



### **Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

#### Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website.

Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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### **Courtesy Bus Driver - Payless Car Rental in Chicago Illinois United States**

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

#### Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Basic Life and 401K Savings Plan.

#### Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Job Title: Courtesy Bus Driver - Payless Car Rental

Requisition Number: 216377

City: Chicago., IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver-payless-car-rental/2D01E4D3CFCC46BBBA02D6150598379D/job/>

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### **Human Resources Representative in Chicago Illinois United States**

Avis Budget Group, a global leader in the travel services industry, is seeking a Full-Time Human Resources Representative to be located at our Chicago O'Hare International Airport location. This generalist position will support a portion of our North Central Region (Illinois, Wisconsin, and Indiana) and work with both union/non-union employees, partner with all levels of management and deliver business-focused HR solutions throughout an assigned territory.

This position reports to the Human Resources Manager for the North Central Region located in Chicago, IL. This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana.

- Approximately 50%-75% travel required.
- Bachelor's Degree required
- 3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:

Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.

- Ability to work effectively both as a team player and individually.
- Strong HRIS and computer skills preferred.
- Excellent oral and written communication skills required.
- Proven ability to effectively interface with all levels of management.
- High attention to detail while handling multiple tasks is a must.
- Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Human Resources Representative

Requisition Number: 202569

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/A052D1E31D9A4BB3A3D42FEEBDA46F3C/job/>

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### **Customer Service Agent - Payless Car Rental in Chicago Illinois United States**

Payless is an action-packed, high-energy workplace where things move forward every day. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

**Compensation & Benefits:** We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

#### **Basic Qualifications/Minimum Requirements:**

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you: •Competitive pay •Medical, Dental, Vision & 401K •Full training to learn the business and enhance your professional skills •Paid vacations  
In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

**Job Title:** Customer Service Agent - Payless Car Rental

**Requisition Number:** 213980

**City:** Chicago

**State:** IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/D6850BB6E7C044248116AA6FF22E2519/job/>

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### **Rental Sales Associate in Chicago Illinois United States**

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

#### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

#### **Compensation & Benefits:**

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Rental Sales Associate

Requisition Number: 197318

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/C9186D5B1AE04DAEB6A45D9AEAC0B804/job/>

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## **Administrative Assistant**

Chicago, IL

Posted 6 days ago in Admin/Secretarial

Looking for multiple positions from one year to over 5 years PLUS of experience. All levels.

### **QUALIFICATIONS:**

- 1- 5+ years of Administrative Assistant experience
- Experience with brokerage/securities firms preferred
- HS diploma required. 1-2 years of vocation/technical training or a BA/BS Degree preferred
- Advanced experience with MS Office Suite software (Excel, PowerPoint, Word) and devices (e.g., Blackberry)
- Solid telephone, scheduling and travel management experience
- Advanced communication (written & verbal) and interpersonal skills
- Customer service skills
- Ability to be flexible and adaptable who can thrive in a fast paced environment
- Superior listening and comprehension skills

### **HIGH-LEVEL TASKS**

- Perform highly complex clerical, administrative and secretarial duties to assist senior managers and professional members of Division or Office that involve confidential or sensitive issues and information, such as tracking and disseminating internal reports and data, filing such reports, providing initial drafts of correspondence and memoranda, proofreading drafts provided by staff, and gathering information from the public and senior staff for action by personnel.
- Conduct research and forwards information to appropriate personnel in the relevant specialty area for informational purposes and action. From information provided by personnel and with staff oversight, types and formats correspondence, reports, memoranda and other materials requiring accuracy and completeness.

About The Leading Niche:

To learn more, please visit us at [www.theleadingniche.com](http://www.theleadingniche.com).

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## **Housekeeping**

1 Part-Time Position, 24 hours per week

### **Job Description**

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. This position is part-time and works 2nd shift (2:30pm – 11:00pm).

