding career with National Car Rental and Alamo Rent A Car - teams that are committed to quality, innovation, customer satisfaction and employee development.

This position is responsible for providing superior, friendly, efficient service during all aspects of the rental car process as well as assist all customers with the rental return process.

The Return/Handheld position will provide professional, knowledgeable, and courteous service while accurately completing all transactions.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old.

High School Diploma or G.E.D. required.

Minimum of 1 year customer service experience.

Must have basic computer skills.

Must have a valid driver's license with no more than 2 moving violations within the last 3 years.

No drug or alcohol related convictions on driving record in the last 3 years.

Must be able to speak, understand, read and write English.

Must be able to work outdoors in the elements with long periods of standing.

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

Must be willing to work for \$9.75/hour.

Must be able to work the following shift/schedule:

Sunday, Monday, Saturday: 2:00pm - 10:30pm

OR

Sunday, Wednesday, Thursday, Saturday: 12:00pm - 7:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/100217/part-time-outside-customer-service-agent-%28o%27hare-international-airport%29/job>

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Service Agent (car detail) - O'Hare International Airport

Job ID 2015-139712

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Responsibilities:

Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights. Inspect vehicles for unidentified body damage. Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk. Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable. Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary. Refuel the vehicle and log identification number with fuel needed and mileage. Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number. Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area. Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

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 \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://nationalalamo-erac.icims.com/jobs/139712/service-agent-%28car-detail%29---o%27hare-international-airport/job>

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Part-Time Customer Service Agent - Midway Airport (outdoor position) / Enterprise

Job ID 2015-137659

Category Customer Service/Support - Customer Service/Support

Location US-IL-Chicago

Area Chicago Midway Arprt

Responsibilities:

Make eye contact and greets all customers; identify and attend to customer by name, verify rental agreement and reservation, thank each customer at the conclusion of their transaction. Answer customer questions and provide assistance based on each customer's needs and requests. Ensure a pleasant, smooth and efficient handling of the rental for each customer by assisting in the exchange and return vehicle processes; review rental parameters with all customers to ensure a complete understanding of rates and service charges, sell necessary ancillary products, verify return date and time on the rental agreement is accurate and reviews all charges at the time of vehicle return. Prepare Rental Agreement folder with all required information. Offer all customers assistance with directions, maps, local area information and appropriate service information. Work on behalf of the customer and the company to resolve issues in a fair and equitable manner to ensure continued customer loyalty. Maintain appearance of exit booths, counters and customer areas to present a neat, orderly and safe condition; ensure counter is stocked with appropriate supplies to provide smooth and effective counter service.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

High School Diploma or G.E.D. required

Must have minimum of 1 year experience handling customer service functions

Must have basic computer skills

Must be able to work outdoors in the elements with long periods of standing

Must have a valid driver's license with no more than 2 moving violations within the last 3 years

No drug or alcohol related convictions on driving record in the last 3 years

Must be able to speak, understand, read and write English

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

Apply online at <https://us-erac.icims.com/jobs/137659/part-time-customer-service-agent---midway-airport-%28outdoor-position%29/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2014-128952

Category Customer Service/Support - Driver

Location US-IL

DOT Requirements: We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment. Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
Provide appropriate local information, distribute maps and handouts as required
Communicate with office and other drivers via 2-way radio or cellular phone
Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age.

Must have a high school diploma or equivalent.

Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred
Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future.

Must be available to work a day during the weekend

Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours

Must be willing to work for \$9.00/hour

Apply online at <https://us-erac.icims.com/jobs/128952/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Part-Time Driver Franklin Park
Job ID 2014-130286
Category Customer Service/Support - Driver
Location US-IL
Area Chicago O'Hare Airport

Overview:

The Driver delivers vehicles safely and timely to the appropriate destination(s).
Position pays \$8.75/hour

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 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 of age.
12 months work experience required.
Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.
No drug or alcohol related conviction on driving record in the past five 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 \$8.75 per hour.
Must be willing to work every Sunday
Must be able to work a flexible schedule of 3 days a week, max of 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/130286/part-time-driver-franklin-park/job>

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