



## **Vehicle Service Attendant (Car Detailer) - O'Hare Airport**

Job ID 72818

# Positions 4

Location US-IL-Chicago

Category RAC Operations

Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable). Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids. Clean the exterior of vehicle. (debug and wash). Meet processing and standardization quotas. Perform related tasks as directed by managers. Able to work outdoors in all types of weather conditions.

**Mandatory Requirements:**

**Educational Background:** High School diploma or equivalent education preferred.

**Professional Experience:** Detailing experience preferred.

**Skills:** Must have a valid driver's license and excellent driving record. Ability to drive multiple types of vehicles. Effective verbal communication skills with customers, co-workers and management

**Additional Notes:** Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

**Physical Requirements:** Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/72818/vehicle-service-attendant-%28car-detailer%29---o%27hare-airport/job?hub=20>

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**Macy's Chicago, IL: Retail Cosmetics Sales - Beauty Advisor Nars, Full Time, State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71224881

**QUALIFICATIONS:**

**Education /Experience**

High school diploma or equivalent. Previous cosmetic or fragrance sales experience a plus

**Communication Skills**

Ability to read, write, and interpret labels including warnings and ingredient lists on products. Ability to effectively communicate with and present information to customers, vendors, buyers, peers, and all levels of management

**Mathematical Skills**

Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

**Other Skills**

Superior organizational and time management skills. Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to multi-task in a fast-paced environment. Must possess a strong sense of urgency and a thirst for knowledge. Must be able to lead by example.

**Work Hours**

Ability to work a flexible schedule including days, nights, weekends, holidays, and sales events, based on department and store/company needs.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71224881>

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## **Receptionist**

Job Number 157202582

EEO/Drug-Free Employer

Location: 518 - MCHS - Westmont, Westmont, Illinois

Category: Administrative - Clerical

ExpDate: 6/20/2014

052114\*BSC

### Description:

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team.

- Courteously greeting visitors and directing visitors appropriately.
- Operating switchboard and training others for relief purposes.
- Efficiently processing incoming and outgoing calls.
- Filing and copying documents as needed.
- Typing correspondence, written communication and reports from hard copy as needed.

In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED.

### Position Requirements:

Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.

### Job Specific Details:

Part-time, 15 to 20 hours a week, mostly evenings and weekends. Must be able to work holidays.

Apply online at <http://www.beyond.com/job.asp?id=157202582&src=ALRVIEW>

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## **Legal Secretary/ Immigration or Family Law**

Beacon Hill Staffing Group, LLC 42

### Job Description

Beacon Hill Legal is looking for a legal assistant/legal secretary for a great opportunity in Chicago. This candidate should have a background in either immigration or family law. A detail description is below.

This position reports to two practicing clinical professors/attorneys. In addition to traditional client-related legal work, there are administrative tasks relating to each professor's teaching responsibilities.

Responsibility 6 Clerical duties which include, but are not limited to: mass mailings; sending out client bills; data entry; audit student requirements for certificate programs; prepare check requests, assist in sending client files off-site; answer the phones as needed, as well as once a week; and other clerical duties as needed. Communications: May have contact with students, clients and court personnel. Inquiries are handled via email, telephone and in person. Customer Service: The supervising attorneys, students and clients are the primary customers to this position. Their supervising attorney relies on them to be knowledgeable, organized and reliable. Explains to students how the court system works and how things get done within the system. Strong relationships with clients and court personnel are essential to the effective running of the legal practice so this person needs excellent communication skills.

Knowledge and skills: Ability to type 65 wpm with an error rate of 2% or less. Knowledge of how to prepare legal documents. Proficiency in Word is required. Basic knowledge of Excel and Adobe Acrobat. PCLaw, E-Filing and PACER experience are preferred but not required. Careful attention to detail, good judgment and organization skills are essential in this position. Someone who is proactive and wants to have a positive impact will thrive in this position.

