



CLASS TITLE: Deputy City Clerk

Code: 0315

Administrative Service

Accounting and General Office Group

General Administrative Series

EXAMPLES OF DUTIES: Under direction, has administrative responsibility for the Office of the City Clerk in the issuance of general and vehicle licenses; assists in making decisions regarding personnel and policy issues and approves reactions such as leaves of absence, title changes, publication dates of Council Journal Proceedings, indexes, and other related pertinent procedures; reviews orders for supplies, materials and publications; attends budgetary meetings, assists in final preparation of City Clerk's budget, and monitors budget during fiscal year. Assists City Clerk as official custodian of the City Seal; oversees provision of secretarial and research services to the City Council and its committees; assumes responsibility for documents reduction, storage and records retention; channels pertinent data to the City Clerk for review; performs duties of the City Clerk in his absence, other than those stipulated by law to be performed only by the City Clerk; signs correspondence, interviews public and official visitors; acts as representative of the City Clerk's office at various functions, conferences, and meetings as assigned.

DESIRABLE MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Political Science, Law or related field, supplemented by at least eight years of progressively responsible administrative experience, including three years of supervisory experience; or an equivalent combination of training and experience. **Knowledge, Abilities and Skill.** regulations. Thorough knowledge. Thorough knowledge of principles and administration. Thorough knowledge of departmental rules and of pertinent laws, ordinances and codes. Ability to plan, organize, assign, supervise and inspect the work of subordinates. Ability to work effectively with and for the general public. Ability to speak before various civic organizations, fraternal groups and general public. Ability to perform work of a specialized nature. Ability to prepare narrative and statistical reports. Thorough skill in the application of methods and practices utilized in the administration and operation of the Office of the City Clerk. Strong oral and written communication skills.

Apply online at

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

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CLASS TITLE: Personal Assistant

Code: 0365

Administrative Service

Clerical, Accounting and General Office Group General Administrative Series

ESSENTIAL DUTIES: Schedules and maintains the appointment calendar for an exempt employee; briefs and prepares exempt employee for meetings; screens visitors and calls; takes dictation and transcribes correspondence, letters, minutes of meetings and notes on confidential matters; composes confidential letters and memoranda; responds to inquiries and complaints forwarded to the exempt employee; answers sensitive correspondence on behalf of the exempt employee regarding policies, procedures, issues and other matters involving the department; keeps track of confidential documents; maintains files for the exempt employee; types and performs other duties associated with document preparation; receives and sorts mail for the exempt employee; conducts research and drafts documents in response to sensitive or atypical inquiries for the exempt employee's signature; responds to confidential complaints, problems and inquiries from the public, city employees, city officials and other government agencies on behalf of the exempt employee; relays and interprets directives from the exempt employee to managers and staff and ensures execution of those directives; confers with managers on program operations and apprises the exempt employee of the status and critical issues; monitors the status of special projects and provides status reports to the exempt employee; works on special projects and handles special assignments as directed by the exempt employee; coordinates and oversees work of clerical and other support staff; verifies and maintains daily timesheets for division personnel; reviews and authorizes overtime for support staff; allocates work assignments amongst division support staff; issues verbal and written warnings for disciplinary purposes.

Knowledge, Abilities and Skill. Good knowledge of office and general administrative operations. Good knowledge of research techniques. Good knowledge of report writing. Ability to develop and maintain effective working relationships with departmental managers. Ability to resolve administrative problems. Ability to coordinate and manage special projects. Ability to operate a personal computer. Good organization and administrative skills. Good research and analytical skills. Good interpersonal skills. Good computer skills. Good oral and written communication skills. Working Conditions. General office environment. Equipment. Standard office equipment including personal computers.

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

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College Advisor - HAR0000209

Duties and Responsibilities

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirement: Availability to work some evenings and weekends

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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

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Director-Student Activities - KEN0000226

Duties and Responsibilities

This position is responsible for the overall development of student organizations and the implementation of a full range of student activities. Also administers grant funded student programs and initiates student outreach efforts.

