



College Library Assistant III - WIL0000269

Job: Clerical/Secretaries

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 9, 2014, 9:19:54 AM

Duties and Responsibilities

Under general supervision, performs complex library clerical duties that require the exercise of judgment in the application of guidelines to specific library operations and services. Trains and oversees clerical staff.

- Oversees subordinate staff performing a variety of library clerical tasks; plans and organizes clerical work functions; trains subordinate clerical staff and student aides on various library clerical functions and procedures.
- Prepares and/or supervises the preparation of unit work activity reports; compiles data including book circulation statistics, amount of overdue fines collected and books purchased for inclusion in various library reports.
- Oversees and participates in ordering equipment and related library materials; participates in maintaining department financial records.
- Prepares work schedules for subordinate staff and student aides; reviews and approves time sheets. •Performs complex bibliographic searches and makes complex adaptations to OCLC bibliographic records.
- Assists students in locating resource information and reference materials; assists professional librarians with book selection and in the inventory of books and library materials. •Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned.

Qualifications

- Graduation from high school supplemented by three years clerical experience including a minimum of five years library experience required; or an equivalent combination of training and experience. LTA certification preferred. •Good knowledge of library clerical procedures and operations. Good knowledge of library resource and reference materials. •Ability to plan, assign and review the work of others. Ability to maintain records and prepare statistical reports. •Working skill in the application of library clerical procedures.

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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College Bursar Assistant III - OLI0000241

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

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

Qualifications

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

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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Career Coach -Part Time - HAR0000222

Duties and Responsibilities

Responsible for the day to day instructional supervision of one Training Program and the training and follow-up activities of assigned students in regards to work and social skills development.

- Implement plans, objectives and adaptives to prepare students to obtain and retain competitive employment and increase independence.
- Create an initial Individual Career Plan for each student.
- Serve as a liaison with the Activities Office for coordination of field trips for students.
- Serve as a liaison to student's employers to determine student job success.
- Prepare monthly reports and staffing schedules.
- Disseminate information to appropriate area.
- Perform other duties as assigned.

Qualifications

- Associates degree in a related field, Bachelor's degree preferred. Three to five years experience working with students in an academic career center or other advising capacity.
 - Computer proficiency and excellent communication skills required.
 - Ability to work well with all levels of staff and students at the college.
 - 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.
- 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!

Job: Career Services

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jun 6, 2014, 3:19:28 PM

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Job Title: Administrative Assistant I - Opt E1

Agency: Public Health

Closing Date/Time: Tue. 06/17/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDPH 80398

Minimum Requirements:

Requires knowledge, skill and mental development to work effectively in fast-paced, dynamic environment with the equivalent of completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Must demonstrate strong organizational (e.g., must demonstrate ability to create and adhere to timelines) and communication (written and spoken) skills preferred. Computer skills and work experience in Microsoft products including Word, Excel, PowerPoint, etc are highly desirable.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of the Director

Regional Health Services - Bellwood 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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 E1 - Dept Public Health

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Job Title: Carpenter

Agency: Juvenile Justice

Closing Date/Time: Wed. 06/18/14 4:00 PM Central Time

Salary: \$26.00 - \$44.86 hourly

\$4,524.00 - \$7,805.64 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDJJ-27-15-14-0123

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Stationary engineer Chief, performs general carpentry work including; repairs of buildings, locks, remodeling work, installation of doors, windows, etc.; designs proposed projects and lists materials.

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 working knowledge of the tools, materials, methods and standard practices of the trade; requires ability to instruct beginners in the trade ;requires ability to direct unskilled workers. Requires skill in the use of tools and machines of the trade; requires ability to rad, interpret and work from pans, simple drawings or sketches; requires ability to make simple arithmetical computations and bulk estimates of materials needed.

Work Hours & Location/Agency Contact: Work Hrs: 7:00am - 3:30pm; Off Days Varies
Illinois Youth Center-St. Charles 3825 Campton Hills Road St. Charles, IL 60175
Contact: Dinalois Hamilton, HRR
3825 Campton Hills Road St. Charles, IL 60175
Office: 630-584-0506 x 519 Fax: 630-584-1014

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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Job Title: Correctional Counselor II

Agency: Corrections

Closing Date/Time: Fri. 06/20/14 4:00 PM Central Time

Salary: \$4,253.00 - \$6,373.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDOC29-82-14-0317

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Correctional Casework Supervisor in the Reception and Classification Center, Interviews admitted inmates for the purpose of preparing classification of sociological reports. Visits cells to address inmate problems and answers questions. Instruct new inmates providing orientation and guidance to department rules and regulations. Serves as a member of institutional assignment/adjustment committees. Serves as liaison for enhancement of the reentry program initiatives. Position Number: 09662-29-82-420-28-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; and requires working knowledge of research techniques and the writing of professional reports.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Mon through Fri with days off of Sat and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Res Representative, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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: Corrections Transportation Officer II