**QUALIFICATIONS** Legal secretarial experience of at least two years. Experience in the family law and/or immigration law areas are preferred. Ability to type 65 wpm with an error rate of 2% or less.

Beacon Hill Staffing Group is an EEO Employer.

Learn more about Beacon Hill Staffing Group and our specialty divisions, Beacon Hill Legal, Beacon Hill Financial, Beacon Hill HR, Beacon Hill Associates, and Beacon Hill Technologies by visiting <http://www.beaconhillstaffing.com/>.

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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
Resumes are required and must be submitted with the application.  
June 11, 2014 through June 24, 2014*

**Engineering Equipment Operator Laborer (EOL) \$23.97/Hour**

AVAILABLE COUNTIES: North Cook, South Cook, DuPage, Lake County (Illinois),  
Dixon/DeKalb, Boone/Winnebago/McHenry  
You must complete a separate application for each county that you are applying for.

JOB QUALIFICATIONS: To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: High school graduate or equivalent is required.

EXPERIENCE:  Two (2) years' experience in driving commercial vehicles over 22,000 GVW (Gross Vehicle Weight) required.

Experience with construction vehicles and equipment is desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

At the time of interview, and at all times thereafter, must possess a valid Class "A" Commercial Driver's License (CDL) with endorsements of air brakes, combination vehicles and tank trucks.  General knowledge of Road Maintenance operations is desired.  The ability to assume a leadership role in supervising employee's on job assignments is desired. Good oral and written communication skills are required.

Vacations are restricted between November 15th to April 1st.  Must be available for mandatory call outs during winter season.  This position requires year round on call for emergency situations including working weekends, nights and holidays.

Overtime is required.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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## **Telephone Interviewer and Bilingual Telephone Interviewer**

### Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

### Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

### To Apply

If interested in applying please email your resume to [employment@telesight.com](mailto:employment@telesight.com).

## **Applications Developer**

### Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.

Work collaboratively as part of a development team. Report directly to department manager.

Work independently with minimal supervision.

### Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

### To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: [systemshr@telesight.com](mailto:systemshr@telesight.com).

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**Job Title: Front Office Specialist - Part Time**

Company: Concentra  
Job Type Name: Administrative/Education Jobs  
City: Elk Grove Village  
State: Illinois  
Degree Required: Other  
Position Type: Full-Time  
Experience Required: 0-2 Years  
Specialty: Office Management Jobs  
Accept Visa Candidates No  
Date Updated: 2014-06-10

**JOB SUMMARY:** Relying on instructions and pre-established guidelines and working under direct or indirect supervision, performs any combination of daily clerical in accordance with Concentra policies and procedures and applicable regulations.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Greets patients and visitors and directs them accordingly.  
Obtains authorization as needed to process patients for services needed.  
Admits patients into OccuSource or manually in accordance with client company protocols. Explains all required paperwork and forms to patients and ensures proper completion of all paperwork.

Answers incoming telephone lines in accordance with company procedures and directs the caller accordingly. Checks out patients either via Occusource or manually according to procedure and distributes records according to the Employer's protocols.  
Files paperwork, medical records and correspondence according to defined company procedure. Dissemination of all paperwork to outside parties including non-injury paperwork, custody and control forms.  
Maintains inventory of office supplies and printed forms.  
Assists in processing patient referrals as required.  
Follows HIPAA guidelines and safety rules as outlined in training received.  
Attends center staff meetings.  
Participates in ongoing training.  
Performs other duties, as assigned.

Apply online at

[http://www.alliedhealthjobcafe.com/jobs/administrativeeducation/office-management/644199/office-management-administrativeeducation.html?a\\_aid=JobsToCareers&utm\\_source=jobstocareers&utm\\_medium=cpc&utm\\_campaign=cpc](http://www.alliedhealthjobcafe.com/jobs/administrativeeducation/office-management/644199/office-management-administrativeeducation.html?a_aid=JobsToCareers&utm_source=jobstocareers&utm_medium=cpc&utm_campaign=cpc)

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## **Finance Manager**

Chicago, Illinois

Financial Services

This is multi-level role (L09/L10).

