



Job Title: ADA Intake Screening Clerk

Company: Regional Transportation Authority (RTA)

Job Category: Administrative/Office/Clerical

Job Reference: 14-ADAISC

Job description:

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of ADA Intake Screening Clerk.

Under the direction of the ADA Customer Service Coordinator, performs customer service and administrative duties, which include providing education to persons with disabilities and their families, community agency representatives and the general public about the transportation provisions of the Americans with Disabilities Act (ADA) and how they relate to the ADA Paratransit Certification program. Schedules application appointments and assures completeness of submitted applications prior to eligibility review and determination. Determines callers needs and responds as indicated or directs call to the appropriate staff. Ensures all customer contacts are handled in a respectful and customer friendly manner resulting in high customer satisfaction.

Skills:

Knowledge, skills and mental development equivalent to the completion of four years of high school. High school diploma or GED required. Completion of some college coursework in a related field of study preferred; Associate degree desirable. Additional relevant work experience may be substituted for advanced education. A minimum of 2 years customer service and administrative experience, especially telephone work in a challenging, customer service oriented environment. Must possess excellent customer service and communication skills, both verbal and written, and be able to effectively interact with diverse populations. Computer literacy in a Windows environment is required, including Microsoft Office (Outlook, Word, and Excel). Must be highly organized, detail-oriented and able to manage multiple competing priorities and deadlines. Experience working with individuals with disabilities is helpful.

The RTA offers a competitive compensation and benefits package. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Please submit a cover letter, resume and salary history to:

Minimum Salary: \$33,000

Regional Transportation Authority Human Resources, Attn: 14-ADAISC
175 W. Jackson, Suite 1650, Chicago, IL 60604

To apply online, go to: <https://www.rtachicago.com/jobposting/?job=138>

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Human Resources Assistant

Job Number: 152929245

Company Name: ARAMARK

Location: Chicago, IL

Career Focus: Accounting & Finance

The Human Resources Assistant position supports the CPS team in providing HR support to leaders and employees across all of Chicago Public Schools.

Specific responsibilities include:

- * Respond to employee and manager inquiries regarding HR policies and procedures.
- * Maintain and process payroll and vacation/PTO information
- * Process extra pay approvals for client groups.
- * Administer Educational Assistance Policy and track reimbursement.
- * Administer Family Medical Leave/LOA process.
- * Process HR transactions in ehrrms/HCMS.
- * Process new hire paperwork; prepare and follow-up on background checks, drug screens and I-9 documentation.
- * Coordinate, maintain and file information related to key people processes (performance management, talent management, etc.)
- * Manage and distribute mail; field incoming calls/emails and redirect to appropriate contact as necessary.
- * Maintain employee files and complete HR tasks related to the exit process.
- * Provide general administrative support to the HR team to include calendar management, meeting planning, etc.
- * Act as a liaison between Payment Services and Benefits to resolve HR issues.
- * Build reports and presentations as needed.
- * Bachelor's Degree in Human Resources or related field
- * Previous experience in HR or related area desired, but new graduates will be considered
- * Able to work independently or with minimal direction, take initiative and exercise good judgment
- * Ability to manage a wide variety of confidential information on a regular basis
- * Proficient in Excel, Word and PowerPoint
- * Proven attention to detail
- * Ability to meet deadlines under pressure
- * Strong interpersonal and communication (written and oral) skills, sound judgment and ability to learn quickly and interface with all levels

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=152929245&aff=8B28C702-BA7B-4DC5-B22D-30265CCD6517®=3#>

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Human Resource Internship

Tribune Company - Chicago, IL

Job Number135936633

Job Description

Assist Human Resources department with some specific daily tasks and special projects. Will review resumes and help maintain general Human Resources e-mail. Special projects include I-9 processing and completing specific EEO reports.

Requirements: Undergraduate (junior/senior standing) or graduate students attending an accredited university with major emphasis in HR or related field. Students must be able to obtain college credit for the internship.

Internship Eligibility

Must be 18 or older and a registered student in good standing at an accredited college or university. Must be able to work the hours required by department.

Students can receive university or college credit for participating in this program but need to handle paperwork involved.

