



Title: CSR / Teller - West Chicago BC - Part Time

Requisition #: 142242

Employment Type: Regular

Full or Part Time: Part-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.

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=142242&szReturnToSearch=1&szWordsToHighlight=

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CLASS TITLE: Accounting Technician I

Code: 0189

Administrative Service

Clerical, Accounting and General Office Group

Accounting and Auditing Series

CHARACTERISTICS OF THE CLASS: Under supervision, performs paraprofessional accounting and auditing duties; and performs related work as required.

ESSENTIAL DUTIES: Posts transactions involving cash receipts, disbursements and/or accounts payable and accounts receivable to ledgers; prepares trial balances or periodic summary statements to verify the equality of debits and credits or to determine account balances; audits vouchers submitted for reimbursement by examining contracts, budgets, balance sheets and other documents to determine if costs are allowable; verifies computations on voucher extensions; calculates totals and determines the appropriateness of supporting documentation.

RELATED DUTIES: Uses computerized accounting systems to record and reconcile accounting records; may assist supervisor in the preparation of financial statements, cost reports and bank reconciliations.

MINIMUM QUALIFICATIONS:

Training and Experience. One year of paraprofessional accounting or auditing experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Some knowledge of generally acceptable accounting principles and practices. Some knowledge of accounting terminology. Some knowledge of financial record keeping and reporting.

Ability to analyze financial transactions and make original or adjusting entries. Ability to read and interpret financial statements, contracts and reports. Ability to trace transactions through financial records. Ability to use a personal computer.

Working skill in recording and reconciling financial transactions. Good communications skills. Some positions require skill in computer operations. Working Conditions. General office environment. Equipment. General office equipment, including calculators and computers for some positions.

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: Auditor I

Code: 0191 Administrative Service
Clerical, Accounting and General Office Group
Accounting and Finance Series

ESSENTIAL DUTIES: Examines basic accounting records and computerized ledgers to determine compliance with generally accepted accounting principles, the municipal tax ordinance and funding agency and contract specifications; interprets tax ordinances, contract specifications and reporting requirements to business managers and delegate agency personnel, respectively; reviews routine tax returns, invoices and related business documents to determine the tax liability of business establishments; audits invoices, journals and bank statements of delegate agencies to ensure compliance with funding source and contract requirements and recommends corrective action for contract violations; computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance; organizes financial data and prepares computerized spreadsheets and analyses of data; assists in preparing summaries of audit findings for inclusion in comprehensive reports.

MINIMUM QUALIFICATIONS: Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting. A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Some knowledge of generally accepted accounting principles. Some knowledge of auditing techniques. Some knowledge of financial management and auditing principles. Some knowledge of financial report preparation. Some knowledge of financial software. Ability to apply basic auditing principles. Ability to audit and analyze moderately complex financial data and assist in preparing segments of audit reports. Ability to use computerized spreadsheets. Ability to travel out of state on audit assignments. Skill in the application of generally accepted accounting principles. Some business math skills. Some auditing skills. Some analytical skills. Good oral and written communication skills. Some skill in using computers. 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: Supervisor of Disbursements

Code: 0197

Administrative Service

Clerical, Accounting and General Office Group

Accounting and Auditing Series

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises, plans and organizes the activities of the computerized accounting and auditing section of the Disbursements Division of the Department of Finance, and performs related duties as required.