The Supply Chain Finance Associate Manager will provide central oversight of the Product Costing function within the Cost Accounting group. Additionally, as a Capability and Optimization (C&O) team member, this resource will drive system and process improvements to Product Cost Planning and Controlling throughout the organization.

*For the right candidate, this role can be in Chicago or Indianapolis.*

### Qualifications:

Four year degree in Accounting or Finance.

6-9 years of relevant Finance or Cost Accounting experience.

3-5 years of experience with SAP Product Costing preferred.

Has solid functional knowledge of many or all of the following: plant accounting, bills of materials and routings, production planning and execution, inventory management, warehouse/distribution functions, and business/data reporting.

Must be self-starter and require minimal daily direction.

Innovative thinker with a focus on continuous process improvement.

Results-focused, highly motivated, and able to work with multiple teams simultaneously and prioritize work to balance/achieve conflicting milestones given resource constraints.

Exceptional written and oral communication skills including presentation skills with ability to explain complex/technical issues to end users.

Ability to lead special projects and work effectively with people in all levels and functions in the organization.

Strong problem solving skills and attention to detail.

Proficiency in in Microsoft Office tools (Excel, Word, PowerPoint).

Ability to travel up to 10%.

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=48351BR&cult=en-US>

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**Macy's Water Tower Place, Chicago, IL: Retail Sales Associate, Part Time  
\*Flexible Scheduling Option!\***

Location: Chicago, Illinois  
Job Category: Stores  
Requisition ID: 71223977

*The Part Time "Option 5" schedule selection allows the maximum amount of scheduling flexibility in a retail schedule.*

"Option 5" Sales Associates are: Scheduled for one to two shifts per week, based on their availability. Able to pick up additional shifts each week using our self-select tool. Able to maintain work-life balance by designating three non-event selling days per month as "unavailable" to work. Enjoy a retail discount of up to 20% on their purchases. Eligible for paid time off and other benefits if minimum hours requirements are met. Typically available to work when our business needs are the greatest, including Friday nights, weekends, holidays, and big events

Details on My Schedule Plus and "Option 5" are described during the interview process.

**Key Accountabilities:**

While all positions within Macy's require working as part of a team to meet department and store objectives, your individual responsibilities as a Retail Sales Associate may include: Greet and make a connection with each customer; actively listen to determine his/her needs and present options to meet those needs. Utilize product knowledge and selling skills to build repeat business and create a lasting positive impression of you, your store, and Macy's. Maintain selling floor, stock areas, and fitting rooms where applicable to present a clean, neat, and easy to shop environment. Follow all Loss Prevention and safety procedures. Perform other duties as required

**Skills Summary:**

Previous retail sales experience preferred, but not required  
Goal-oriented, with a desire to meet and exceed sales, customer service, and loyalty program standards. Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures  
Ability to communicate effectively with customers, peers, and management  
Ability to work a flexible retail schedule including evening, weekend and key shopping events

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71223977>

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*This position is currently vacant within the Tollway.  
The Human Resources Section will accept applications, with resumes from:  
Resumes are required and must be submitted with the application.  
June 11, 2014 through June 24, 2014*

### **Information Technology (IT) Inventory Control Clerk \$12.29 /Hour (G-13)**

#### **JOB QUALIFICATIONS:**

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

**EDUCATION:** The incumbent must possess a high school diploma or its equivalent.

#### **THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

- Must be able to type accurately at a reasonable pace.
- Must have ability to operate and navigate computers and various standard applications.
- Knowledge of inventory systems is preferred.
- Ability to communicate at a technical level with vendors, as well as Authority personnel.
- Ability to lift 50 pounds
- Ability to work overtime as required including during off hours / holidays / weekends
- Available on-call for 24 hour emergency call out for parts.

