



Marketing and Advertising Director

Location: Chicago, IL

The Marketing and Advertising Director will champion the creation of consistent, compelling brand stories and experiences across marketing and advertising channels that helps provide an integrated visitor experience and drive conversions, revenue and engagement.

This person answers key questions such as how the Museum's mission and work are communicated to diverse audiences; how to provide integrated brand interactions, before, during, and after – and even separate from – their visit; and how to create deeper, two-way relationships by inviting visitors to participate in the conversation. The role requires innovative thought-leadership and a strong visitor-focused approach.

This position reports to the Chief Marketing Officer, and requires close collaboration with the Web and Digital Communications Director, and the Public Relations Director.

Qualifications

A bachelor's degree required; Advertising, marketing, liberal arts, or journalism preferred.

8-10 years of dedicated marketing and advertising experience.

Superior writing and editing skills for multiple media channels.

An ability to adapt your written voice to fit channel and Brand.

Superior verbal communication skills.

A demonstrated ability to analyze and synthesize marketing performance metrics.

In-depth knowledge and understanding of current marketing and advertising landscape, trends, tools.

An in-depth knowledge of email marketing.

Ability to actively shift between high-level strategic thinking and task-based execution.

Ability to think, plan and execute across multiple types of work.

Creative and curious.

Able to shift between micro-details and big picture strategic thinking.

A self-directed individual who knows what needs to be done and operates with urgency, focus and discipline.

A willingness to be right while being a good sport; the courage to be wrong; smart enough to learn from failures.

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

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

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email job leads to workforce@lashawnford.com

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Account Manager, Special Events

Location: Chicago, IL

The Account Manager's primary responsibility is to work directly with contracted clients to ensure that all logistics and operational aspects of the event are communicated and fulfilled. He/She will act as a liaison between the client and the Museum's operational departments as well as the Museum's approved and preferred vendors to ensure the implementation of a successful event. The Account Manager will also be responsible for handling inbound calls for a particular market (corporate/convention/wedding/association/gala/meetings). Each manager will have revenue goals and objectives, and are required to contract events as far as four years out. The Account Manager will assist the Manager and the Director in the development of marketing and promotional pieces as well as the maintenance of prospective and current client databases.

This position reports to the Manager of Special Events and the Director of Group Sales and Special Events.

Qualifications

Bachelor's degree required

3-5 years professional event experience, preferably in a cultural institution or academic environment

Knowledge of catering, audio-visual services and other event support services;

knowledge of hospitality and tourism industry a plus

Understanding of the not-for-profit business atmosphere a plus

Excellent verbal and written communications

Attention to detail; great organizational skills

Polished and professional appearance and demeanor

Ability to make decisions and problem solve

Ability to negotiate contracts and rental agreements

Presentation and public speaking skills a plus

Computer proficiency required

Ability to work extended hours, evenings and weekends

Ability to spend significant time standing and walking; possible light lifting may be required

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Job Title Part-Time Cleaner/ Chicago, IL

Education Not Applicable

Career Level Entry Level

Category Services - Maintenance

Employment Status Hourly

Travel Required 0 - 10%

Shift Type First Shift (Day)

Hours: Monday through Wednesday, Friday and Saturday 8am to 12pm. Sunday 10am to 2pm.

