



## Manager

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager>. You could end up working in show business.

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773.378.5902 fax 773.378.5903  
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**CLASS TITLE: Accountant I**

Code: 0101

Administrative Service

Clerical, Accounting and General Office Group

Accounting and Auditing Series

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, the class performs entry level professional accounting duties; and performs related duties as required.

**ESSENTIAL DUTIES:**

Participates in the preparation and set up of program and operating budgets; codes, records and updates journal entries including expenditures, account transfers and budget revisions using manual and computerized spreadsheets; audits financial documents to ensure entries are accurate, appropriately allocated to accounts and comply with contract and funding guidelines and documents errors and reconciles accounts as needed; monitors account balances and recommends spending adjustments and fund re-allocations to ensure the availability of funds to cover expenditures; prepares basic financial statements, balance sheets and financial reports using computer spreadsheets; analyzes historical records and anticipated economic trends and participates in forecasting future expenses and revenues.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Accounting, or related field with 15 semester hours in Accounting.  
**Knowledge, Abilities and Skill.** Some knowledge of generally accepted accounting principles. Some knowledge of auditing techniques. Some knowledge of budgeting, cost analysis and forecasting principles. Some knowledge of financial report preparation. Some knowledge of accounting software. Ability to apply basic accounting theories. Ability to audit and analyze basic financial data and prepare budgets and financial statements. Ability to use computerized spreadsheets. Some skill in the application of generally accepted accounting principles. Some business math skills. Some analytical skills. Good oral and written communication skills. Some skill in using computers.  
**Working Conditions.** General office environment.  
**Equipment.** General office equipment.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0100.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0100.html)

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**CLASS TITLE: ASSISTANT PAYROLL ADMINISTRATOR**

Code: 0114

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

**CHARACTERISTICS OF THE CLASS**

Under general supervision, assigns, supervises, and reviews the work of staff engaged in the preparation and processing of payrolls for a City department, and performs related duties as required

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Three years of progressively responsible timekeeping and payroll administration experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications  None

WORKING CONDITIONS  General office environment

EQUIPMENT  Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)  Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

Moderate knowledge of:  applicable federal, state, and local laws, regulations, and guidelines  \*timekeeping, payroll, and salary methods, practices, and procedures

Some knowledge of:

\*applicable mathematical principles and applications  \*supervisory methods, practices, and procedures  applicable computer software packages and applications (e.g., Oracle)  \*customer service techniques. Knowledge of applicable City and department policies, procedures, rules, and regulations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0100.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0100.html)

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**CLASS TITLE: PAYROLL ADMINISTRATOR**

Code: 0121

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

**CHARACTERISTICS OF THE CLASS**

Under direction, oversees the preparation and processing of payrolls and related personnel documents in a large City department, and performs related duties as required

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Five years of timekeeping and payroll administration experience of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications  None

WORKING CONDITIONS  General office environment

**EQUIPMENT**

Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)  Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0100.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0100.html)

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## Facility Maintenance Manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is.

And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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## **Kitchen Manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:  
Ensure all menu items are fresh, appetizing and properly prepared  
Provide service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Follow recipes to ensure consistent food quality and presentation  
Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality  
Update prep lists to ensure proper amounts of products are always available  
Communicate with cooks to ensure proper assembly of orders within average ticket time  
Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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### **Restaurant Theatre Manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:  
Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:  
Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary. Overseeing an individual theatre department, as assigned by theatre general manager. Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

So, think you have what it takes? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable work experience? If you're nodding your head "yes," then apply now!

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**JOB: STAFF ACCOUNTANT**  
ABC

Job Description: WLS-TV, Chicago's #1 news station, seeks a Staff Accountant with a proven track record handling multiple projects simultaneously.  
Job Responsibilities: The Staff Accountant will be responsible for day-to-day general accounting functions, month end close & reconciliation, financial reporting, budgeting & forecasting, fixed asset maintenance and special projects.