#### **Ways to apply**

Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:  
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### **Staff Attorney**

Location: Chicago, IL

The Staff Attorney will provide in-house legal assistance to the Field Museum of Natural History, Chicago and report directly to the General Counsel.

The Office of General Counsel protects the legal interests of the Museum, providing legal advice and counsel to the Board, Senior Management and other staff members/departments on matters that include governance, collections management, employment, procurement, compliance, tax, and intellectual property.

This position will provide legal services to the organization as directed by the General Counsel.

### Qualifications

- Juris Doctorate (JD) from an ABA accredited law school
- License to practice law in Illinois, or willingness to become licensed upon employment with the Museum
- Ability to communicate effectively and present information to a variety of contacts, including outside attorneys, senior management, public groups, and Board of Trustees
- Ability to respond to legal inquiries or complaints from staff, the public, regulatory agencies, or members of the business community
- Must be highly organized, self-starting, and able to work both independently and with a team. Must have demonstrated the ability to prioritize and meet multiple, concurrent deadlines and oversee a variety of projects to successful conclusion
- Well-developed interpersonal skills are also necessary in navigating through a multi-layered organization
- Must be able to build and sustain excellent relationships at multiple levels internally and with various external constituencies. Will lead by example and will do what it takes to get the job done
- The ideal candidate is an individual of unquestioned integrity, ethics and values; someone who can be trusted without reservation

Apply online at <http://www.fieldmuseum.org/about/employment>

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## **Exhibitions Registrar**

Location: Chicago, IL

The Field Museum seeks an experienced Exhibitions Registrar to be an integral part of a robust program, managing object loans and logistics for temporary, traveling, and permanent exhibitions. This is a hands-on position that requires the ability to think strategically, act tactically, and liaise diplomatically. The position will supervise registration staff and volunteers and represent the Exhibitions Department in several key institution-wide initiatives.

### Responsibilities

- Represent registration on project teams to ensure compliance with lender requirements and best practices, and serve as liaison to host venues for same purposes
- Manage loan process for all object loans (internal and external) for Exhibitions, from initial loan requests to receipts to condition reports
- Oversee crate-building, packing and shipping of objects, and object maintenance plans; and associated estimating and budget management
- Develop object installation schedules, orchestrate teams, and train artifact handlers, as necessary
- Supervise registration staff and volunteers
- Participate in inter-institutional initiatives around collections care
- Review exhibition agreements with eye to object care, security, and insurance issues

### Qualifications

- A Bachelors Degree with a minimum of 4 years previous museum work experience in the fields of registration, conservation, and/or other artifact work
- 1-2 years experience in staff supervision
- Demonstrated organizational, planning and project management skills with exceptional attention to detail
- Cool-headed, creative problem-solver that thrives in a fast-paced, collaborative environment
- Exhibits positive, professional manner and maintains strict confidentiality at all times
- Embraces working with people of different cultures, nationalities, and localities.
- Ability to travel up to 3 weeks at a time and undertake occasional early, late, weekend, and long hours. Possesses a current passport.
- Comfort with a variety of objects including art, anthropological artifacts, natural history specimens, and human remains
- Ability to perform physical activities related to working with objects such as stooping, kneeling, lifting, and enduring various temperatures during outdoor loading and unloading
- Excellent communication skills and collaborative nature
- Knowledge of standard office suite software (Word, Excel, etc.), database applications (KE Emu, Filemaker Pro) and digital image management

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## **Finance Cashier**

Location: Chicago, IL

The Finance Cashier is responsible for all daily cashier duties and operations of the cash cage.

The Cashier process daily deposits to the bank, operates the cashier window to cash checks under \$75.00 and provide parking pass transactions, and hand-outs scheduled vendor checks and cash advances.

### **Responsibilities•**

Processes daily deposits to the bank from all revenue generating departments of the Museum and assures daily coordination of deposits with armored car service.