HOURS: Must be able to work 12 hours a week. (2 days a week for 6 hours)

INTERNSHIP SESSIONS:

Fall (8-12 Weeks - Deadline to Apply – July 15)

Winter (4-10 Weeks - Deadline to Apply – October 15)

Spring (8-12 Weeks - Deadline to Apply – January 15)

Summer (8-12 Weeks - Deadline to Apply – April 15) - extended to April 25

Equal Opportunity Employer

Apply online or send cover letter & resume to:

WGN TV

2501 W. Bradley Place, Chicago, IL 60618

Attention: Human Resources

NO PHONE CALLS PLEASE

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

Apply online at <http://www.beyond.com/job.asp?id=135936633&aff=8B28C702-BA7B-4DC5-B22D-30265CCD6517>

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Telephone Interviewer and Bilingual Telephone Interviewer

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 clear 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 email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.

Work collaboratively as part of a development team. Report directly to department manager.

Work independently with minimal supervision.

Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.

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Temporary Support Associate Human Resources Employee Relations

Rush University Medical Center - Chicago, IL

Temporary Support Associate – Human Resources (Employee Relations)

The ideal candidate would have a degree in HR (or degree in progress) and prior HR experience.

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 provides administrative support to Employee Relations and the HR Business Partners. 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 or employee/labor relations. Prior HR internship experience preferred

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

http://www.indeed.com/viewjob?jk=82e78f8bc2f274e7&q=Human+Resources&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail or www.rush.edu

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Attendant Part-time Job ID: 1532

Closing Date: 05/14/2014

Custodial/Attendant (H)

Date Posted: 5/1/2014

Location: NORTH REGION - CLARENDON CULTURAL CENTER

TITLE: ATTENDANT (H)

30 hours per week

Schedule Tuesday 2-10 Friday 2-10 Saturday 9-5 Monday 9-3

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant (Hourly) REPOST Job ID: 1535

Closing Date:05/16/2014

Custodial/Attendant (H)

Date Posted: 5/2/2014

Location: CENTRAL REGION - HARRISON PARK

THIS POSITION IS BUDGETED UP TO 15 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

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Knowledge, Skills and Abilities:

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SALARY: \$13.61/hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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CROWN- Assistant, Administrative III - Supply Chain/HR
Constellation Brands - Chicago, IL

Job Description

This individual will perform a variety of administrative duties for the SVP, Supply Chain and Business Operations department and the VP, Human Resources assisting in day-to-day activities with special assignments and ongoing activities/programs. This individual will assist in the organization, coordination, and communication among corporate personnel, field sales, distributors, supply chain vendors, foreign suppliers, and business related groups and organizations, promoting positive customer relationships.

SPECIFIC DUTIES AND RESPONSIBILITIES

Provide dual administrative support to SVP, Business Operations and VP, Human Resources. Act as liaison between key Constellation/Crown departments on behalf of SVP, Business Operations and VP, Human Resources.
Assumes additional responsibilities as assigned.

Job Requirements:

Must have an Associate's Degree or a minimum of five years secretarial/administrative experience.

Experience working on a team conducting international business, preferably with Mexico.

Must be able to demonstrate mastery of Word, Excel, and PowerPoint. Must also be interested and able to learn new technologies and software programs.

Must be comfortable working with numbers and have excellent communication, organizational and interpersonal skills along with the ability to work with a variety of people at all levels within and outside of Crown.

Must be willing to work flexible hours including occasional overtime. Must be able to stay focused with rapidly changing priorities.

Must be a team player with the ability to work with all associates in a cooperative, positive fashion. Experience in project coordination required. Must excel at taking initiative, following through and handling a variety of responsibilities and meeting deadlines in a timely manner.

Written and verbal Spanish proficiency or fluency a plus.

Apply online at <http://www.beyond.com/job.asp?id=135935608&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09>

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Position Opening at Metropolitan Water Reclamation District of Greater Chicago

Metropolitan Water Reclamation District of Greater Chicago - Chicago, IL
Job Number 153128951

Job Description: Under general direction, supervises the planning, development, and implementation of major departmental computer systems throughout the District.