Basic Qualifications: Candidates must have 2-4 years of related experience.  
Preferred Qualifications: SAP experience preferred. Media industry experience a plus.  
Required Education: Bachelor's degree in Accounting  
Additional Information: Interested applicants may send their cover letter and resume to Laura Graves, VP Planning and Business Operations, WLS-TV, 190 North State Street, Chicago, IL 60601. Applicants may also upload a cover letter and resume online at [www.disneycareers.com](http://www.disneycareers.com). No phone calls please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability  
Reporting Location - Chicago, IL

**JOB: ENG MAINTENANCE SUPERVISOR**  
ABC

Basic Qualifications:  
Ideal applicant has a strong technical background in digital ENG systems including HD and SD video systems, maintenance of vehicles, cameras, microwave systems and satellite uplinks. A minimum of 5 years technical maintenance experience is required. Candidate must be a self-starter and highly organized. He or she must also exhibit an ability to work with Engineering and News personnel in a demanding environment. Applicant must be comfortable working in an IT - intensive environment.  
Preferred Education: College degree in Electrical Engineering or SBE Certification preferred.

Additional Information: Send resume to Kal Hassan, VP & Director of Engineering, WLS-TV, 190 North State Street, Chicago, IL 60601. Applicants may also upload their cover letter and resume at [www.disneycareers.com](http://www.disneycareers.com). No phone calls please.  
Salary per NABET/ABC Agreement. Job hours may involve nights and weekends.

Equal Opportunity Employer - Female/Minority/Veteran/Disability  
Reporting Location - Chicago, IL

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Job Posting Title: Sales Planner – Digital

The responsibilities of a Sales Planner are to manage deals and inventory from proposal to billing to post-analysis. Sales Planner will be a critical component of a successful sales team through ongoing management of an AE's book of business, with increasing sales responsibilities as assigned based on tenure and expertise.

#### Basic Qualifications

- 1+ years experience in digital media and/or media planning experience for a major publisher or agency
- Demonstrate proficiency in digital media math and analysis
- Ability to manipulate data for analysis and presentation
- Knowledge of digital industry
- Ability to learn all computer related functions/systems
- Ability to work independently as well as be a team player
- Able to multi-task in a fast-paced, deadline-driven environment
- Highly organized and detail oriented
- Exceptional organizational and prioritization abilities
- Must be client service driven
- Excellent written, verbal and interpersonal communication skills
- Proficient in Outlook (create/edit emails and appointments), Word (create/edit documents), Excel (create/edit documents), Power Point (create/edit presentations)

#### Preferred Qualifications

- 2+ years experience in digital media and/or media planning experience for a major publisher or agency
- Freewheel, Atlas, MediaVisor, iDesk a plus

Required Education • Bachelors degree or equivalent experience

Job Posting Industries Television

Additional Information • Equal Opportunity Employer –

Female/Minority/Veteran/Disability

Primary Location-City Chicago

Primary Location-State IL

Primary Location-Country US

Auto req ID 191419BR

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25348&siteid=5039&jobid=192939>

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**CLASS TITLE: Financial Manager - TIF**

Code: 0133

Administrative Service

Clerical, Accounting and General Office Group

Accounting and Auditing Series

**CHARACTERISTICS OF THE CLASS:** Under direction, performs comprehensive financial analyses of City-wide tax increment financing (TIF) projects; and performs related duties as required.

**RELATED DUTIES:** May analyze financial legislation that impacts upon the operations and policies of the Comptroller's Office such as modified tax rates and aid for school reform.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics or directly related field supplemented by five years of progressively responsible experience in financial analysis, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Considerable knowledge of state legislation and municipal ordinances and regulations governing tax increment financing. Considerable knowledge of municipal financing practices and techniques. Considerable knowledge of financial analysis methods and practices.

Ability to analyze financial data to recommend cost efficient methods of financing proposed development projects. Ability to interpret accounting records of private developers and summarize their financial position. Ability to negotiate financing terms with real estate developers and participating City departments.

Considerable skill in assessing financial and economic data and conditions. Skill in using statistical modeling software to prepare projections of incremental property tax revenue. Excellent 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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**CLASS TITLE: Supervising Timekeeper**

Code: 0164

Administrative Service

Clerical, Accounting and General Office Group

**EXAMPLES or DUTIES:**

Monitors the work of departmental timekeepers to verify the presence of employees at worksites: prepares time verification reports showing employee's name, job title, time checked in or out, and/or reason for absence: submits daily report to supervisor: assigns and directs the work of subordinate timekeeping personnel: trains and instructs timekeepers in proper payroll and timekeeping methods and procedures: performs routine mathematical calculations to establish total time worked for each pay period per employee: prepares payroll sheets and signs and forwards them for computation of net earnings: examines and reviews returned payroll sheets to ensure accuracy: resolves complaints pertaining to timekeeping methods or procedures.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience.**

Two years of progressively responsible timekeeping and payroll preparation experience, or an equivalent combination of training and experience.