- Coordinates, distributes, processes and accounts for "banks" issued daily to guest relations, 3D Theater, Membership, and other Museum staff, as requested, for on-site sales events before and after public hours.
- Provides scheduled cashier window services and maintains inventory of currency, coins, and parking passes.

### **Qualifications**

- Must be knowledgeable with the use of PC based computer programs, 10-key calculator and be proficient in use of Excel spreadsheets
- Must have ability and experience in basic accounting in order to reconcile daily cash cage room count
- Excellent attention to detail and analytical skills
- Must be detail oriented and able to manage multiple tasks, comfortable communicating policies and procedures to Museum customers while providing cash cage services
- Consummate team player with strong customer service experience
- Some college preferred with a minimum of one year of banking/ finance or other cashier experience or greater required

Apply online at <http://www.fieldmuseum.org/about/employment>

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**Clinical Nurse I – Radiology – Stroger – Shift: 8:00am-4:00pm**

Requisition ID: 00115920

Post Date: June 9, 2014

Closing Date: June 23, 2014

Salary: \$27.11 Hourly

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: External

PLEASE BE ADVISED that this position is covered by the collective bargaining agreement between Cook County and the National Nurses Organizing Committee. Pursuant to the collective bargaining agreement, Cook County will exhaust internal eligible applicants prior to considering external applicants. Cook County is assembling a list of qualified candidates for this position that will be considered should the position not be filled with internal eligible applicants.

**JOB SUMMARY:** The Clinical Nurse I, a professional care provider is responsible and accountable for coordinating and providing safe, effective individualized nursing care to patients and supportive care to significant others. Nursing care involves application of the nursing process and utilizing technical skills for patient care delivery. These activities require nursing judgment based on application of scientific principles of nursing, problem solving and teaching/learning.

**MINIMUM QUALIFICATIONS**

Must be licensed as a registered nurse in the State of Illinois. (Must provide copy of license at time of interview). Minimum of one (1) year of nursing experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Must be licensed as a Registered Nurse in the State of Illinois. (Must provide license at time of interview.) Must possess an active Basic Life Support certification (BLS). (Must provide card at time of interview). Must be certified in Advanced Cardiovascular Life Support (ACLS) certification. (Must provide proof at time of interview).

**PREFERRED QUALIFICATIONS :** Bilingual in English/Spanish.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service

Apply online at [http://www.cookcountyhhs.org/career\\_opportunities/clinical-nurse-radiology-stroger-shift-800am-400pm/](http://www.cookcountyhhs.org/career_opportunities/clinical-nurse-radiology-stroger-shift-800am-400pm/)

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**Busy West Loop Concept Hiring All FOH Staff!**

*Packing House*

*1113 W Randolph St., Chicago, IL*

Job ID: 7717087

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: Hourly plus tips

Experience: 1-3 Years

**Job Description**

Busy new West Loop concept is hiring for all FOH positions including bartenders, servers, bar backs, food runners, hosts/hostesses and bussers. Please reply with resume and position of interest. We look forward to meeting you soon.

Apply online at [http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-packing-house-7717087?utm\\_campaign=Engagement&utm\\_medium=Email&utm\\_source=New-Job-Posted&utm\\_content=7717087](http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-packing-house-7717087?utm_campaign=Engagement&utm_medium=Email&utm_source=New-Job-Posted&utm_content=7717087)

**Piggyback Tavern seeks experienced BARTENDER and HOST-ORDER TAKER**

Piggyback Tavern

410 Circle Avenue Forest Park, IL

Job ID: 7778965

Job Type: Part Time

Shift Type: Night

Compensation: HOURLY + GRATUITY

Experience: 3-6 Years

**Job Description:** PIGGYBACK TAVERN--recognized by Chicago Magazine, Chicago Tribune, and The Hungry Hound --in downtown Forest Park is looking to add a local and experienced BARTENDER and HOST-ORDER TAKER to its team.