Essential Duties

Empty, clean all waste receptacles, and remove waste paper and rubbish from the premises to designated area; damp wipe receptacles as necessary. Empty and clean all ashtrays, screen all sand urns supply and replace sand as necessary. Vacuum all rugs and carpeted areas in offices, lobbies, and corridors. Hand dust and wipe clean all office furniture, files, fixtures, paneling, windowsills, and all other horizontal surfaces. Damp wipe and polish all glass furniture tops. Remove all finger marks and smudges from vertical surfaces, to include doors, doorframes, around light switches, private entrance glass, and partitions. Wash, clean and disinfect all water coolers. Sweep, with broom, all private stairways, and vacuum if carpeted. Police stairwells and clean or damp mop spillage. Damp mop or clean any spillage in office and public areas as required. Damp dust telephones. Dust all picture frames, charts, graphs, and similar wall hangings. Damp dust all ceiling air conditioning diffusers, wall grilles, register and other ventilating louvers. Dust the exterior surfaces of lighting fixtures, including glass and plastic enclosures. Keep slop sink rooms in a clean, neat, and orderly condition. Wipe clean and polish all metal hardware fixtures and other bright work. Dust and/or wash all directory boards as required, remove fingerprints and smudges. Clean entrance door glass inside and outside. Sweep or dust mop floors. Sweep or damp mop outside entrance areas. Properly clean and buff tile floor services as needed. Follow all safety and personnel rules and regulations. Perform other duties as assigned.

*Job duties may be modified at any time.

Minimum Requirements: Must have ability to work with other crew members and be able to take direction from Supervisor. Must be able to perform all physical aspects of the above job duties. Previous experience preferred but not required.

Location Chicago, IL 60611 US (Primary)

ABM is an Equal Employment Opportunity/Affirmative Action Employer
(Minority/Female/Veteran/Disability/Gender Identity/Sexual Orientation)

Apply online at <https://abm.mua.hrdepartment.com/hr/ats/Posting/view/23348>

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TRANSPORTER

Facility: Presence Mercy Medical Center, Aurora, IL
Department: PMMC CENTRAL TRANSPORT
Schedule: Full-time
Shift: 8 hour shifts
Hours: 7am-3:30pm, 10am-6:30pm 2:30-11:00pm
Req Number: 139880

Job Details:

The Transporter is responsible for the safe and effective transport of the hospital's patient population in accordance with established policies and procedures.

QUALIFICATIONS

Education and/or Experience

High school diploma or general education degree (GED) preferred.

Must be able to speak and read basic English for effective communication.

Hospital experience and knowledge of medical/technical terms desirable.

Certificates, Licenses, Registrations

CPR certification.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small.

Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

http://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10032699&source=Indeed.com

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Job Title: Teacher Aide - Laurance Armour Day School

Department: Laurance Armour Day School (LADS)

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Child Care/Education

Job Number: 2015-1247

Job Description:

We have an immediate opening for a Teacher Aide at The Laurance Armour Day School that is part of Rush University Medical Center, a nationally known medical center that incorporates some of the nation's finest health care, research and educational facilities.

Position Highlights:

The Laurance Armour Day School (L.A.D.S.) is a school and day care facility for children ages

4 months – 10 years. The center primarily provides care for children of its staff, students, and employees

Under the direct supervision of an Assistant Teacher, Teacher or Lead Teacher. Teacher aides perform daily routine tasks that establish the basic foundation for a healthy, safe, and educational environment. Teacher Aides include student teachers, work/study students, summer work students, senior workers, and volunteers.

Position Qualifications Include:

High School Diploma or GED required

This position requires the ability to lift children and/or equipment up to 40lbs

This position requires the ability to lift medium weight specifically, up to 20-50- pounds occasionally and/or 10-25 pound frequently and/or up to 10 pounds constantly. Also, must have the ability to stand, stoop, bend and carry children, sit without back support for 15-20 minutes at a time.

Childcare experience in a day care or school setting is highly desirable

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150611165816&

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HOME DAILY-Truck Driver, Class A - Full Time-GREAT PAY!

All times are in Central Daylight Time.

Requisition ID 2015-18260

Primary State/Province IL

Posted Date 6/10/2015

Primary City CHICAGO

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Code 0601

Position Description:

HOME DAILY!

Great pay - \$68K

Flatbed-Strapping

Dispatch 4-6AM

Requirements: •Minimum 22 years of age •Pass a Ryder Drug Test •Pass a Ryder Background and Motor vehicle check including Drug and alcohol verification from previous employers for the last 3 years •Pass a DOT physical •Pass a Ryder road test •Provide appropriate CDL and endorsements for the position •Must have Class A verifiable experience in a tractor trailer or comparable vehicle: ◦9 months experience within the past 3 years, OR ◦2 years' experience within the last 5 years, OR ◦5 years' experience within the last 10 years •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures
Important Note: Additional requirements may be required in different locations and/or accounts.