- Directs, supervises and recognizes student organizations giving special attention to organizational structure, goals, financial affairs, publicity, recruitment and facility usage.
- Reviews operations of all student clubs to ensure compliance with City Colleges of Chicago policies for recognizing and maintaining a student club.
- As the designee for the Dean of Student Services, serves as a hearing officer in dispute resolution meetings involving student organizations.
- Reviews and maintains student organization files including incorporation files, election results and meeting minutes to ensure that appropriate documentation is on file.
- Reviews and approves student organization on-campus and off-campus event requests and purchase requests.
- Supervises the Student Activities Center which encompasses all student organizations and Student Government Association offices, providing a variety of services and informational resources.
- Interfaces with the District Office and College staff in developing materials to encourage student participation in available activities.
- Performs other duties as assigned.

Qualifications

- Bachelor's Degree in Education, Social Services or an appropriate area required; Master's Degree preferred supplemented by three to four years of experience in Student Services, Alumni Relations or a related area.
- Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.
- Excellent organization, analytical and decision-making skills required for the integration, coordination and implementation of an effective administration.
- Must maintain an effective liaison among faculty, staff, the community and the student body to promote overall responsiveness to the program.
- Excellent verbal and written communication skills required for giving effective presentations and grant-writing
- Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

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Senior Accountant - DIS000355

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

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

Qualifications

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

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

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Human Resources Recruiter - DIS0000270

Duties and Responsibilities

Exciting and Fast-Paced Recruiters Needed

Immediate Need to Fill

This position is responsible for delivering all facets of recruiting success throughout the organization. This will be achieved through the development of local and national recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Human Resources Recruiter will play a critical role in ensuring we are hiring the best possible talent.

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Qualifications

- Bachelor's degree in Business, Human Resources, or related field supplemented by two + years of progressively responsible relevant human resources experience; or an equivalent combination of training and experience required. Previous experience in a Recruitment capacity preferred. Must be able to work well with employees at all levels of the District.
- Must be able to handle all situations with tact, persuasiveness, and diplomacy with minimal supervision.
- Internet recruiting sourcing certification strongly desired (AIRS CSSR or CIR).
- At least 2 years of experience with applicant tracking systems (ATS) such as Taleo, Brassring, Kenexa, etc.
- Experience with candidate disposition and management within an ATS is preferred. At least 2 years of experience with Job posting via an ATS. At least two years of experience with placing Job Postings on internet job boards such as Monster, CareerBuilder, LinkedIn, and higher education internet job posting sites.
- Excellent written and verbal communication skills necessary. Must be able to present information, which may be complicated in nature, in a clear and concise manner.
- Must have good analytical and research skills. Must be self-directed and able to prioritize work required by self and management.
- Must be able to use personal computers and associated software including, but not limited to, Microsoft Suite. Experience using automated Human Resources Management Systems highly desirable.
- Must be able to maintain all information in a highly confidential manner.
- Ability to source a diverse candidate pool.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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Truck Driver, Class A - Full Time - Home Daily - Melrose Park, IL

Requisition ID 2014-7080

Primary State/Province IL

Category Drivers

Employment Type Regular - Full Time (4)

Position Description:

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

- Home daily
- Estimated average earnings of \$900-1000 per week
- Day shift
- Local/Regional Flatbed work / strapping & tarping involved
- Flatbed experience preferred

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

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

Apply online at <https://driver-ryder.icims.com/jobs/7080/truck-driver%2c-class-a---full-time---home-daily---melrose-park%2c-il/job>

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Management Trainee Intern - Chicago (Loop)

Job ID 2014-105010

Category Internships - All Internships

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Responsibilities:

When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

At Enterprise, you won't be a glorified gopher getting coffee or filing all day. Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees.

Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards. The business training you'll receive will be an amazing jumpstart to your career.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18.

Must have a high school diploma or GED.

Must be currently enrolled in a bachelor's degree program at a college/university.

Students who have completed a minimum of two years preferred.

Experience in sales, customer service, leadership and management preferred.

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

No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 5 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.

Apply online at <https://us-erac.icims.com/jobs/105010/management-trainee-intern---chicago-%28loop%29/job>

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Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Medical terminology and/or coding certificate
Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures. Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic. The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Minimum of 2 years of food service experience
Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Fleet Supervisor - Airport Operations

Job ID 2014-113727

Category Other - Other

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

The ideal candidate will possess strong organizational and leadership skills with the ability to multi-task in a very fast-paced environment. The ideal candidate must be flexible and willing to work some late nights, overnights and weekends. Starting salary will depend on experience and incentives/bonuses will be included - minimum starting salary is \$40,000.