**BARTENDER**--Must be 21+, local, and experienced --Must have a passion for service, a willingness to work within a tight knit team setting, and a winning and positive attitude! --Must be available late nights and weekends

**HOST & ORDER TAKER** --Must be outgoing, professional, and able to mutli-task (seat guests, take phone orders, etc)

Requirements & Skills: must be able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/forest-park/il/hosthostess-job-openings-at-piggyback-tavern-7778965>

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**Part Time Retail Merchandiser**

GENERAL MERCHANDISER  
COMPANY: PREMIUM RETAIL SERVICES  
HOURS: 11-20 HRS/ WEEK  
PAY: \$10/HR  
LOCATION: BEDFORD PARK, IL

**DUTIES AND RESPONSIBILITIES:**

Capable of completing projects typically consisting of sets, resets, cut-ins, display installations, surveys & audits and other projects that meet our clients need  
Promote client's product including ordering client product as applicable

Assist retail customers in answering their questions with courtesy and care  
Perform other miscellaneous duties as assigned  
Showcase the excitement of your event by uploading your digital images to share with our client  
Complete and submit all required reports with home computer, printer, and internet access

**MINIMUM QUALIFICATIONS:**

Have a home computer, printer, and internet access  
A High School Degree or GED

A minimum of 1 year retail merchandising experience or equivalent experience  
An ability to express ideas clearly in both written and oral communication  
Reliable transportation to get to and from assignments  
Lift up to 40 pounds

EQUAL OPPORTUNITY EMPLOYER | BACKGROUND CHECK REQUIRED | DRUG TEST REQUIRED | E-VERIFY EMPLOYER

Apply online at [http://www.getretailjobs.com/part-time-retail-merchandiser-bedford-park-illinois-52990557.htm?utm\\_source=ziprecruiter&utm\\_medium=paid&utm\\_campaign=ziprecruiter56789](http://www.getretailjobs.com/part-time-retail-merchandiser-bedford-park-illinois-52990557.htm?utm_source=ziprecruiter&utm_medium=paid&utm_campaign=ziprecruiter56789)

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**Physician Assistant I – Infectious Diseases – Stroger Hospital**

Requisition ID: 00115922

Post Date: June 10, 2014

Closing Date: June 24, 2014

Salary: \$35.45 Hourly

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: Both

Under the direction of a licensed physician, the Physician Assistant will assist in the management of patients on the inpatient HIV Ward. The primary duty is to perform diagnostic and therapeutic procedures that are deemed appropriate to the normal scope and characteristics of the supervising physician and in compliance with the Illinois Physician Assistant Practice Act and perform other job related duties as assigned by the Medical Director of the HIV Ward Service.

**MINIMUM QUALIFICATIONS**

Graduate of an accredited Physician Assistant program

Valid Physician Assistant license in the State of Illinois or have the ability to obtain license prior to starting employment. Board Certified by the National Commission on Certification of Physician Assistants (NCCPA) Valid Illinois Controlled Substances License (ILCS) –or- the ability to obtain license prior to starting employment

Valid licensure with the Federal Drug Enforcement Agency

Minimum of five (5) years of experience with inpatient or outpatient HIV care

**PREFERRED QUALIFICATIONS:** Experience in counseling patients with newly diagnosed HIV infection. Experience with inpatient management of HIV infected patients, including the management of HIV related opportunistic infections. Experience with outpatient management of HIV infected patients, including prescription of antiretroviral therapy. Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service. Must successfully meet the credentialing standards established by the Cook County Health and Hospitals System to include a State of Illinois PA license and any other license, certification, or specialized training, etc. no later than two (2) weeks prior to the candidate's start date

**COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER**

Apply online at

[http://www.cookcountyhhs.org/career\\_opportunities/physician-assistant-infectious-diseases-stroger-hospital/](http://www.cookcountyhhs.org/career_opportunities/physician-assistant-infectious-diseases-stroger-hospital/)