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service Additional Responsibilities include, but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/18260/home-daily-truck-driver%2c-class-a---full-time-great-pay%21/job>

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

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

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Job Title: Office Clerk - Opt 1

Agency: Human Services

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

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Facility maintenance manager

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

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

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

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

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Kitchen manager

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

Assist with daily kitchen operations by focusing on the fundamentals:

- Ensure all menu items are fresh, appetizing and properly prepared
- Provide service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Follow recipes to ensure consistent food quality and presentation
- Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available
Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

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

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

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

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Restaurant theatre manager

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

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

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

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

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

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Door Person-Wyndham Grand Chicago Riverfront

Job category: Hotel/Resort Operations Guest Services

Address: United States-IL-Chicago

Employee status: Regular

Schedule: Full-time

Business unit: Wyndham Hotel Group

Wyndham Hotel Group - Wyndham Hotel Management

The Doorperson is responsible for ensuring safety of guests, visitors, employees, property and equipment, in the most efficient and effective manner possible, while maintaining the company's expected high quality standards and Count On Me philosophy. He/She will serve guests by opening doors, hailing taxicabs, answering inquiries and/or assist with baggage; Assist elderly or infirm person(s) into building and/or automobiles; Notify guests of delivery of automobiles, packages, and/or arrival of visitors. Prevent entrance of unauthorized or undesirable persons. Eject inebriated or rowdy person(s) from premises or request security or police in some instances. Local 1 union.

Minimum Requirements and Qualifications

- a) Education-High School diploma or equivalent
- b) Training requirements- Acquires job skills and learns company policies and procedures to complete routine tasks
- c) Knowledge and skills

Ability to read, write and comprehend routine instructions furnished in written, oral or diagrammatic form, short correspondence and memos. Ability to give high priority to customer service. Must be people oriented and able to work independently or with others as needed. Ability to work outside in extreme weather conditions, adapt to changes in external environment and organization. Ability to stand for extended periods of time. Ability to see and hear accurately in both day and night time conditions. Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies. Ability to retain knowledge, information and directions on an ongoing basis and communicate effectively with others. Ability to react according to SOP in emergency situations. Knowledge of the geography of the site to which assigned. Skill in operating portable radio devices. Be an effective team member and display courteous telephone and radio manners Ability to maintain professional composure when dealing with unusual circumstances

- d) Technical Skills N/A
- e) Job experience N/A

Apply online at http://careers.wyndhamworldwide.com/jobs/door-person-wyndham-grand-chicago-riverfront-chicago-illinois-1507367?ReqNo=1507367&src=JB-12900&utm_source=indeed&utm_medium=web&utm_campaign=job-boards

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Title Security Officer

Auto req ID 2756BR

Branch Chicago

Branch Phone Number 312.372.4790

Job Requisition Location: Riverwoods, IL

NOWHIRING! Whelan Security is searching for bright and talented professionals who wish to share in the unique culture of our family business – one where people feel inspired, encouraged, and rewarded.

Qualifications

A successful candidate must meet the following requirements:

Legally authorized to work in the United States

At least 21 years of age or older as required by applicable law or contractual requirements

Possess at least a high school education or equivalent (GED)

Demonstrate a stable work history

Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment)

Previous contract services, hospitality, military or law enforcement experience is desirable.

Education

Be Rewarded: We are proud to acknowledge and reward exceptional employees who make a difference to customers, the team, and the organization through our comprehensive Employee Recognition Program.

Be Valued: We are more than a team – we are a family! The distinctive culture of our family business sets us apart from every other contract security company in the industry.

