



***Part-Time Service Agent (Car Detailer) - Oak Park**

Job ID 2015-133364

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: 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 at 25 CHICAGO AVE., OAK PARK IL 60302

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. 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 one of the following schedules: Monday - Thursday: 7:00am - 12:00pm every other Saturday: 8:00am - 12:00pm OR Monday - Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/133364/*part-time-service-agent-%28car-detailer%29--oak-park/job

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Part-Time Driver - (Downtown)

Job ID 2015-140569

Category Customer Service/Support - Driver

Location US-IL

Area Chicagoland

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service. The starting salary for this position is \$8.25/hour.

This position meets at: 203 N LaSalle St., Chicago IL, 60601

Responsibilities:

The Part Time Driver is responsible for the transporting of customers, fleet cars and vans to and from Enterprise Rent-A-Car 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 of age.

One year of work experience required.

Must have valid driver's license with no more than one moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three 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.

Apart from religious observation, must be available to work one of the following shifts:

Tuesday 6:40am-3:30pm, Wednesday 6:40am-3:30pm and Thursday 6:40am-3:30pm

Apply online at <https://us-erac.icims.com/jobs/140569/part-time-driver---%28downtown%29/job>

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 10485

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago & Northern Region — Client Agencies. Travels to various facilities within Chicago & Northern region on an as-needed basis.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Central Management Services
Property Management/Facilities Management/Chicago & Northern Region – Client Agencies. Various CMS/DHS Locations/May Rotate within Region
Chicago, IL (Cook and Lake Counties)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply:

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

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Job Title: Carpenter

Agency: Central Management Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$43.35 - \$45.08 hourly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10542

Minimum Requirements: Requires knowledge, skills and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires a working knowledge of tools, methods, and standard practices of the trade. Requires ability to read, interpret, and perform work from plan, sketches, or simple diagrams. Requires ability to make simple arithmetic computations and bulk estimates. Requires ability to climb ladders, stairs, and roofs and access all locations at the facility. Must be able to communicate verbally and follow instructions. Requires ability to lift 75 pounds. Requires an appropriate, valid driver's license and the ability to travel. Prefers completion of a four year carpentry apprenticeship program and four years of experience in the repair and maintenance carpentry field.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 A.M. – 3:30 P.M.; Mon.-Fri. with ½ Hour Unpaid Lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region /Ludeman Developmental Center, 114 N. Orchard Drive, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

All Interested Applicants: Current State Employees AND Applicants who are NOT Currently Employed by the State of Illinois: Submit a CMS 100 - Employment Application to the Agency Contact above.

Instructions: Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Carpenter – CMS 10542)

Sign the application (bottom of first page)

Fax the application to: 217-782-9925 OR mail it to the Agency Contact address:

A & R Shared Services Center, 101 W Jefferson, Springfield, IL 62702

You will be contacted if chosen for an interview.

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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#: 12-45-2759

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 & Location/Agency Contact:

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 Humboldt Park and Douglas 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: Mental Health Recovery Support Specialist I

Agency: Human Services

Closing Date/Time: Sat. 05/16/15 4:00 PM Central Time

Salary: \$4,253.00 - \$5,787.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-82/83837

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services and willing to identify as such. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Work Hours & Location/Agency Contact:

10am - 6PM

Monday - Friday

Administration Department

Wanda McNeal/Human Resources

Madden Mental Health Center

1200 S. First Ave

Hines, IL. 60141

Fax# 708-338-7078

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: Office Assistant - Opt 2

Agency: Veterans Affairs

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

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 34-25-15-90566

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical assistance and support functions for the Appeals Office; provides non-technical information and assistance to veterans, spouses, and dependents seeking assistance. Performs receptionist duties; greets visitors, answers phones, routes calls, opens mail, shreds documents, maintains files. Provides clerical assistance; types forms, letters, and other documents requiring reading of handwritten hard copy; determines proper format and mode of address; proofreads for general clarity, punctuation, grammar, spelling, capitalization and typographical errors. Operates such common office equipment as word processing terminals, copy machines, personal computers, and document scanners.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures, and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type accurately at 35 words per minute.