EXAMPLES OF DUTIES: Supervises the balancing and maintenance of the daily financial reports generated by the City's computerized accounting system; supervises the auditing of supply contracts, purchase orders and direct vouchers for the purpose of ensuring accuracy of information and conformity to expenditure requirements; coordinates the year-end closing of all city accounts including carrying over all contract balances to the next year; supervises the preparation of monthly statements of disbursements and encumbrances of the Corporate Fund; issues stop payment orders on lost, missing or stolen checks; functions as liaison with Data Center representatives in order to evaluate and coordinate new programs and systems to be implemented on the computerized accounting system. Distributes monthly management and contract reports to city departments; advises city departments and agencies regarding the correct distribution of voucher changes and related accounting transactions; maintains a lien file on city contracts.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting, supplemented by five years of accounting or auditing related experience, including two years of supervisory experience, or an equivalent combination of training and experience is required. **Knowledge, Abilities and Skill.** Considerable knowledge of accounting principles; good knowledge of financial operations of city government; good knowledge of relevant municipal ordinances, rules and regulations. Ability to plan, assign and supervise the work of subordinate employees. Ability to exercise tact and good judgment in dealing with subordinates, management personnel and other governmental agencies. Good working skill in the application of modern accounting methods and techniques.

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CLASS TITLE: Field Payroll Auditor

Code: 0175

Administrative Service

Clerical, Accounting and General Office Group

Accounting and Auditing Series

CHARACTERISTICS OF THE CLASS:

Under general supervision, audits and processes payrolls for field staff, and conducts field visits to audit timekeeping and payroll practices: and performs related duties as required.

EXAMPLE~ OF DUTIES:

Receives and audits time rolls submitted from field offices to determine validity and accuracy of time recorded: resolves discrepancies on time rolls and authorizes payment: conducts field visits to review timekeeping practices: instructs field staff on proper timekeeping procedures: prepares and codes dummy payrolls and submits to the Data Center for processing: keeps field staff apprised of overtime pay policies for union employees: maintains records on payroll deductions, employee benefits, insurance, accrued leave and personal information: receives. reviews for accuracy and sorts pay checks for distribution to appropriate field locations: responds to employee inquiries regarding pay scales and overtime policies: prepares personnel expense reports: prepares quarterly reports.

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. Good knowledge of the municipal salary ordinance. Good knowledge of the City's timekeeping and payroll procedures. Good knowledge of payroll deductions. Ability to audit and process payrolls. Ability to instruct staff in timekeeping procedures. Ability to maintain records and prepare reports. Ability to communicate effectively orally and in writing.

Working skill in processing payrolls.

Working skill in performing general clerical duties.

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CLASS TITLE: Supervisor of Cost Control

Code: 0159

Administrative Service

Clerical, Accounting, and General Office Group

Accounting and Auditing Series

CHARACTERISTICS OF THE CLASS: Under general direction, supervises the processing and preparation of vouchers, purchase orders, requisitions and payrolls and maintains cost accumulation data; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises the operation and maintenance of manual and computerized cost accounting and control systems; directs the activities of subordinate personnel engaged in the performance of clerical, bookkeeping and data entry operations; monitors the posting of transactions into a computerized accounting system and onto accounting ledgers; reviews and compares source documents against computer printouts to ensure that data is accurately entered into the system; reconciles discrepancies that occur in computer printouts; reviews records to ensure that costs are allocated to appropriate accounts and projects; supervises and participates in the preparation of periodic financial reports detailing expenditures, operating costs, incoming revenue, encumbered purchases, fund balances and cash flow; assists in the preparation of budget documents; compiles cost accumulation data; prepares periodic status and progress reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field, supplemented by two years of progressively responsible experience in accounting; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Considerable knowledge of the principles, practices and methods of accounting. Considerable knowledge of electronic data processing applications for cost accounting and control systems. Good knowledge of office management principles and methods. Ability to plan, assign, organize, supervise and review the work of subordinate personnel. Ability to prepare and interpret complex financial data. Ability to prepare reports and maintain records. Considerable skill in the application of accounting methods and techniques. Considerable skill in identifying and correcting accounting errors.

Apply online at

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Job Title: Public Health Program Specialist II

Agency: Public Health

Closing Date/Time: Mon. 06/23/14 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#: IDPH 81799

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in health education, physical and biological science. Prefers MPH, PhD or ScD in public health, sociology and/or Health Law. Requires two years of professional experience in a health education or investigation program. Requires experience working in maternal, infant or family health, and public health community programs. Requires experience working knowledge of and ability to apply knowledge of concepts related to health disparities and health improvement program development. Requires prior experience of engaging effectively with a wide range of public, private and volunteer organizations. Requires the ability to travel.