Apply Now at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=226055&partnerid=26003&SiteId=5325&codes=Indeed>

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Armed Security Officer - Chicagoland

Advanced Security Solutions Inc. - Chicago, IL

Armed Guard Duties - Uniformed/Full Gear, Securing Premises, Greeting Customers, Observe and Report Suspicious Activity, Submit Daily Reports

General Requirements:

- Must have an open availability -- Stay after shift ends if necessary
- Physically and mentally capable of working long hours
- Mentally capable of dealing with high stress situations
- Able to multitask and adapt to an ever changing work environment
- Able to follow strict policy and procedures
- Able to work under a chain of command and in team environment
- Able to work weekends and holidays
- Tardiness will NOT be tolerated
- Will be reporting directly to management

Armed Guard Requirements:

- Must possess a valid PERC, FOID and current Firearm Control Card* (To be considered for immediate hire)
- Must possess a 20HR Basic Training Certificate and a 20HR Armed Training Certificate(Semi- Automatic).
- Must have a valid driver's license
- Must possess or be willing to obtain Baton and Handcuff Certification
- Must be 21 years of age or older.
- Must have a valid driver's license
- Must have reliable transportation.
- Must maintain a working mobile phone (Smartphone) at all times.
- Must maintain professional appearance at all times.
- Must have strong communication, written skills, and adequate computer literacy.
- *Candidates with security gear (Firearm, Bulletproof Vest, Duty Belt, Handcuffs, etc) will be considered for immediate hire.

Salary: \$12.00 /hour

Required experience:

Security Guard: 1 year

Apply online at <http://www.indeed.com/cmp/Advanced-Security-Solutions-Inc./jobs/Armed-Security-Officer-596b101e2ba17727>

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Job Title: File Clerk // Human Resources (On-Call)

Requisition Number: 917365

Date Posted: 6/10/2015

Department: Human Resources

Property: Harrah's Joliet

Shift: Day

Status: On Call

ESSENTIAL FUNCTIONS:

- Prepares and maintains organized files.
- Promptly prepares and accurately maintains personnel records.
- Files employee records.
- Maintains confidentiality.
- Provides clerical support as needed for all functions of Human Resources.
- Assists with new hire processing including new personnel file creation and verification of required documentation.
- Assists with project work as assigned.
- Professionally interacts with other employees, prospective applicants, outside suppliers, and vendors.
- Adheres to all department/company policies and procedures.
- Acts as a role model and presents oneself as a credit to Harrah's and encourages others to do the same.

REQUIREMENTS:

- High school diploma or equivalent required.
- Excellent organizational skills and excellent attention to detail.
- Ability to balance and efficiently complete multiple tasks.
- Basic knowledge of office operations preferred. Data entry/clerical experience a plus.
- Excellent administrative and communication skills.
- Strong team player.
- Proficient in Word, Excel, Outlook.
- Typing skill 50 wpm.

JOB DEMANDS:

- Must be able to lift up to 50lbs and carry objects weighting up to 50lbs.
- Requires frequent bending, twisting, kneeling, climbing, and stooping.
- Requires very frequent reaching overhead and pushing.
- Must be able to respond to touch, speech, aural and visual cues.
- Must be able to work in a fast-paced environment.

Apply online at

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5053616&returnPath=>

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Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Wed. 06/24/15 11:59 PM Central Time

Salary: \$5,024.00 - \$6,833.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-44-ICRE91123

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Nursing Supervisor, serves as a charge nurse to a shift of lower level nurses; directs personnel in the delivery of care and treatment consistent with individual treatment plans for resident students at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R).

Minimum Requirements: Requires graduation from an approved nursing education program resulting in associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or a bachelor's degree in nursing and one year of professional nursing experience, or a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

Work Hours & Location/Agency Contact:

6:00 a.m. - 2:00 p.m. (Monday - Friday) - 1st Shift

Illinois Center for Rehabilitation and Education - Roosevelt
1950 W. Roosevelt Rd., Chicago, IL 60608

Attn: Benjamin Davis 312/433-3147 – Voice 312/433-3056 - 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 - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Location: Varies Statewide in Division of Rehabilitation Services.
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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

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 NO OPT

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

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Payroll Administrator

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees. Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707

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