Agency: Corrections

Closing Date/Time: Fri. 06/20/14 4:00 PM Central Time

Salary: \$4,335.00 - \$6,464.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC-29-82-14-1214

Position Number: 09872-29-82-440-32-01

Minimum Requirements:

Requires two (2) years of experience as a Correctional Officer. Requires valid CDL License – Class B. Requires working knowledge of care and maintenance of assigned equipment. Requires thorough knowledge of Illinois traffic laws and safety rules. Requires working knowledge of methods and transportation and surveillance of adult under custody. Requires working knowledge of first aid techniques and practices. Must be able to lift and carry property boxes weighing in excess of 75 pounds for distance of 100 feet averaging approximately 50 boxes being transported both ways per transfer. Must be able to carry the SCBA's and other emergency equipment needed for transfer. Requires visual/audio acuity. Requires ability to climb, bend, stoop, run jump, walk and stand for short or extended periods of time. Requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures. Requires ability to properly use firearms.

Work Hours & Location/Agency Contact: WORK HOURS: 6:00am to 2:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corrl Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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: Human Rights Investigator I

Agency: Human Rights Department

Closing Date/Time: Thu. 06/19/14 5:00 PM Central Time

Salary: \$4,059.00 - \$5,503.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 14-02

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of an investigations supervisor, investigates and evaluates simple to moderately complex charges of employment and public accommodations discrimination; conducts fact-finding conferences; submits detailed reports to supervisor for technical review and approval; counsels parties and attempts to negotiate settlements or define suggested settlement terms of the parties to the charge (with supervisory review of written terms); explains and interprets the Human Rights Act, agency investigations procedures and rules and regulations applicable to the case. Serves an initial training period under immediate supervision. Investigates employment and public accommodations discrimination charges seeking information, documents and statistical data by mail and phone; when necessary, conducts on-site investigations to obtain and organize data relevant to the allegations contained in the charge; interviews witnesses, complainant, and respondent in person, by mail or phone as necessary; arrange schedule of work on a caseload with periodic review of supervisor.

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to completion of four years of college, preferably with coursework in business, public, or personnel administration or social sciences. Requires one year professional experience in an investigatory capacity or in dealing with human rights issues. Requires working knowledge of investigative skills. Requires ability to analyze information and make recommended decision. Requires ability to acquire investigative skills.

Work Hours & Location/Agency Contact:

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 W. Randolph St., 10-100, Chicago, Illinois, 60601. Contact Person: Janice Woods-Wills, 312/814-6283

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: Public Service Administrator - Opt 1

Agency: Human Rights Department

Closing Date/Time: Thu. 06/19/14 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 14-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires knowledge of supervisory techniques and procedures necessary to effectively supervise and motivate a diverse professional staff. Requires ability to supervise a staff of subordinates engaged in investigation of allegations of discrimination. Requires ability to communicate effectively both orally and in writing.

Specialized Skills: Requires three years experience investigating labor, employment or discrimination claims in a public or business environment, including a minimum of two years as a Human Rights Investigator with the Department of Human Rights. Requires through knowledge of laws, rules and regulations relating to investigation and analysis of discrimination charges. Requires ability to investigate allegations of discrimination, determine appropriate documents to be obtained and witnesses to be interviewed, and analyze whether substantial evidence exists to support the allegations.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m.,
Department of Human Rights, 100 W. Randolph St., Chgo, IL 60601 Contact Person:
Janice Woods-Wills, 312-814-6283

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Senior Public Service Administrator - Opt 8L

Agency: Human Services

Closing Date/Time: Fri. 06/20/14 5:00 PM Central Time

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

\$51,540.00 - \$145,536.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: 10-17-80791

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to approval, serves as manager of the Bureau of Assistance Hearings; conducts assistance hearings and administrative disqualifications hearings. Plans, directs and evaluates, through subordinate supervisors, the administrative and legal aspect of Assistance hearings. Directs and coordinates an effective system for all assistance and administrative disqualification hearings within the Department. Conducts complex legal research regarding the full range of legal issues which impact the Department. Supervises professional legal staff engaged in adjudication of Departmental matters.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college. Requires possession of a license to practice law in Illinois plus four years progressively responsible professional experience in a practice of law. Requires thorough knowledge of judicial and quasi-judicial procedures at all levels, thorough knowledge of common law and Federal and State statutes pertaining to program operated by DHS.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
Office of General Counsel 401 South Clinton Chicago, IL
BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL
ATTN: KRIS TAPOCIK 100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762
FAX: (217) 524 3385

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 8L - Law License Illinois

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Job Title Warehouse Assistant, CHICAGO, IL

Company The Home Depot
Job Type Full-time, Part-time
Hours Not Specified
Location Chicago, IL 60290

JOB REQUIREMENTS: Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes which cause noticeable discomfort or a moderate risk of accident or illness. **TRAVEL** Typically requires overnight travel less than 10% of the time. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

MINIMUM QUALIFICATIONS

Minimum Age: 18 Must pass drug and background tests. **EDUCATION REQUIRED** The knowledge, skills and abilities typically acquired through the completion of a high school diploma and/or GED. **YEARS OF RELEVANT WORK EXPERIENCE -1**

CERTIFICATIONS/LICENSES

Must have a valid driver's license with access to transportation and required insurance.

