



## **Deputy Director, Facilities and Operations**

Department: Facilities & Operations

Status: Full Time

This position oversees the functioning of building systems including mechanical, electrical, fire/life safety, elevators, parking garage operations, and maintenance of buildings and grounds.

These operations are performed by Museum staff and contractors. In addition, the Deputy Director will oversee contractors responsible for facility renovation projects entailing HVAC, electrical systems, and building infrastructure upgrades and renovations.

In the absence of the Director, the Deputy Director is the point of contact for external agencies (includes but not limited to: police, fire, Water Management, Streets and Sanitation, etc.)

### Qualifications

Master's degree (M.A.) or equivalent; or four to ten years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format.

Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/deputy-director-facilities-and-operations/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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**Director of Operations, External Affairs**

Department: External Affairs

Status: Full Time

The Director of Operations/External Affairs reports to and partners with the Vice President, External Affairs in managing daily operations of the External Affairs (EA) Division. Daily operations include management of the following key areas and personnel: External Affairs Services Team (7 people): oversight of all data processing, report generation, prospect research, analytics, and Raiser's Edge maintenance. This department is a key support to all other EA functions and must take a proactive approach to serving the needs of the fundraising staff. Donor and Member Communications (1 person): works closely with the Marketing Department to produce e-newsletters, Momentum Magazine, Annual Report, invitations, holiday cards, web and social media strategies. Special Events (1 person): Columbian Ball, Black Creativity Gala, cultivation events, and all other special events sponsored by External Affairs. Additional essential duties and responsibilities include, but are not limited to, department budget management and the cogent timely coordination of fundraising priorities. The Director of Operations/External Affairs is a member of the MSI management team and of the External Affairs management team and will be supported administratively by the VP's administrative assistant.

Qualifications: Required qualifications are as follows:

Minimum bachelor's degree and seven years of development or related work experience. Five to ten years of fundraising experience is essential

Experience in a donor-centered environment

Experience in a cultural institution preferred over other non-profit experience

Raiser's Edge or similar database program experience is essential

Demonstrated successful management of effective teams, including hitting targets and/or overcoming challenges and meeting deadlines

Knowledge of Chicago donor-base preferred

Experienced goal-setting and ability to work with President/CEO

Ability to react appropriately and professionally to all donor situations

Presentation experience and ability to manage meetings

Ability to work within challenging situations through diplomacy and negotiating skills

Willingness to try new things and take risks. Budget management experience

Superior analytical, attention to detail, written and verbal communications skills

Exceptionally strong professional judgment and initiative

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/director-of-operations-external-affairs/>

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### **Facilitator III**

Department: Education & Guest Services

Status: Full Time

The Facilitator III will be responsible for supporting the development, delivery and maintenance of guest programs, with a focus on the Live Science Experience program. Could include, but not limited to visitor, community and school audiences.

The Facilitator III will report directly to the Manager of Guest Programs. Assist in the monitoring of guest programs for quality assurance and relevance to applicable state and national education standards. Assist with training of new staff, volunteers and interns. Participate in peer reviews. Supervise volunteers and interns.

Communicate with internal staff and external partners regarding program logistics. Participate as team member in assigned working groups and on various Museum teams.

Maintain departmental responsibilities (meetings, email, phone, etc.) Assist with other guest programs as assigned.

#### Qualifications

The Facilitator III requires attention to detail, written and verbal communications skills, and exceptionally good professional judgment. Required qualifications are as follows:

Bachelor's degree from a four-year college or university in science, education or related discipline. Candidates must have 1-2 years of prior teaching experience. Curriculum development experience a plus.