**Knowledge. Abilities and Skill.**

Considerable knowledge of modern timekeeping and payroll preparation methods. Considerable knowledge of timekeeping and payroll regulations. Considerable knowledge of modern office practices and procedures.

Ability to plan, organize, supervise, and review the work of subordinate staff. Ability to train staff in proper payroll and timekeeping methods and procedures. Ability to perform routine mathematical computations. Ability to communicate effectively orally and in writing. Considerable skill in the application of modern payroll and timekeeping procedures.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0100.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0100.html)

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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: \$3,891.00 - \$5,797.00 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.

**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, Fax #312/814-6251.

**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](http://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](mailto: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 1**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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## **SERVICE LANE TECHNICIAN**

Location: CHICAGO

Department: Maintenance

Application Deadline: Wednesday, June 25, 2014

### Key Duties:

- Performs preventive maintenance inspections on motor coaches in accordance with company standard operating procedures to include but not limited to checking and filling oil, antifreeze, power steering, transmission fluid, brake fluid, windshield washer fluid
- Completes a safety risk assessment prior all work performed
- Ensures work orders are completed properly and accurately
- Conducts appropriate course of action for repairs and follow up on written/printed repairs orders and ensures proper information flow of work order data both on daily vehicle inspection reports and input into maintenance computer system
- Inspects all buses during fueling or on a regularly scheduled basis for physical damage. Any damage will be reported immediately to the supervision/foreman
- Performs light interior & exterior maintenance on buses as required (i.e. seat repair, mirror adjustment & replacement, jump starting buses & lamp replacement)
- Evaluates completed work prior to release and seeks supervisor/foreman approval where required.
- Ensures safe use of all shop equipment, power and hand-held tools.
- Moves vehicles safely between job and work area and maintains the appropriate credentials to operate a motor coach
- Communicates professionally with team members, supervisors, and customers.
- Actively participates in safety or educational training as required
- In the event of a fuel or fluid spills, takes all necessary steps to contain the spill
- Follows all safety standards & guidelines, including but not limited to, wearing of safety glasses, wearing of steel-toed/safety shoes, appropriate safety gloves as needed, and proper attire
- Performs any other management requests or directives as requested

### Qualifications:

- High School Diploma
- Commercial Driver's License (Passenger endorsement preferred)
- Ability to utilize computer systems to diagnose vehicle systems
- Some computer skill requiring basic data entry into maintenance database
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Must be able to speak and read conversational English

**Additional Information:** Under general supervision of the Lead Man or Foreman, Supervisor or Manager, the Service Technician performs work required to meet and adhere to the company's maintenance policies and requirements.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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### **A Greyhound Professional Motorcoach Operator**

"Making enjoyable travel possible for everyone." is our mission.

As a professional Motorcoach operator, you will safely transport our customers and packages nationwide.

Greyhound Driver Benefits: Offering major medical plans, dental, vision, free travel, 401K with company match and more.

#### Qualifications

To qualify, you must:

Be at least 22 years of age

Pass a DOT physical, criminal background check and drug screening

Have a valid driver's license

Have an good driving record

Must be able to obtain a passport to cross the Canadian border

Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value.

If you cannot do it safely, don't do it!

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

#### Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

#### Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

#### Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <https://www.greyhound.com/en/drivingcareers.aspx>

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**CLASS TITLE: SUPERVISING TIMEKEEPER - LABORER**

Code: 0165

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

**CHARACTERISTICS OF THE CLASS:** Under general supervision, assigns, monitors, and reviews timekeeping and payroll procedures and practices of a large City department, and performs related duties as required

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience  Two years of timekeeping and payroll preparation experience, or an equivalent combination of education, training, and experience Licensure, Certification, or Other Qualifications  None

**WORKING CONDITIONS**  General office environment

**EQUIPMENT**  Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)  Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**  No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

Considerable knowledge of:  timekeeping, payroll, and salary methods, practices, and procedures. Some knowledge of:  applicable mathematical principles and applications  applicable computer software packages and applications (e.g., Oracle)  customer service techniques

Knowledge of applicable City and department policies, procedures, rules, and

Other Work Requirements  **INITIATIVE** - Demonstrate willingness to take on job challenges  **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace  **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations  **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0100.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0100.html)

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**Title: CSR / Teller - 12 DeNovo Downtown Admin -Full Time**

Requisition #: 142223

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 6/6/2014

Grade: 02

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

Job Description: If you are a dynamic and driven Customer Service Representative who has the desire to advance your career with a stable and highly regarded financial institution, join our Customer Service team at Fifth Third Bank! We are seeking dedicated Banking Customer Service Reps to provide excellent customer service in daily transactions, customer inquiries and problem resolution in accordance with Fifth Third Bank policies. As a Banking Customer Service Rep with Fifth Third Bank, you will refer customers to the appropriate business partners for product and service needs uncovered during business transactions and/or conversations. You will also consistently meet and exceed sales referral goals as set by management, promote good customer relations with a friendly demeanor and willingness to help at all times and honor customer confidentiality.

