



## **Vehicle Transporter**

Job ID 77462

# Positions 50

Location US-IL-Chicago

Category Sales

### General Responsibilities:

Hertz, an industry leader is seeking high-charged, high-energy, team driven individuals to work as a vehicle transporter.

As a transporter you will have the opportunity to drive Hertz cars while getting paid!

Your general responsibilities include but are not limited to;  
Transports vehicles safely within the airport to various service areas.

Safely moves vehicles between airport and off-airport locations.  
Provide outstanding customer service.

Maintain courteous and professional behavior & appearance.  
Follow all company safety policies and procedures and protect company assets.  
Ability to work with minimal supervision while maintaining high energy.

### Mandatory Requirements:

#### Requirements:

Valid driver's license

Must be at least 20 years of age

Flexibility in scheduling which may include nights weekends and holidays

#### 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/77462/vehicle-transporter/job?hub=20>

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773.378.5902 fax 773.378.5903

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## **Counter Sales Rep (Midway Airport)**

Job ID 76670

# Positions 1

Location US-IL-Chicago

Category Sales - Sales

**General Responsibilities:** The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member provides attentive, courteous service to understand the customer's travel needs, promote Hertz's products and services and resolve issues.

### **Mandatory Requirements:**

Educational Background: High School Diploma or equivalent

**Professional Experiences:** A minimum of one year of sales or customer experience in a high volume or service oriented environment. Passion for customer service and attention to detail – Goes the extra mile. Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

**Knowledge:** Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems  
Proficiency in English

### **Must be able to:**

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team.

100% customer focus, with proven experience within a customer facing environment

Work flexible shifts including weekends and holidays; and work overtime as required

Work outdoors during all weather conditions. Stand for long periods of time

**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/76670/counter-sales-rep-%28midway-airport%29/job?hub=20>

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## **Seasonal Vehicle Service Attn(Car Detailers) - O'Hare Airport**

Job ID 74849

# Positions 1

Location US-IL-Chicago

Category RAC Operations

If you think you have what it takes then apply with us to be a Hertz Vehicle Service Attendant! 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/74849/seasonal-vehicle-service-attn%28car-detailers%29---o%27hare-airport/job?hub=20>

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**Job Title: Administrative Assistant I - Opt W7**

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 06/20/14 11:59 PM Central Time

Salary: \$4,077.00 - \$6,098.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IWCC-50-14-0008

Description of Duties/Essential Functions Benefits Supplemental Questions  
Candidate will serve as office support staff for the Commissioner's office and serve as front-line support to practicing attorneys, clerks, and the public at large. Candidate will set cases for oral arguments, prepare for Commissioner's Review Calls, prepare form decisions, provide information concerning cases scheduled for Review Hearing and or Oral Arguments and actions taken or pending which require preparation. and serve as liaison between the Commissioner, Staff attorneys, and the general public. Performs a variety of professional and clerical duties as the Commissioners require.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year experience in a public or private organization or completion of an agency approved professional management training program. . Candidate must have written and spoken knowledge of the English language.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m.  
Illinois Worker's Compensation Commission  
100 W Randolph Chicago, Illinois 60601

Human Resources (312) 814-0702

**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 W7 - Il Workers Comp Comm**

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**Job Title: Human Resources Associate - Opt 1**

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$3,314.00 - \$4,274.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-72-82447

Description of Duties/Essential Functions Benefits Supplemental Questions  
There are approximately 730 people employed at the Center. This position processes all insurance transactions and enters into the Group Insurance membership system; and also processes all leave of absences and enters into the Personnel automated system. Prepares and process CMS-2 to update employee records including, leaves of absence, return from leave, resignations and terminations. In addition this position assists the Human Resource Representative with processing other Personnel transactions and provides orientation to new employees regarding benefits and insurance. Advise employees of coverage available, premiums, changes in benefits covered; notifies all employees of open and/or dual enrollment. Completes verification of employment forms, retirement forms, etc. Prepares numerous reports for the Center Director, Assistant Center Director, Deputy Director, Department Staff and Facility Administrator.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; requires extensive knowledge of the Personnel Rules, Classification Plan and Pay Plan, Collective Bargaining Agreement, Transaction Manual, Retirement Benefits and Department and Facility Policies and Procedures. Must have pleasant friendly personality, and professional attitude.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 A.M.-4:30 P.M.

WORK LOCATION: Ludeman Center Human Resources Department

114 North Orchard Drive , Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers

Human Resources Representative, Building 60 (708) 283-3015

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: Human Services Casework Manager**

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: 10-91-82504, 82506, 82508

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Community Operations, DHS. Provides training to caseworker staff to maximize effectiveness and ensure efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

**Minimum Requirements:** Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social or behavioral science or business administration. Requires two years professional supervisory experience in a public agency or three years professional experience as a caseworker in a public welfare agency or completion of an agency sponsored management intern program. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

**Work Hours & Location/Agency Contact:** 8:30 a.m. - 5:00 p.m.

Medical Field Operations 1112 S Wabash Chicago IL 60605

Please submit applications to:

Charlotte Smith / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

**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 Associate - Opt 1**

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82505

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires knowledge and understanding of medical, technical and legal terminology.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.