Informal education experience also a plus. Individual must possess excellent verbal and written communication skills. Public speaking and improvisational skills necessary. Bilingual ability a plus. Candidates must have the ability to collaborate, work on multiple projects and meet deadlines.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/facilitator-iii/>

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**Zone Leader - Chicago**

Reports to: Regional Manager

Location: Chicago, IL

**Responsibilities**

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units  
Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone  
Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition

Ensure smooth interaction between residents, employees, and corporate office  
Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending  
Oversee the zone's other monthly purchasing costs  
Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy  
Audit apartment buildings in zone to ensure high level of quality  
Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections  
Recruit, train, assess, and cultivate talent on all zone teams

**Qualifications/Minimum Skills to Apply:**

2-year Associates degree  
Customer service experience  
Management experience  
Working knowledge of Microsoft Excel, Word, and mobile communication  
Access to reliable automobile – REQUIRED  
Property management or entrepreneurial background a plus  
Previous experience running/managing a multiple-site retail store/chain desired  
**Compensation and Benefits**  
Base pay will start at \$40,000 – 50,000/year, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus up to \$1000/month. Medical, dental, vision, life, and 401(k) available.  
Company stock may be available for top performers.

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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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).



### **Merchandise Flow Team Member**

Date: 06/18/2014

Location: Chicago, IL

Job Number: 3644405

Description: Deliver a great-looking, fully-stocked sales floor. |Offer a fast, fun and friendly guest experience. |Maintain a clean, clutter-free work area. |Quickly respond to all team member requests. |

Requirements: Lift 40 pounds and assist with heavy merchandise lifts. |Move merchandise using the proper equipment. |Use technology to read instructions and enter information. |Work independently. |Drive sales by quickly and accurately placing items on store shelves. |Use excellent planning, organizational and numerical skills. |  
Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5565665-merchandise-flow-team-member-jobs>

### **Food Service Team Member**

Date: 06/18/2014

Location: Chicago, IL

Job Number: 3643467

Description: Deliver a fast, fun and friendly Food Service experience. |Prepare a fresh, quality product every day. |Follow Food Safety standards and maintain a clean dining area. |Offer guests great-looking food presentation. |

Requirements: Maximize sales by producing the right menu items at the right time. |Partner with Food Team members to keep menu items stocked. |Rotate menu items as necessary for maximum freshness. |Read and follow directions on labels, menus and recipes |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5567938-food-service-team-member-jobs>

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### **Cashier Team Member**

Date: 06/18/2014

Location: Chicago, IL

Job Number: 3649354

Description: Provide fast, fun and friendly checkout service. |Resolve guest concerns in a positive, helpful manner. |Work as part of a team. |Know REDcardSM messaging and solicit guest registrations. |

Requirements: Use excellent guest service skills. |Handle money, refunds and exchanges. |Learn new technology. |Read labels and other product information. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5567974-cashier-team-member-jobs>

### **Starbucks Team Member**

Date: 06/18/2014

Location: Chicago, IL

Job Number: 3648500

Description: Deliver a fast, fun and friendly Starbucks experience. |Prepare beverages according to Starbucks specifications. |Follow Food Safety standards and maintain a clean store. |Greet customers with a groomed appearance and full uniform. |

Requirements: Maximize sales by preparing the right menu items at the right times. |Follow Starbucks guidelines for presentation and display. |Read and follow directions on labels, menus and recipes. |Act quickly to resolve guest concerns. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5568092-starbucks-team-member-jobs>

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**Sales Floor Team Member**

Date: 06/20/2014

Location: Chicago, IL

Job Number: 3652099

Description: Provide fast, fun and friendly service. |Maintain a clean, great-looking store. | Train new team members. |Deliver accurate product placement, pricing and labels. |

Requirements: Learn new technology. |Neatly arrange items on shelves. |Move merchandise using proper equipment and techniques. |Act quickly to resolve guest concerns. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5581138-sales-floor-team-member-jobs>

**Price Accuracy Team Member**

Date: 06/20/2014

Location: Chicago, IL

Job Number: 3650103

Description: Deliver accurate pricing through tickets, labels and signs. |Maintain a great-looking work area. |Resolve guest concerns quickly and accurately. |Work as part of a fast, fun and friendly team. |

Requirements: Drive sales by completing price changes quickly and accurately. |Use technology to read instructions, reports and information. |Use extensive pricing knowledge and experience. |Use excellent planning, organizational and numerical skills. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5581180-price-accuracy-team-member-jobs>