Work Hours & Location/Agency Contact:

Monday - Friday 8:00am - 4:00pm with a 1/2 hour lunch

Chicago VA Regional Office, 2122 W. Taylor Avenue, Suite 127, Chicago, Illinois 60612

Contact: IL Department of Veterans' Affairs / Human Resources

Springfield, IL 62794 Phone: (217) 785-1788 Fax: (217) 557-7235

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

Option 2 - Typing

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Job Title: Pharmacy Manager

Agency: Human Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$7,456.00 - \$11,576.00 monthly

\$89,472.00 - \$138,912.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-89-90405

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as the Manager of the Chicago Metro Pharmacy Hub. Serves as working supervisor; Directs subordinate staff in all aspects of pharmaceutical care, including patient specific clinical consults, compounding, dispensing, clinical outcome evaluations, etc.; represents the DHS Pharmacy & Therapeutics Committee regarding medication selection, usage and procurement to the consolidated Pharmacy & Therapeutics Committee of the Chicago Metro Pharmacy Hub. Maintains professional contact with physicians, nurses and members of the Interdisciplinary Treatment Teams of the facilities serviced by the Hub Pharmacy. Provides professional assistance to each facility served in preparation for meeting forthcoming accreditation inspections.

Minimum Requirements: Requires sufficient combination of classroom instruction and supervised clinical practicum to graduate from a first professional degree program in pharmacy at a college or university accredited by the Accreditation Council for Pharmacy Education (ACPE). Requires current license as a registered pharmacist in the State of Illinois. Requires two years of supervisory experience as a registered practicing pharmacist of a pharmacy operation or a closely related practice.

Work Hours & Location/Agency Contact: 8:30 am - 4:30 pm

OCAPS/Madden MHC, 1200 S First St., Hines, IL 60141

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley 100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Wed. 05/20/15 4:59 PM Central Time

Salary: \$4,831.00 - \$6,570.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10/79-89668

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Clinical Nurse Manager, provides a full range of professional nursing services, consistent with individual treatment plans of mentally ill, deaf/blind hard of hearing recipients; participates as a member of the Interdisciplinary Treatment Team.

Minimum Requirements:

Requires graduation from an approved nursing program resulting in an associate degree in nursing and two years of professional nursing experience preferably in a psychiatric setting; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. Requires ability to lift patients and the ability to interact with severely mentally ill deaf/ blind hard of hearing recipients.

Work Hours & Location/Agency Contact: Nights 11pm-7am Rotating
CONTACT INFORMATION: Summer Doxie
Human Resource Office
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

If you are not a current state employee or have never held a certified status with the State of Illinois, please follow the instructions 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: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-89-90165

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in a community organization, social service work, program planning and development or licensure/certification activities of community agencies serving people with developmental disabilities or a mental illness. Requires ability to meet the requirements to be classified as a Qualified Intellectual Disability Professional (QIDP) or a Qualified Mental Health Professional (QMHP) or at least two years of experience in Licensure and Certification of Community Integrated Living Arrangements (CILA) and Community Based Mental Health Programs. Requires thorough knowledge of DHS and OCAPS programs. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

OCAPS/Bureau of Accreditation, Licensure, and Certification

401 S Clinton, Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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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Data Entry Analyst

Administrative | Chicago, IL, United States

The Data Entry Analyst role at Pangea is a full time opportunity to support over 10 maintenance teams and 100 individual technicians.

Our maintenance teams rely on the maintenance support team to organize their daily reports, close outstanding work orders, and enter relevant feedback on ongoing fixes.

Responsibilities:

Support daily operations of maintenance teams
Complete processing of internal forms and submissions

Manage time and daily priorities
Interface with excel, enterprise systems, and computer systems

Communicate and request information from team managers
Complete ad hoc entry projects in support of other operational teams

Position Requirements:

Experience and comfort using computers in previous roles
Experience with MS Office (Excel, Word, Outlook)
Strong communication skills: written and verbal

Quick learner and adaptive to new processes
Detail Oriented and Focused
Conversational Bi-lingual (English/Spanish)

12PM to 8PM Schedule
Compensation

Full time, \$13/hour, potential for advancement

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

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Resident Care Representative

Contact Center - Resident Care | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company located in downtown Chicago. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We are one of the fastest growing Chicago real estate companies with over 10,000 units owned and under management.

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service backgrounds to lead our Resident Care program. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

Responsibilities:

- Maintain/surpass goals as set by management (call duration and volume, quality assurance scores, voicemail responses, etc)
- Interact frequently with field employees to resolve resident issues
- Efficiently and accurately navigate the company's online Customer Relationship Management system
- Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians • Assess situations and deescalate the issue.
- Conduct outbound survey calls to gauge resident satisfaction with Work Order completions
- Other duties and projects as assigned by management

Qualifications/Minimum Skills to Apply:

- Leadership role in customer service/sales in high volume call center experience preferred • Bachelor's degree required
- Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered
- Knowledge of South and West sides of Chicago a plus

Compensation

- \$14 per hour
- Temporary, hourly role to start, with chance for full time employment
- If brought on full-time, benefits and incentive compensation (bonus) will be offered
- Must have Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. -- 5 P.M.