Medical Field Operations 1112 S Wabash Chicago IL 60605

Please submit applications to: Charlotte Smith / Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

**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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## Admissions Registrar

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

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

### Description:

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

EOE

"A Tradition of Caring" since 1904.

### Requirements:

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

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

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
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## Food Service Worker

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

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

### Description:

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

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

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-82379

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.

Medical Field Operations

1112 S Wabash Chicago, IL 60605

Please submit applications to: Charlotte Smith

Bureau of Employee Services

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

FAX: 217-524-3826

**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: Storekeeper I**

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 11:59 PM Central Time

Salary: \$3,353.00 - \$4,724.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Bid ID#: 10-72-80334

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, assists a Storekeeper III in the operations of a central facility storeroom of moderate size, processing a variety of general, industrial, mechanical and office supply items, stores stock or equipment; prepares various items and assists with appropriate distribution. Prepares and assists in the preparation of all commodity, medical, and office supplies. Receives stock and processes, count, and verify deliveries, sign for and date. Prepares requisitions for input. Sort numerically and check for accuracy before forwarding to the business office. Contacts vendors as required; observes merchandise and supplies for damage or spoilage at reception point; prepares complaint to vendor form. Packs and wraps goods to be shipped; may operate material handling equipment, scales and calculator; assists with delivery of goods and materials to various locations. Maintains a clean and orderly storeroom. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**Minimum Requirements:**

Requires one year clerical or bookkeeping experience; equivalent to four years of high school, one year experience in maintaining stores and store records.

Work Hours & Location/Agency Contact: HOURS Monday - Friday 8:30 AM to 5 PM

WORK LOCATION Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466

CONTACT PERSON Alice M. Chambers / Human Resources Representative

114 N. Orchard Drive Bldg# 60 Park Forest, IL 60466 708-283-3015

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 2**

Agency: Corrections

Closing Date/Time: Mon. 06/23/14 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0373

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Clinical Services Supervisor, provides supportive clerical functions within the Field Services office at the Stateville Correctional Center; files and maintains complete record systems; receives and processes release approvals; confers with Prisoner Review Board regarding parole hearings.  
Position Number: 30010-29-82-230-11-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience; requires working knowledge of alpha numeric sequencing; requires working knowledge of office practices, procedures, and programs; requires working knowledge of grammar, spelling, and punctuation; requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

OPT 2: Requires ability to types accurately at 35 WPM

**Work Hours & Location/Agency Contact:**

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

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

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

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 2 – Typing**

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## Security Officer

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

### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

*(Please do not apply for this position if you do not meet the minimal requirements listed above.)*

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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

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## **Utility Worker (West Loop)**

Job ID 74354

# Positions 1

Location US-IL-Chicago

Category Fleet Operations

### 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 Utility Worker position at our Hertz Local Edition 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.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

### Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

### Educational Background:

High school diploma or equivalent education 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/74354/utility-worker-%28west-loop%29/job?hub=20>

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## **Women's Board Coordinator**

Location: Chicago, IL

This position implements the activities of the Women's Board by providing administrative support and project management for Women's Board programs and events.

This position works directly on a daily basis with the Women's Board President and Executive Committee, Women's Board members, Museum Trustees, Museum vendors, and internal staff.

### Qualifications

- Bachelor's degree is required.
- Prior development/fundraising experience is strongly preferred.
- Excellent oral and written communication skills required. Must be able to work on multiple projects simultaneously and meet short deadlines. Organizational skills and attention to detail are critical.
- Solid interpersonal skills are critical to ensure good interaction with constituents.
- Strong skills in Microsoft Word, Excel, and PowerPoint are required. Experience with Raiser's Edge is strongly preferred.
- Tact and discretion are required in handling highly confidential financial information and interacting with Museum contributors and prospective donors.
- Proven ability to work independently and take ownership of assignments and projects.
- Flexibility to work occasional overtime and evening events is required.

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

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## **Member Benefits Coordinator**

Location: Chicago, IL

The Field Museum seeks qualified candidates for the position of Member Benefits Coordinator.

This is a full-time position within the Membership Department.