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### **Sales Floor Team Member**

Date: 06/20/2014

Location: Chicago, IL

Job Number: 3650106

Description: Provide fast, fun and friendly service. |Maintain a clean, great-looking store. |Train new team members. |Deliver accurate product placement, pricing and labels. |

Requirements: Learn new technology. |Neatly arrange items on shelves. |Move merchandise using proper equipment and techniques. |Act quickly to resolve guest concerns. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5581183-sales-floor-team-member-jobs>

### **Environmental Services Aide I**

Department: Environmental Services

Schedule: Full Time

Shift: Day/PM rotation

Hours: 7:00am to 3:30pm and 11:30am to 8:00pm

Job Details: Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

#### **JOB SPECIFICATIONS:**

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=621851](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=621851)

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**Job Title: Food Service Assistant1- Temporary Full-time**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-0390

**Job Description:**

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area.

Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

H. S. Diploma or GED required.

Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140623134641&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140623134641&)

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**Job Title: Cook 1-Cafe - Part-time**

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0586

Job Description: Performs culinary duties as assigned, responsible primarily for cold food production for patient service, retail sales and catered functions. Ensures that food service sanitation and quality control standards are met.

**Position Responsibilities:**

Primarily prepares and portions cold menu items (cold plates/platters, salads, sandwiches, desserts) for patient service, retail sales and catered functions following amounts specified by computer adjusted recipe; follows procedures in accordance with established standards and methods. Functions as support staff to entrée cook as assigned. Adheres to time schedule for production and service. Wraps, labels, dates and stores products correctly. Serves and stores food at correct temperatures, maintains temperatures of items served and stored. Maintains cleanliness and sanitation of work area and equipment; performs cleaning duties as assigned. Complies with all regulatory agency standards and all departmental policies and procedures. Trains new personnel as assigned. Orients dietetic interns to work area as assigned.

**Position Qualifications Include:**

High School Diploma/GED required

Minimum of two years general cooking experience especially in cold food preparation and/or Cook's assistant, in an institutional or health care setting, preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter. Ability to read, write and speak English. Basic math skills to calculate recipe ingredients and quantity adjustments, calculate weight and measures. Problem solving ability

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors). Must have organizational skills. Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, ability to stand and walk 100% of the time

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140623134730&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140623134730&)

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### **Executive Chef and Line Cooks!!!!!!**

TERRA, An American Bistro  
2676 Green Bay Rd Evanston, IL

#### Job Description

Terra American Bistro seeks a professional, experienced and talented Exec. Chef focusing on contemporary American cuisine. We are looking for someone who is passionate about food, a strong leader and takes pride in providing excellent customer service. The ideal candidate has the ability to lead a kitchen team, has strong work ethic, and the ability to thrive in a fast paced environment where there is plenty of growth potential. This is an excellent opportunity for an innovative, creative Chef.

#### Must be / have:

- ~A minimum of 2 to 3 years experience as an Executive Chef or Chef du Cuisine.
- ~Knowledge of recipe writing, costing and inventory control
- ~Training and supervisory experience a must
- ~Strong knowledge and experience preparing American cuisine
- ~Excellent organizational skills, flexibility with work schedule and optimistic, energetic attitude
- ~Places a premium on quality ingredients and quality products
- ~Excellent cooking skills, with the ability to relate to, lead, motivate and supervise people
- ~Team oriented with a great personality to work in an open kitchen and occasionally greet customers
- ~Works well under pressure in a high volume environment
- ~Ability to communicate well with a positive, can do, attitude
- ~Ability to handle multiple tasks
- ~Willing to be extremely hands on
- ~Flexible Schedule (available to work all shifts including weekends)
- ~Ability to ensure a clean, neat and organized kitchen
- ~Ability to maintain proper food and labor cost

We are also in the market for professional, experienced and talented line cooks with knowledge of modern American cooking to join our kitchen.