Work Hours & Location/Agency Contact:

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

Office of Women's Health

Division of Maternal, Child, and Family Services

122 S. Michigan Ave. Springfield, 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).

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Job Title: Registered Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$4,527.00 - \$6,141.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 34-50-13-Cont. 2

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact:
Jeri Gulli
815/468-6581 ext 328

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: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

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 MC - Manual Communicatn Skill

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Job Title: Rehabilitation Counselor Aide II

Agency: Veterans Affairs

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

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Bid ID#: 34-00-14-82734

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school and two years of experience in community organization work, group leader work, social-action work or in a related capacity which has provided an understanding and acceptance of the problems of the disabled or disadvantaged people. - OR - Requires knowledge, skill and mental development equivalent to two years of college with courses in social science, psychology, sociology or related courses. Requires possession of an appropriate valid driver's license. Requires ability to meet and deal effectively with disabled and disadvantaged persons in their own environment. Requires ability to earn the respect and confidence of the community. Requires ability to develop awareness and sensitivity to feelings, attitudes and trends among the residents of the community. Requires ability to interpret and apply rules and regulations. Requires ability to follow instructions correctly. Requires ability to read and write effectively.

Work Hours & Location/Agency Contact: Work Schedule: To be determined

IL Veterans' Home

Homeless & Disabled Veterans' Program

#1 Veterans' Drive, Manteno, Illinois 60950

Contact: Renee Dougherty

Human Resources 833 South Spring Street Springfield, IL 62704

217/785-1788 217/557-7235-Fax

How to Apply:

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

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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: Veterans Service Officer

Agency: Veterans Affairs

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

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-25-14-82476

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: (i) The veteran must have served a total of at least 6 months (ii) The veteran served for the duration of hostilities regardless of length of engagement. (iii) The veteran was discharged on the basis of hardship. (iv) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions.

* Dates of Hostilities specified in Classification Specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact: Days: Monday-Friday Hours: 8:00am - 4:00pm 1/2 hour lunch break

Location: IDVA Chicago VA Regional Office
2122 W. Taylor, Suite 127 Chicago, IL 60612

Contact: Renee Dougherty 833 South Spring Street Springfield, IL 62704

Phone: (217) 785-1788 Fax: (217) 557-7235

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

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Sales Associate (Non Commission) job in CHICAGO

Requisition ID: 311315BR

Job Function: Sales

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Brand: Sears Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for: selling and servicing customers within one or more departments, including Lands' End, Footwear, and Fine Jewelry; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay; however, the compensation structure may vary by department or store.

- Takes ownership for enhancing the customer experience, assisting customers by utilizing approved consultative selling practices and guidelines to identify customer needs and provide appropriate solutions
- Consistently meets or exceeds associate performance standards
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience and provide customer solutions when the product is not available in the store
- Maintains current knowledge of merchandise lines; product features, benefits and availability; Sears Advantages, such as the price match and price protection policies; and, if applicable, delivery, installation and/or service options to respond to customer needs
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Sears Purchase Protect, delivery, installation and other miscellaneous income opportunities)
- Processes customer transactions in the Point of Sale system, including sales, returns and exchanges in accordance with authorized procedures
- Completes required training in the expected timeframe, and participates in ongoing learning opportunities
- Partners with other selling and sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones and ring register)
- Maintains merchandise standards and ready all day standards within assigned departments, including replenishment and housekeeping for associates in all departments (and ad set up/take down for associates in Home Appliances, Fine Jewelry and Footwear; pad set up for associates in Home Improvement)
- Uses basic internet navigation to access and print information and reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/294503/Sales-Associate-Non-Commission-Illinois-IL-Chicago>

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Guest Services Representative - Hotel Indigo Gold Coast - Chicago, IL

Job: Reservations -United States

Schedule: Full Time

Job ID: CHI001291-EN

Do you see yourself as a Guest Services Representative?