Minimum Requirements: Graduation from an accredited four-year college or university majoring in computer science, math, business or public administration, or a closely related field. Six years of experience in software and hardware support of personal computers and servers in a Transmission Control Protocol/Internet Protocol (TCP/IP) network environment. One year of this experience must have been in a supervisory capacity. Substitution: Additional experience in software and hardware support of personal computers and servers in a TCP/IP network environment may be substituted for the required education on a year-for-year basis. Graduate study in computer science or a closely related field may be substituted for the required non-supervisory experience on a year-for-year basis to a maximum of two years.

Examination: THE EXAMINATION will consist of a written test weighted 40% and an oral test weighted 60%. The minimum passing score on each test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score on each test to be eligible to compete in each subsequent test and to have their names placed on the eligible list.

The written test will assess candidates' knowledge, skill and ability in areas such as desktop systems, data networking and environments (including Windows and thin-client); trouble-shooting and problem-solving; management of operating systems (including VMWare, images and fail-over); monitoring and managing systems applications, such as Citrix and backup/restore utilities; data center components and environments; performing application maintenance and upgrades; and security principles and techniques. The oral test will assess supervision including planning and organization skills; customer support including resolving customer issues and problems; budget and vendor management; interpersonal communication; and oral and written communication.

Exam #: 14058

Opening Date: 5/2/2014 Closing Date: 5/16/2014 Qualification Deadline: 6/15/2014
Minimum Annual Salary: 98665.32 Maximum Annual Salary: 142669.02

Inquire online at <http://www.beyond.com/job.asp?id=153128951&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B>

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Administrative Assistant

SelectRemedy - Chicago, IL

Job Number129446775

Duties May Include:- Maintaining workflow by studying methods; implementing cost reductions; and developing reporting procedures.- Creating and revising systems and procedures after analyzing operating practices, record-keeping systems, forms control, office layout, and budgetary and personnel requirements.- Resolving administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.- Ensuring operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.- Providing information by answering questions and requests.- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.- Answering phones, files, and handles other general office duties. - Contributing to team effort by accomplishing related results

Qualifications: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analysis, Professionalism, Problem Solving, Verbal Communication, Detail-Oriented, and Ability to Multi-task. - Need flexibility in your work schedule?- Crave a high-pay, low-stress job opportunity?- Want someone to cut through the noise and find the ideal job for you? Join the SelectRemedy team, and we'll get you on a new career path. From helping you tune up your resume to accelerating your skills with our computer training, we'll get you on the road to professional success! Potential SelectRemedy benefits include health insurance, dependent care assistance accounts, longevity and referral bonuses, and safety incentives, as well as the best temporary, part-time, and full-time positions available in today's growing job market. SelectRemedy is proud to invite qualified job seekers to join our team of talented Associates. Please note our screening requirements before applying: All applicants must provide documentation proving that they are eligible to work in the United States and may be asked to submit to a drug test and reference and background administrative, receptionist, executive, administrative assistant, executive assistant, clerical, office, assistant, manager, customer, data, data entry, customer service, secretary, office manager, accounting, sales, admin, medical, legal, marketing, entry, payroll, entry level, administration, human, coordinator, executive administrative assistant, clerk, office manager, accounts, purchasing, insurance, director, project, human resources, office assistant

Apply online at <http://www.beyond.com/job.asp?id=129446775&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09>

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 05/31/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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HR Representative/FMLA

Metra - Chicago, IL

Job Number135949280

Summary of Duties

Reporting directly to the Department Head, HR/Medical Services, the Human Resources Representative/FMLA, advises and assists management and employees in the administration and review of all employee Family & Medical Leave Act (FMLA) and Short Term Disability (STD) requests in accordance with regulations, company policy and procedures. Perform other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Must have Bachelor's degree in human resources OR in lieu of degree, must have any combination of education and experience in employee benefits, with two (2) years in customer service, and one (1) year in medical that equals four (4) years. Knowledge of technical and systematic aspects of FMLA administration desired. Must possess the ability to collaborate with various levels of management and staff. Must possess excellent oral, communications and interpersonal skills. Proven experience in exercising independent, responsible and professional judgment required.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.