Some fine dining (or equivalent) experience preferred, but willing to take on self-motivated individuals. Pay will be based on experience, speed, cleanliness, and general knowledge of meat, fish, and vegetable preparation and fabrication. Only PM shifts available.

Email all Resume to Dave Perlick at [rhz6tbw7hj@jobs.shiftgig.com](mailto:rhz6tbw7hj@jobs.shiftgig.com)

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**EXPERIENCED (only) Cashier / Front of the counter Help - Yogurt Store**

With Love

6 Danada Square West, Wheaton, IL

Job ID: 8007079

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: State Wages

Experience: 1-3 Years

References: Preferred

**Job Description**

We are currently hiring for Cashiers / Front of the counter help for a self serve frozen yogurt store.

\* MUST have experience in Yogurt store / Ice cream Store OR a cafe as a cashier / front of the counter help.

\* MUST be available for weekend evening shifts and should be able to close late evenings

The ideal candidate should be available to work in evening Shift. This person requires to take responsibilities to close the store, cleaning and maintaining Yogurt machines.

Should have a valid driving license and should be able to commute to the work location.

Please apply only if you have more than 1 year of experience working at a ice cream or Yogurt store.

**Requirements & Skills**

Must be 18+, able to clean and close

No walkins or phone calls will be considered. Please apply online

Apply online at <http://www.shiftgig.com/job/wheaton/il/cashier-job-openings-at-love-8007079>

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## **Receptionist . front desk**

VVD Wire

2020 N California Suite 7-138, Chicago, IL  
Logan Square, Bucktown

Job Description

Responsibilities:

Greeting guests

Providing positive first impression of company

Answering phones

Taking and relaying messages

Intercepting packages/deliveries

Provides company information to guests

Redirecting guests to appropriate destination

Skills:

Amiable personality

Ability to speak and communicate easily with others

Basic internet knowledge and usage

Excellent organizational skills

Good present ability

Requirements & Skills

Excellent presentation. Outgoing and able to engage new people

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-vvd-wire-7971347>

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### **Resident Care Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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### **Maintenance Tech - Chicago**

Reports to: Maintenance Supervisor

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets.

Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures.

Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim. Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish. Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits: Base pay starts at up to \$20/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Leasing Advisor - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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### **Evictions Prevention Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

#### Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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## **RESIDENCE SERVICES COORDINATOR**

YMCA: McGaw YMCA

Location: Evanston, IL

### Job Description:

The McGaw YMCA in Evanston, Illinois is recruiting for a Residence Services Coordinator. The McGaw YMCA Residence Program is home to more than 160 low-income men in a supportive YMCA program setting. The Residence Services Coordinator will build collaborative relationships with resident members to impact their health, well-being, and financial stability goals. In addition to case management services, this position will respond to new applicant inquiries and current member requests in the Residence Office. The Residence Service Coordinator will respond to incident reports, perform routine checks on the residence floors, and otherwise support peaceful community living.

This is a full-time, exempt position. Some evening and weekend hours required.

### JOB QUALIFICATIONS:

This position calls for a strong commitment to the mission, vision, and values of the McGaw YMCA. The person in this position will use sound judgment to devise case management interventions and respond to incident reports. This position requires providing services in accordance with the National Association of Social Workers Code of Ethics. Strong interpersonal skills, conflict resolution skills, and the ability to effectively interact with a diverse population are required. The successful candidate will be highly organized, able to multi-task, and possess excellent written and oral communication skills. The position requires a Master's in Social Work or a Bachelor's with 3-5 years of experience in a related human services field. Candidates with experience working with older adults or in the substance abuse field are encouraged to apply.

Salary: \$29,338 - \$36,672

### HOW TO APPLY

Send Resume To: [residenceprogram@mcgawymca.org](mailto:residenceprogram@mcgawymca.org)

Apply By Email: [residenceprogram@mcgawymca.org](mailto:residenceprogram@mcgawymca.org)

Resumes until: 7/9/2014

Contact: Pamela McKenzie

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

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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

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