What's your passion? Whether you're into tennis, shopping or karaoke, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

We currently have a Guest Services Representative position available at our Hotel Indigo Gold Coast - Chicago, IL property.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

This position requires an individual with a friendly disposition, preferably with prior Front Office experience in a full service hotel. The Guest Services Rep will frequently be standing during their shift.

Salary Range: \$12.00 - \$14.00/hourly

Job Requirements:

High School diploma or equivalent, plus one year front desk/guest service experience. Other Information - Some college preferred. May be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial package and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer Minorities / Female / Disabled / Veterans

Apply online at <http://ihg.jobs.net/job/Guest-Services-Representative-Hotel-Indigo-Gold-Coast-Chicago-IL/J3G4JF65Z11X5JM7J16/>

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Part - Time Laundry Attendant / Crowne Plaza

JOB OVERVIEW:

The Laundry Attendant is responsible for folding, ironing, sorting, and maintaining the proper storage of all Hotel items.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be on feet for long periods, ability to lift/push/pull 35+ lbs.
- Must be willing to work a variety of day, night, and weekend shifts.
- Must be able to work all Holidays.
- Must be able to converse in Basic English.
- Ability to bend, stoop, and reach repeatedly.
- Must have excellent interpersonal skills and meet or exceed guests and team expectations and standards.
- Must meet grooming standards.
- Must have a high level of energy.
- Must enjoy working independently.
- Must be a citizen of this country or possess a valid work permit.

- Must attend department meetings.

Apply online at <http://ihg.jobs.net/job/Part-Time-Laundry-Attendant/J3G780621TXY3TVS576/>

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Administrative Assistant

Company: WorkForce10

Salary: Competitive

Location: Nationwide

Industry: Business - Entry Level

Experience: No Experience Required

Education: High School Diploma or GED

Description:

Administrative assistants are needed to perform routine clerical and administrative duties for a wide variety of settings, from large corporate offices and healthcare facilities to medical offices, financial services providers, etc.

Typically, administrative assistants are called upon to organize files, draft messages, schedule appointments, and support other office or organizational staff. Both part- and full-time positions are available, as well as night and weekend opportunities, depending on the work location.

Minimum requirements include a high school diploma, and basic office and computer skills. Administrative assistants usually operate videoconferencing, fax, and other office equipment as well. Most locations offer on-the-job training for many day-to-day tasks.

Apply for an administrative assistant job today.

About WorkForce10

WF10 is building the largest candidate network of job applicants. Register today with our eStaffing agency to be considered for several job opportunities in your area from current placement to future openings. Our core expertise is in entry level and mid level position placement. We will contact you via email and/or by phone for placement opportunities. Our corporate headquarters are located in Tempe, AZ; but our eStaffing approach gives us national reach in over 250 major cities and in secondary markets. Our Career Advisors and Recruiting Managers are available 7 days a week to advise potential employees on immediate job openings, placements and benefits of entering our candidate network.

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Administrative Assistant

Sargent & Lundy, LLC - Chicago, IL

Job Number 160793835

Job Description

Sargent & Lundy is a worldwide leader in professional services for the electric power industry. We currently have a full-time opening for an administrative assistant at our downtown Chicago office. In this position you will provide standard administrative or operations support services to engineering projects and programs with specific instruction.

Duties will include:

- * Heavy data entry
- * Preparing documents for copy and distribution
- * Document management and retrieval
- * Manage documents using established processes and procedures
- * Interaction and communication with clients
- * Schedule meetings (Lotus Notes/Outlook)

Qualifications: To be successful in this position the candidate should be flexible, proactive, detailed and be focused on results.