Relocation is not available for this position.

Apply online at <http://www.beyond.com/job.asp?id=135949280&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B>

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Human Resource Team Member

Company: Target

Date: 05/02/2014

Location: Chicago, IL

Job Number: 3582051

Description: Develop a fast, fun and friendly team.

|Support and train team members. |Handle applicant information with accuracy, security and confidentiality. | Maintain a clean, great-looking work environment.

Requirements: Work independently. |Use good organizational skills.

|Multi-task regularly. |Show experience with computers and technology.

|Cross train and work in other areas of store as needed.

|Quickly and accurately scan and bag all items and collect payment.

Benefits: Target merchandise discount. | Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/us/united-states/human-resources/jobid5354482-human-resource-team-member?apstr=26src%3DJJB-10182>

Binny's Beverage Depot

Hourly Associate Opportunities

Our hourly associates perform a variety of functions in several departments including *Wine, Beer, Cigars and Gourmet Grocery*. *Additional hourly positions include Stock/Cashier, Delivery Driver and Receiver*. These associates possess a passion for the product they sell and are focused on our customers.

We offer a variety of full and part-time associate positions that include flexibility, an excellent benefit package (for those who qualify) and an exciting work environment with an opportunity for growth and advancement.

Binny's Beverage Depot is an Equal Opportunity Employer

All applicants must be 21 years or older

How to Apply:

[Click Here To Apply Online](#)

Select a location, complete an online job application and attach your resume, if applicable. Your application and resume will be submitted directly to the location you have selected. You may apply to multiple locations if interested.

Applications will remain active for 30 days. If you have not been contacted within 30 days, it may be necessary to reapply.

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Job Title: Food Services Program Manager

Agency: Juvenile Justice

Closing Date/Time: Mon. 05/19/14 4:00 PM Central Time

Salary: \$6,913.00 - \$9,700.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDJJ27-17-14-1407

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in nutrition, dietetics or food service management; requires prior experience equivalent to three years of progressively responsible administrative experience in public or business organization; requires possession of a current Food Service Sanitation certificate; requires extensive knowledge of public and business administration, principle and practices; requires extensive knowledge of agency programs and service objectives, activities and operational systems; requires extensive knowledge of staff utilization and employee motivation; requires extensive knowledge of labor and employment development; requires extensive knowledge of agency policies and procedures; requires the ability to stoop, bend, reach, left and carry equipment and commodities up to 50 lbs.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday, Days Off: Saturday and Sunday

LOCATION/AGENCY: IDJJ / IYC-Chicago, 136 North Western Ave., Chicago, IL 60612

CONTACT: Olivia Robles, Human Resource Rep., IYC-Chicago, 136 North Western Ave., Chicago, IL 60612 (312)633-5219 x-4080.

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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Part Time Material Handler - Shipping 8:00 a.m. - 1:00 p.m. Job

Motion Industries Chicago, IL 5/5/2014

Job Id: 180012

Company: Motion Industries

Full/Part Time: Part-Time

Nearest Major Market: Chicago, IL, US

The work schedule for this Part Time Material Handler position is 8:00 a.m. - 1:00 p.m. Monday - Friday.

JOB REQUIREMENTS

Reliable, organized, attentive to detail, and committed to high quality work productivity
Ability to regularly stand, walk and lift; occasionally sit, stoop, kneel, crouch, climb, or crawl. Basic computer skills, including information processing required
May need to be certified to operate a forklift and/or other mobile equipment
May need to be certified to handle hazardous material shipments
Ability to handle up to 150 lbs. May need valid driver's license and good driving record
High School diploma or equivalent