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## **Annual Giving Coordinator**

Integral member of Annual Giving and Membership teams, responsible for implementing strategy to acquire and maintain a broad base of donors. Manage various revenue-generating efforts with direct responsibility for approximately \$200,000; team responsibility of approximately \$3M. Coordinate monthly Annual Fund renewal process, in-house mailings, select direct mail, recurring gifts program and Board Friends efforts. Oversee ADOPT and Wish List programs, including revenue, expense and marketing. Primary contact for Annual Fund inquiries and telephone donations; assist with Membership customer service.

### **ADDITIONAL RESPONSIBILITIES**

Ability to traverse zoo grounds to facilitate tours, greet visitors, coordinate meetings and operate and safely drive electric carts.  
Ability and willingness to work development department events as required, including evening, weekend and early morning hours.  
Keep abreast of trends in the Annual Giving profession, through on-line training, reading publications, and memberships in professional organizations.  
Business office environment with use of personal computer and telephone.  
Prolonged sitting and standing.  
Minimal physical labor required for transporting items on-grounds.

### **KNOWLEDGE, SKILLS & ABILITIES**

Advanced working knowledge of Raiser's Edge fundraising database.  
Demonstrated excellent interpersonal and written and oral communication skills.  
Strong project management skills, with proven ability to manage multiple concurrent time-sensitive projects; initiative and independence in carrying out responsibilities.  
Detail-oriented, with strong organizational, analytical, and planning skills.  
Proficient in all Microsoft Office applications, specifically in the manipulation of Excel spreadsheets and mail merges.  
An understanding of fundraising and marketing practices and principles.

### **EDUCATION REQUIREMENTS**

Bachelor's degree from an accredited four-year college.

### **EXPERIENCE REQUIREMENTS**

Minimum of two years experience in annual giving campaigns, fundraising or similar nonprofit environment.

Apply online at <http://www.lpzoo.org/careers>

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## **Bus Mechanic / HERTZ**

Job ID 79136

# Positions 1

Location US-IL-Chicago

Category Maintenance - Bus

### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Bus Mechanic position at our location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Basic duties of this position encompasses all aspects of bus maintenance from basic repairs to complete diesel engine and transmission diagnosis and repair. Additional responsibilities include electrical troubleshooting, oil changes, air brake and suspension service, air conditioning services, and performing preventative maintenance.

### Mandatory Requirements:

The successful candidate must have:

Must be at least 25 years of age

3-5 years bus repair experience

A satisfactory driving record and a valid driver's license

CDL with passenger and air-brake endorsements. Must have your own tools.

ASE certification preferred.

Ability to work days, nights and weekends required.

### Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/79136/bus-mechanic/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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**Sales & Service Associate (Chicago, IL) / HERTZ**

Job ID 78994

# Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

**General Responsibilities:**

Do you thrive in a fast-paced, ever-changing environment where people are your #1 concern? Can you see yourself working as a team to achieve high-quality results? Do you have an art of persuasion? You're enthusiastic and accommodating. Even under pressure, you're tactful and deliver with charm. You'll get things done the "right way!"

If this sounds like you, then Hertz needs you as a Sales and Service Associate in our Off-Airport Rental operations!

As a Sales and Service Associate for Hertz you will provide world class service to customers at off-airport locations.

**Mandatory Requirements:**

Qualified applicants will have the following:

High school diploma (or equivalent)

A valid driver's license with record in good standing

Ability to drive and operate vehicles

Fluency in English

2-3 years of customer service and sales experience, preferably in the car rental or tourism industries.

**Physical Requirements:**

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, speaking, hearing, writing, lifting, typing, filing, seeing, reading and the ability to use a computer, telephone, calculator, copy machine and fax machine.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/78994/sales-%26-service-associate-%28chicago%2c-il%29/job?hub=20>

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