Candidate's qualifications should include:

- * High school diploma or equivalent, some college level education in English/writing a plus
- * Two or more years of administrative experience
- * Proficiency in MS Word, Excel and Access with keyboarding skills (50+ wpm), Adobe Acrobat
- * Good organizational and communication skills
- * Willing to work overtime
- * Previous experience with engineering or construction firms a plus

Include typing speed and salary history/expectations with your resume. Sargent & Lundy is an Equal

Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any protected status as defined by law.

EOE Minorities/Females/ Disabled/Protected Veterans

Apply online at <http://www.beyond.com/jobs/administrative-assistant-chicago-il-160793835-job.html>

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Merchandising and Pricing Associate job in CHICAGO

Requisition ID: 343652BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

Location: 4730 W IRVING PARK RD,FLS- SEARS SIX CORNERS IL,CHICAGO, IL

Brand: Sears Business Unit: Stores - Sears Hourly Store: 01380: Sears Six Corners IL

Responsible for providing excellent customer service, and executing marketing-related requirements, such as ad set-up and takedown, promotional set-up, and replenishment of promotional merchandise. As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts.

- Takes ownership for enhancing the customer experience
- Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register)
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Sets and maintains sales floor to national merchandising and presentation standards
- Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typicals
- Performs promotional ad setup and take down without error or omission
- Performs accurate count updates and inventory adjustments
- Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity
- Footwear: Maintains a neat and orderly stock room to facilitate identification of merchandise to be brought to the sales floor
- Footwear: Utilizes pull list and Fill Floor processes to replenish sales floor
- Footwear: Actively stocks sales floor throughout the day with merchandise from the stock room for maximum in-stock position
- Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by Backroom Associates
- Adheres to merchandise protection standards
- Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned.
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/303663/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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Cashier job in CHICAGO

Requisition ID: 343668BR

Job Function: Cashier

Employment Category: Regular, Part-time

Location: 4730 W IRVING PARK RD,FLS- SEARS SIX CORNERS IL,CHICAGO, IL

Post Date: 06/09/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01380: Sears Six Corners IL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

- Takes ownership for enhancing the customer experience • Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience • Completes customer transactions accurately and efficiently at point-of-sale • Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities) • Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues • Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours • Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports • Performs other duties as assigned • Basic reading, arithmetic, writing and oral communication skills • Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/303649/Cashier-Illinois-IL-Chicago>

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Fitness Center Attendant (Part Time & Full Time openings available) - InterContinental Chicago Magnificent Mile

Job: Health / Gym / Club -United States

Schedule: Part Time

Job ID: CHI001260-EN

The Career Opportunity: Fitness Center Attendant (Part-Time & Full Time openings available)

This role inspects, stocks, and maintains the Health Club in a clean and orderly manner and promotes a relaxing and enjoyable environment while ensuring the security of the guest by verifying guest registration.

Qualifications: High School diploma or equivalent. One to two years prior Customer Service experience is required. Must have excellent Verbal and Written Communication. Computer skills are required. Cash handling and use of P.O.S. software is required. Previous experience working in fitness center environment is a plus, but not necessary. Will be required to work rotating shifts including evenings, weekends, and/or holidays.

This role requires the following Abilities and Desired Behaviors:

- Must speak fluent English, using correct grammar
- Must be able to maintain a highly positive and friendly image that will reflect well on hotel's overall professional appearance
- Computer Skills
- Guest/Client focus
- Must be able to adhere to hotel's grooming standards
- Able to work in fast paced environment with attention to details
- Able to prioritize, organize and follow-up
- Ability to think clearly, quickly and make concise decisions
- Ability to focus on guest needs, remaining calm and courteous
- Ability to move, push, pull or lift 20-40 lbs.
- Ability to kneel and bend
- Able to work in indoor pool environment

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Fitness-Center-Attendant-Part-Time-Full-Time-openings-available-InterContinental-Chicago-Magnificent-Mile/J3J75P6M4S11BS1KV6N/>

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