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

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Leasing Agent - Chicago

Field Management | Chicago, IL, United States

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

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

Responsibilities include but are NOT limited to:

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

Qualifications:

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

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

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

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Property Manager - Chicago

Field Management | Chicago, IL, United States

Responsibilities:

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

Qualifications / Minimum Skills to Apply:

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

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

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

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

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

Other Skills A plus:

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

Compensation and Benefits:

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

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Full Stack Developer

Computers/Software | Chicago, IL, United States

Some of the problems you'll be working on.

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.
- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.
- Use GPS & Geolocation Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model
- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue! All while helping revitalize troubled neighborhoods and serve the community.

Read for yourself:

<http://www.chicagomag.com/Radar/Deal-Estate/May-2012/Pangea-Is-Reviving-Neighborhoods-Building-by-Building/>

http://www.multifamilybiz.com/PR/1685/Pangea_Properties_Wins_2013_Chicago_Good_Neighbor

Only those interested in writing code that changes industries and changes lives need apply online at <https://www.pangeare.com/careers>

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Job Title: Administrative Assistant 3 - Rush Health Oakbrook Office

Department: Rush Health

Shift: 1st

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

Job Number: 2015-0711

Position Highlights:

The Administrative Assistant 3 plays a key role in the success of Rush Health, an organization whose members include Rush University Medical Center, Rush Oak Park Hospital and approximately 700 physicians who are on the medical staff of its hospital members. This person will provide administrative support to the senior staff under the direction of the Manager, Administrative Support. This includes scheduling/calendar management, staffing Rush Health and Rush System for Health Board and governance meetings, and all aspects of day-to-day administrative needs.

Position Qualifications Include: Associates or Bachelor's degree in business, administration or related area is preferred. Minimum of 5 years in an administrative support role. Experience using Microsoft Office is required, at a minimum including Word, Excel and PowerPoint. Other applications experience and general computer skills are preferred. Excellent oral and written communication skills required. Previous executive minute-writing experience preferred. Experience in healthcare, financial, managed care or physician practice management is preferred. Must be customer-focused and interact effectively and efficiently with a variety of staff and contacts: Rush Health staff, physicians, practice managers, programmers, vendors and other departments. Must have good organizational skills, able to manage several projects at once and prioritize. Strong interpersonal skills with the ability to work with a wide variety of areas. Demonstrate a high degree of professionalism in handling sensitive or private information. Comply with HIPAA and other regulations in the use of data and materials.

Please Note: This position requires frequent off site travel. Qualified candidate must possess own reliable transportation to travel to all Rush Health locations. This position will be based out of the Oak Brook office.

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=20150507110746&

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Housekeeper / Room Attendant

Description

Our housekeepers directly impact the success of our hotels. Tidy, well-organized surroundings make life more enjoyable. If you agree with this statement and personally adhere to high standards of cleanliness, this job could be a perfect fit.

Interstate Hotels and Resorts prides itself on delivering superior guest experiences, and our dedicated housekeeping staff plays a crucial role in ensuring that this is achieved.

You'll never be confined to a desk in this active role. During your shift you will remain in constant motion fulfilling the daily upkeep of a busy hotel.

These tasks include:

- replacing used towels and linens with fresh items
- vacuuming carpets and dusting and polishing furniture
- sanitizing bathrooms and restocking guest amenities
- eagerly responding to guest needs in a friendly, efficient manner
- maintaining property common areas

If you're ready to come onboard and play a vital role in our organization, we want to hear from you.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Housekeeping/Laundry

Req ID: 653078

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=653078&LangID=1>

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Houseperson

Description

What you will be doing?

Ensuring the cleanliness of guest floor corridors, foyers, stairwells, and public areas

Assisting housekeepers in maintaining IHR's high standards of quality

Stocking linen closets with amenities and supplies

Emptying housekeeping carts

Requirements

The ability to lift, bend, move heavy equipment and remain on one's feet for extended periods of time.

Must be able to work flexible hours, including weekends and holidays.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Housekeeping/Laundry

Req ID: 653080

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=653080&LangID=1>

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