PHYSICAL JOB REQUIREMENTS

Requires intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.

ADDITIONAL QUALIFICATIONS — Must be able to stand, walk, use hands and arms to handle and maneuver hand tools and cabinet pieces. — Must be able to lift up to 50 pounds repetitively throughout the shift. — Must have access to transportation in order to travel to each job site.

PREFERRED QUALIFICATIONS — Experience in installation of remodeling and home improvement products would be preferred.

KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES

— Ability to read and interpret drawings and job orders. — Ability to communicate with customer and provide a high level of customer service. — Ability to do basic math. — Strong verbal and written communication skills. — Strong customer service skills.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18708551>

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Job Title Warehouse / Helper

Company Central Baking Supplies Inc
Job Type Full-time
Hours Not Specified
Location 1500 S. Western Avenue
Chicago, IL 60608

We have an immediate opening for a Warehouse / Helper.
Must be able to work at least 1 shift per week and be available weekdays.
Be authorized to work in the United States.
Driving – Undefined

Additional: Wholesale Distribution company near downtown Chicago is seeking individuals to fill warehouse and driver helper position.
Responsibilities include but are not limited to unloading / loading merchandise among other warehouse maintenance obligations.

Interested applicants to apply in person at:

Central Baking Supplies
Midland Building
1500 S. Western Avenue IBNI
Chicago, Illinois 60608

Job Title Material Handlers/Forklift Driver

Company Staff Management| SMX
Job Type Full-time, Temporary
Hours Not Specified
Pay Type Hourly
Location Chicago, IL 60624

SMX @ Bway seeks experienced material handlers/forklift drivers for all shifts positions ASAP! 40hrs/wk, up to \$9.00/hr. Great opportunity in growing industry! Apply online: Apply.smjobs.com and enter code 7A5S

Additional Info: Minimum Age-18+ years old
Previously certified or current certification a plus.

Apply online: Apply at www.smjobs.com and enter code 7A5S

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Job Title Freight Associate

Company Kohl's
Job Type Part-time
Hours Not Specified
Pay Type Hourly
Wages To be discussed
Location 2140 N. Elston Ave.
Chicago, IL 60614

Kohl's is currently hiring Freight Associates!

Responsibilities will include:

Responsible for unloading, processing and stocking all incoming freight to the sales floor and stockroom areas. Processes and prepares receipts of fixtures and supplies
Replenishes merchandise to the sales floor from the stockroom
Assists in processing incoming/outgoing transfers and returns to vendor
Preps merchandise for the merchandising process by ensuring merchandise is sorted and staged appropriately. Removes merchandise from cartons and packaging, places merchandise on proper hanger, verifies price ticket information and tickets merchandise as required. Maintains all Company stockroom capacity and organizational guidelines, including recovering the dock at the end of each shift
Performs other duties such as assisting on the sales floor, completing price changes, assisting with housekeeping duties, preparing for and taking inventory, organizing the stockroom and other tasks as assigned

Job Requirements

Prior experience in merchandise receiving, handling and stocking in other retail or warehouse/distribution environments
Ability to lift up to 50 pounds on an occasional to frequent basis
Ability to spend up to 100% of work time moving about the receiving area, stock areas, and sales floor. Physical activities include using hand tools, bending, stooping, climbing, and reaching. Effective verbal and written communication skills
Basic math and reading skills, legible handwriting, and attention to detail
Ability to work as part of a team and interact effectively with others

Minimum Age-17+ years old

Additional-Overnight Availability 10PM to 6AM 1-3 nights per week

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13936915&oq=warehouse&item=7&searchid=d48a290d-7d1d-1db7-0a1f-4a3bce0fd3ba&src=title>

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Job Title: Shipping/Receiving Clerk

Company R4 Records Management

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

Location: 1301 West 35th St

Chicago, IL 60609

We have an immediate opening for a Shipping/Receiving Clerk.

Must be able to work various shifts per week.

Must have a high school diploma or equivalent.

Be authorized to work in the United States.