Responsibilities:

Ensure clean vehicles, a full ready line with proper car mix and sound specialty car management in accordance to company standards
Supervise the process of preparing fleet for movement and distribution to the ready line
Responsible for scheduling, delivering performance reviews, delegating work while providing direction and instruction to Service Agents, On-Lot Shuttlers and DOT Bus Drivers. Plan fleet storage and segregation on the lot and within the facility
Ensure vehicle deletes are prepared and in the proper lot location for removal
Ensure Bus Drivers are checking for mechanically sound equipment and all required preventive maintenance is scheduled and performed. Ensure routes and bus spacing is complied with as required by location bussing standards
Provide assistance and work closely with branch management

Qualifications:

Must have at least 2 years in transportation management
Must have demonstrated leadership ability - must be able to lead, coach, inspire and motivate others while effectively delegating and following up on tasks
Strong organizational skills and able to effectively handle multiple tasks at one time
Proficiency in Microsoft Office applications. Must have a satisfactory driving record and be willing to obtain a CDL with passenger and air break endorsements
Understanding of a Union environment preferred. Must be able to work a flexible schedule that includes some weekends, late nights and overnights
Additional skills/competencies required include:
Ability to apply experience based knowledge and leadership skills toward organizational goals. Strong sense of initiative, requiring little direct supervision
Ability to exercise sound judgment to make decisions
Must have good written and verbal communication

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Part Time Building Support Staff / Custodian Day Shift and Weekends

Job ID 2014-109775

Category Other - Other

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

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 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 day shifts including weekends: shifts will include an 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/109775/part-time-building-support-staff---custodian-day-shift-and-weekends/job>

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Part-Time Service Agent -(Chicago) Magnificent Mile

Job ID 2014-107830

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

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 starting salary for this position is \$8.25/hr.

This position is located at:

10 E GRAND, HILTON GARAGE FL 2
CHICAGO IL 60611

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with 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 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 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Sunday: 8:00am - 12:00pm

Monday: 1:00pm - 6:00pm

Tuesday: 7:00am - 12:00pm

Wednesday: 7:00am - 6:00pm

OR

Thursday: 7:00am - 1:00pm

Friday: 7:00am - 1:00pm

Saturday: 7:00am - 1:00pm

Apply online at <https://us-erac.icims.com/jobs/107830/part-time-service-agent--%28chicago%29-magnificent-mile/job>

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Part-Time Service Agent (Car Detailer)- Forest Park

Job ID 2014-112474

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

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 7630 Roosevelt Rd Forest Park, IL 60130

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:

Tuesday: 8:00am - 6:00pm; Friday: 8:00am - 6:00pm;

Saturday: 8:00am - 12:00pm OR

Wednesday: 8:00am - 6:00pm; Thursday: 8:00am - 6:00pm

Friday: 12:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/112474/*part-time-service-agent-%28car-detailer%29--forest-park/job

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Part-time Bus Operators

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77

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

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls.

Other duties as assigned or required.

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

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Part-Time Service Agent - Brookfield

Job ID 2014-109841

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

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 starting salary for this position is \$8.25/hr.

This position is located at: 9116 OGDEN AVE., BROOKFIELD, IL 60513

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

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

Must have a valid driver's license with 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 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 8.25/hr. Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work one of the following schedules:

Monday	7:00AM - 1:00PM
Tuesday	7:30 AM - 12:30PM
Wednesday	7:30AM - 12:30PM
Friday	7:30AM - 12:30PM
Saturday	9:00AM - 12:00pm

OR

Monday	1:00PM - 6:00PM
Tuesday	1:00PM - 6:00PM
Wednesday	1:00PM - 6:00PM
Thursday	7:30AM - 12:30PM
Friday	1:30PM - 6:00PM

Apply online at <https://us-erac.icims.com/jobs/109841/part-time-service-agent---brookfield/job>

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In-Patient Coder

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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