### **Qualifications•**

Bachelor's degree preferred

- Ability to use Raiser's Edge to access member data and issue special exhibition tickets through Patron's Edge
- Must be available and willing to work weekends and holidays
- Strong interpersonal and problem solving skills required
- Customer service experience in an educational, cultural or entertainment environment or related field preferred
- Excellent organizational skills and multi-tasking skills
- Knowledge of computerized reservations and/or scheduling systems; Knowledge and experience in conference services and meeting planning techniques and practices
- Ability to work under pressure and handle multiple tasks simultaneously while receiving continual interruptions each day
- Quality negotiating skills to assist members and service department providers
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Must accurately access and document information and recall new or changing procedures that may impact customers
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone

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## **Lighting Technician**

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

### Responsibilities

- Make sure that all exhibit cases are lit. Replaces burned out lamps.
- Maintains lamp inventory for temporary, permanent, and traveling exhibits.
- Make sure that all exhibit cases are lit. Replaces burned out lamps
- Maintains lamp inventory for temporary, permanent, and traveling exhibits
- Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
- Maintain lighting fixture inventory including repair, cleaning, and replacement
- Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
- Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
- Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
- Does low voltage electrical repairs
- Assists lighting designer on the install and focus of temporary exhibits
- Read drawings and written instructions
- Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
- Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

### Qualifications

- High school graduate required. Technical or associates degree a plus.
- Minimum of two years related experience
- Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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## **Administrative Assistant, Individual Giving**

Location: Chicago, IL

### Position Description

This position provides administrative, office, and event management support to both the Annual Fund and Major and Planned Giving Teams.

This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required.

Position reports to both the Director of Major Gifts and the Annual Fund Director.

### Qualifications

- BA or an equivalent level of education and experience is required
- 4-5 years of prior office and administrative experience is required
- Excellent communication skills, both verbal and written, with great attention to detail is required
- Must be well-organized, able to work on multiple projects simultaneously and meet short deadlines.
- Must have the ability to prioritize and reprioritize tasks on a daily basis.
- Friendly, courteous and helpful phone demeanor
- Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors
- MS Word, Excel, and PowerPoint experience is important
- Knowledge of InDesign a plus
- Prior fundraising database (Raisers' Edge) experience is desirable
- Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning
- Must be an energetic and patient team player with a proactive "can do" attitude!

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**Macy's Chicago, IL: Retail Gift Registry Advisor, Day Part Time, State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71224784

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**Qualifications:**

**Education/Experience:**

Retail or sales experience in customer service focused business; 2-4 years' experience preferred. Proficiency with computers, tablets, and smart phones and associated apps, programs and social media tools with interest in and ability to quickly learn new technology skills

**Communication Skills:**

Is an engaging conversationalist and active listener; uses knowledge through conversation to suggest best products

Asks the right questions to discover couple's personal needs (understands what is important to fit the couple's lifestyle) products

**Reasoning Ability:**

Has ability to drive additional business through partnerships with industry experts and community contacts. Ability to plan, anticipate and develop solutions to ensure the most outstanding registry experience. Takes ownership role for achieving goals  
Has "results matter" drive and excellent follow-through; must be extremely detail oriented

**Other skills:**

Passion for developing and maintaining home product knowledge (tabletop, housewares, textiles, luggage, big ticket)

Is eager to learn and share knowledge with coworkers and associates

Bonds with the couple as a trusted friend/advisor

Understands and keeps current with all technology (both hardware and software) used by WGR and omni-channel customers

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

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**Macy's Water Tower Place, Chicago, IL: Assistant Visual Supervisor  
(Job Number: 71224923)**

Description: As an Assistant Visual Supervisor, you will support My Macy's by assisting the Visual Manager with creative merchandise presentations, seasonal fashion trend statements, three-dimensional visual presentations, promotional events, Corporate shop concepts and prototypes.

Key Accountabilities:

*Sales*

Analyze merchandising reports to review business results and take appropriate action to capitalize on business strengths and impact deficiencies; partner with Visual Manager to execute. Communicate all merchandising directives to store team

Assist with merchandise placement and sales promotion set up

Coordinate selling floor fixture/merchandise moves with Merchandise Team Manager

Ensure key items and seasonal fashion trend statements are accurately displayed within Company guidelines. Establish high level of shortage awareness and effectiveness; work with Visual Manager to ensure that all policies and procedures are thoroughly understood by team

*Customer*

In Partnership with Visual Manager, train store management and visual and support teams on merchandising standards, proper fixture utilization and techniques

Role model exemplary service, lead visual team to provide an outstanding shopping experience. Maintain high customer readiness standards; deliver a clean, neat and easy to shop store environment through maintaining accessibility standards

Clearly communicate Company, store, and departmental objectives to visual team

Skills Summary:

A minimum of 1-3 years of visual merchandising and display experience

Current knowledge of Ready-to-wear, Men's and Home fashions

Art, design or creative background

Talent for selling floor creative merchandising

Ability to create three-dimensional visual merchandising displays

Strong organizational, planning, prioritizing, interpersonal, communication and leadership skills. Ability to work with all levels of store management

Strong customer service orientation

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

Apply online at

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