Wage: \$19

Additional Info

Minimum Age-21+ years old

Primary responsibilities to include:

- Shipping and Receiving
- Light building and grounds maintenance
- Assist warehouse staff as needed

The ideal candidate will possess:

- Strong work ethic with a solid work history
- Valid driver's license and reliable transportation
- Strong understanding of UPS/FedEx software and freight shipping procedures (minimum of 6 months shipping experience)
- Ability to stay productive while working independently or with little supervision
- Ability to work some evenings and weekends during busy season
- Ability to work as team player and assist other departments on off season when shipping needs are low
- Building maintenance experience
- Forklift operation experience
- Ability to stand for 8 hour shift and lift 50+ lbs repeatedly (on occasion)
- Experience driving a 26' box truck cross state

Passing of a background check and drug screen are a condition of employment.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=15785421&oq=warehouse&item=4&searchid=d48a290d-7d1d-1db7-0a1f-4a3bce0fd3ba&src=title>

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Job Title Mover

Company Two Men And A Truck

Job Type Full-time, Part-time

Hours Not Specified

Wages: 9-12 an hr

Location: 4201 W. 36th St

Chicago, IL 60632

We have an immediate opening for a Mover.

Must be able to work at least 1 shift per week and be available weekdays and weekends.

Be authorized to work in the United States.

Background check required.

Wage: 9-12

Additional Info

Driving-Undefined

Minimum Age-18+ years old

TWO MEN AND A TRUCK moving company is hiring 50-80 movers for part time and full time positions to join our Chicago team. We need friendly, courteous, and professional workers to join our team in Chicago, IL. No moving experience is necessary, but you must live within 30 minutes of Chicago, IL.

Applicants should be in excellent physical condition as this is a very physically demanding job. In addition, applicants must be able to pass a pre-employment drug test and criminal background screening (absolutely no felony convictions, theft convictions or sexual crime convictions).

There are 2 ways to move forward with our company. Apply online or visit our Elmhurst office on Tuesdays and Thursdays between 10AM and 2PM for an open interview. See details below.

*Apply in person: Tuesdays and Thursdays 10am - 2pm Two Men And A Truck
720 N Larch Avenue Elmhurst, IL 60126*

NOTE: ALL INTERVIEWS FOR OUR CHICAGO LOCATION ARE HELD AT OUR ELMHURST OFFICE

Call our 24 hour job hotline for more details: 773-250-1530

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

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Job Title IL Customer Service Representative

Company Family Dollar
Job Type Full-time, Part-time
Hours Not Specified
Location: Chicago, IL 60623

General Summary:

As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

Principle Duties & Responsibilities:

Provides customer engagement in positive and approachable manner.
Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor.
Independently stocks shelves and recovers merchandise in the store.
Accurately handles customer funds and processes transactions using the POS system.
Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Position Requirements:

Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.
Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments.
Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.
Availability : Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.
Skills & Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=14846290&item=4&searchid=e0a76d9c-34df-558b-6ce1-8b1eadaab91c&src=title>

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Job Title Maintenance Supervisor

Company Dave & Buster's
Job Type Full-time, Part-time
Hours Not Specified
*Location: 1030 N Clark St
Chicago, IL 60610*

YOU WILL BE GREAT AT D&B IF:

You do it all including windows!
Nobody dusts and polishes like you do!
You use all chemicals properly in the correct quantities for safety and cost control.

Sanitation is the name of the game.
You have a friendly engaging style that our coworkers enjoy!
You love working for a growing company.
You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!
Dress the part - cool dress guidelines that you won't be embarrassed to wear!
Come in, clock in and join the fun!
Cleanliness is the name of the game!

Quality adherence and sanitation are just a given!
We work hard and we play hard, so when you need it - take a break.
Back to the floor, showing endless fun!

The shift is over - Everything is clean and put away, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.
First job or second job, it does not matter! Enjoy schedule flexibility!

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=17843848&item=1&searchid=52b3d1fb-d9a8-c1ae-6831-e7d82f1fa4d3&src=title>

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Order Builder (Loader)- Part-Time 7pm - 3:30am

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV033718

Full or Part Time : Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.
- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.
- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-part-time-7pm-330am-alsip-illinois-job-1-4473565>

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Driver Merchandiser- Class A Required

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV028238

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-required-alsip-illinois-job-1-4419242>

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Merchandiser Seasonal-St. Charles IL

Talent Area: Merchandising/Merchandiser

Location: St Charles, IL, USA

Requisition Number: HV033439

Full or Part Time: Seasonal/Casual FT

Physical Abilities

- Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance.
- Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees.
- Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance.
- Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination.
- Ability to exert oneself physically over sustained periods of time to complete job activities.
- Ability to read information in small, medium, and large print.
- Ability to stand a minimum of 6 hours during the workday.
- Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*

- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-st-charles-il-st-charles-illinois-job-1-4461021>

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