Responsibilities

Adheres to established safety, health, and environmental policies and procedures
Utilizes Warehouse Management System (WMS) to receive and process products for placement into Distribution Center (DC) inventory or for shipment of cross dock items
Verifies that the product and quantity received matches the advanced ship notice (ASN)
Utilizes Company Operating System (COS) and WMS to process orders to be shipped to Branch, Customer, or DC. Verifies that the product and quantity pulled are correct and place into order picking container. Verifies Branch or DC order (correct product, quality, and quantity), and places product. into appropriate shipping container for shipment to Branch, Customer, or DC. Prepares packing slips, shipping labels, bills of lading, and other required documents as needed. Consolidates specific Branch shipments from multiple order processing zones for processing as needed. Ensures warehouse work areas and equipment are clean, orderly, and properly maintained. Ensures all orders are processed accurately and timely. Replenishes primary stock shelves from reserve stock locations as needed
Interacts with other DC employees to resolve any problems with customer orders
Interacts with external couriers and truck drivers to ensure product is efficiently transferred to and from shipping vehicles

Motion Industries is an Equal Opportunity Employer M/F/V/H.

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=J3H4TG6T09MZY1424HY&siteid=sep_cb001_mathand&showNewJDP=yes&ipath=EXGOO

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Mon. 05/19/14 5:00 PM Central Time

Salary: \$42.79 / Hour Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 8741

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact:

Work Hours: Rotating Shifts; Rotating Days Off

Work Location: CMS/Property Management/Facilities/Northern Region/Elgin Mental Health Center 750 S. State Street Elgin, IL (Kane County)

Agency Contact: A & R Shared Services Center

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

FAX: 217-782-9925 / Phone: 217-782-6239

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Cashier Team Member

Company: Target

Date: 05/05/2014

Location: Chicago, IL

Job Number: 3587362

Description: Provide fast, fun and friendly checkout service. Resolve guest concerns in a positive, helpful manner. Work as part of a team. Know REDcardSM messaging and solicit guest registrations.

Requirements: Use excellent guest service skills. Handle money, refunds and exchanges. Learn new technology. Read labels and other product information. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5362721-cashier-team-member-jobs>

Starbucks Team Member

Company: Target

Date: 04/30/2014

Location: Chicago, IL

Job Number: 3587047

Description: Deliver a fast, fun and friendly Starbucks experience. Prepare beverages according to Starbucks specifications. Follow Food Safety standards and maintain a clean store. Greet customers with a groomed appearance and full uniform. |

Requirements: Maximize sales by preparing the right menu items at the right times. Follow Starbucks guidelines for presentation and display. Read and follow directions on labels, menus and recipes. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5343070-starbucks-team-member-jobs>

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Food Service Team Member

Company: Target

Date: 05/03/2014

Location: Chicago, IL

Job Number: 3588089

Description: Deliver a fast, fun and friendly Food Service experience. Prepare a fresh, quality product every day. Follow Food Safety standards and maintain a clean dining area. Offer guests great-looking food presentation.

Requirements: Maximize sales by producing the right menu items at the right time. Partner with Food Team members to keep menu items stocked. Rotate menu items as necessary for maximum freshness. Read and follow directions on labels, menus and recipes Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5357718-food-service-team-member-jobs>

Sales Floor Team Member

Date: 05/05/2014

Location: Chicago, IL

Job Number: 3581568

Description:

Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Deliver accurate product placement, pricing and labels.

Requirements: Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5362548-sales-floor-team-member-jobs>

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Pharmacy Technician

Date: 05/02/2014

Location: Chicago, IL

Job Number: 3584438

Description:

Deliver fast, fun and friendly pharmacy service. Handle guest information with accuracy, security and confidentiality. Help pharmacists fill prescriptions. Resolve insurance issues to provide guest prescriptions on time.

Requirements: Read product information, receipts and check/charge documents. Must have high school diploma or equivalent. Scan and bag merchandise when needed. Use excellent guest service and phone skills. Handle money, refunds and exchanges. Keep Pharmacy area clean and organized.

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5354549-pharmacy-technician-jobs>

Cart Attendant Team Member

Company: Target

Date: 04/30/2014

Location: Chicago, IL

Job Number: 3580223

Description:

Keep carts clean, dry and available. Keep store and restrooms clean. Maintain clean, great-looking outside areas. Resolve guest concerns quickly and professionally.

Requirements: Move carts, lift heavy items and use a ladder. Use excellent guest service skills. Neatly arrange items on shelves. Work well outside in varying weather. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5339818-cart-attendant-team-member-jobs>

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