**Preferred Job Requirements**

As a Banking Customer Service Rep with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take the initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Additional preferred requirements for the Banking Customer Service Rep include:

- Minimum 1 year experience in a Banking, Retail, Sales or other role that involves cash handling and customer service
- High school education or equivalent experience
- Strong working knowledge of banking retail policies and procedures
- Advanced math abilities
- Computer proficiency
- Ability to work a flexible schedule
- Ability to lift up to 25 pounds and stand for most of your shift

Fifth Third Bank is proud to be an affirmative action/equal opportunity employer.  
Minorities / Females / Individuals with Disabilities / Protected Veterans

Apply online at

[https://cvg53.ngahrhosting.com/Main/careerportal/Job\\_Profile.cfm?szOrderID=142223&szReturnToSearch=1&szWordsToHighlight=](https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=142223&szReturnToSearch=1&szWordsToHighlight=)

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**Title: Financial Service Rep - Lansing BankMart**

Requisition #: 142362  
Employment Type: Regular  
Full or Part Time: Full-time  
FLSA Status: Non-Exempt  
Division: Retail  
Posted Date: 6/10/2014  
Grade: 05  
Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

**GENERAL FUNCTION:** Provide excellent customer care to customers regarding daily transactions, addressing inquiries, and problem resolution, in accordance with Fifth Third Bank policies. Initiate the sales process through daily customer contact, assisting with the maintenance of the sales environment of the banking center. **ESSENTIAL SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** This position requires SAFE Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS). College degree or equivalent combination of education and experience required. Some experience in a sales environment preferred. Financial industry experience a plus. Work involves cash handling, and ability to perform advanced math functions. Work involves contact with the public, necessitating the ability to present a professional image. Must have the ability to interact comfortably and confidently with the public and demonstrate the initiative to initiate dialogue. Work requires the ability to properly read and write well enough to communicate in both oral and written form. Position requires an in-depth knowledge of retail policies and procedures in order to utilize good judgment in making sound decisions. Work requires the ability to take initiative and diplomacy and tact in problem resolution. Work involves product knowledge for the level of selling and cross-selling performance expected with position. Must be able to work in a team environment with the ability to interact well, and in a positive m **WORKING CONDITIONS:** .Normal office environment. .Extending viewing of computer screens. .Moderate lifting up to 25 pounds. .Repetitive hand and arm movement. .Environment may necessitate excessive standing; up to 100%, with a minimum of 25% of the workday.

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**Title: Retail Associate**

Requisition #:142233

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 6/6/2014

Grade: 07

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

**GENERAL FUNCTION:** Performs a variety of duties at the banking center level within the framework of a management training program, involving a rotation through various banking centers and bankmarts. Becomes familiar with the operations and procedures of retail banking, and acquires the knowledge and experience required for assuming an Office Manager position. **DUTIES & RESPONSIBILITIES:** \* Observes retail operations and workflow to become familiar with the function of each position. \* Performs the duties and jobs required by the training program to gain first hand knowledge of the total retail operation. \* Gains knowledge of the various products and services solicited within the retail environment so as to be able to sell and cross-sell effectively. \* Builds a network of resources within retail and supporting divisions, upon which to call for assistance in a management capacity. **SUPERVISORY RESPONSIBILITIES:** None

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Work involves contact with the public, necessitating the ability to present a professional image. Work requires the ability to properly read and write well enough to communicate in both oral and written form. Must be able to work in a team environment with the ability to interact well, and in a positive manner. Work requires the ability to multi-task and to be flexible. Work requires the ability to demonstrate initiative as this is a training program structured to involve extensive self-learning. \* This position requires S.A.F.E. Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS). The NMLS web site ([mortgage.nationwidelicencingsystem.org](http://mortgage.nationwidelicencingsystem.org)) provides the MU4R questions and registration required for employment in this position.

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