Responsibilities include, but are not limited to the following:

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned
- Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### **Qualifications**

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
  
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
  
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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

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

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**Job Title: Public Service Administrator - Opt 2**

Agency: Insurance

Closing Date/Time: Wed. 07/09/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9341

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business administration and insurance; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of public and business administration, principles and practices, of agency programs and service objectives, activities and operational systems; of staff utilization and employee motivation; of agency policies and procedures. Requires ability to develop and manage a supportive agency program; to analyze administrative problems and adopt an effective course of action; to develop, install and evaluate new and revised methods, procedures and performance standards; to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; to develop and maintain cooperative working relationships. Requires the ability to travel.

Specialized skills: Requires two years experience with advanced insurance concepts and principles. Requires supervisory experience and the ability to train and motivate employees. Requires a thorough knowledge of the Illinois Insurance Code, rules and regulations, related to complaints resolution.

Work Hours & Location/Agency Contact: Work Location: IL Dept of Insurance  
Producer Regulatory Services/P&C Market Analysis/P&C Complaints  
122 S. Michigan Ave - Chicago, IL - Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-9993 217-782-9925 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](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 - Fiscal Mgt/Acct-Insur---

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## **Membership Services Representative**

Location: Chicago, IL

The Membership Services Representative will actively participate in the Membership unit of the Institutional Advancement department's revenue acquisition and retention of members by providing excellent customer service to members and donors at Membership desks, and to members via phone and email.

The position will generate revenue by acquiring new members and retaining and engaging current members via renewals and/or upgrade of membership levels.

The Membership Services Representative will also assist with additional guest audiences including, but not limited to, corporate members, general guests, donors, trustees and museum staff.

### Qualifications

- One year customer service experience in an educational, cultural or entertainment environment or related field preferred
- Ability to adapt quickly to new technical efficiencies (new ticketing system, iPad sales system, etc.) and communicate use instructions to members and colleagues
- Ability to clearly communicate in person, via telephone, and email to request and exchange information in a pleasant, respectful and professional manner
- Ability to quickly analyze inquiries and determine steps for resolution. Go "above and beyond" to assist members by making their satisfaction a high priority
- Ability to accurately access and document information and recall new or changing procedures that may impact customers
- Demonstrate exceptional human relations and communication skills, traits and competencies. Listens effectively and has an acute understanding of member/donor needs and expectations.
- Ability to prioritize work and perform under time pressures
- 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
- Ability to stand for long periods of time

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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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**Job Title: Civil Engineer Trainee**

Agency: Natural Resources

Closing Date/Time: Mon. 07/07/14 5:00 PM Central Time

Salary: \$4,190.00 - \$5,840.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: NR916

Bid ID#: 12-32-4732

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under immediate supervision, assists in the engineering review of permit applications for construction in and along the waters and regulated floodplains of the state; inspects proposed and approved construction.

**Minimum Requirements:**

Requires a four year degree from an accredited college in engineering, or knowledge, skill and mental development equivalent to completion of four years of college in engineering. Engineering in training license in Illinois is preferred.

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

Monday - Friday, 7:30 am - 4:00 pm, 1 hour lunch. Saturday & Sunday off.

**WORK LOCATION**

Illinois Department of Natural Resources

Office of Water Resources 2050 West Stearns Road, Bartlett, IL 60103

**WHERE TO APPLY**

Illinois Department of Natural Resources

ATTN: Loren Wobig

One Natural Resources Way Springfield, IL 62702

Phone: 217.782.9130

**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: Health Facilities Surveyor I - Opt 2**

Agency: Public Health

Closing Date/Time: Thu. 07/10/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80536

**Minimum Requirements:**

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling, or psychology, supplemented by one year of experience working directly with persons with mental retardation or other developmental disabilities and an additional two years of professional experience affording knowledge of the problems and needs of mentally retarded individuals and/or those with related conditions; or a master's degree in a human services professional field and one year of experience working directly with persons with mental retardation or other developmental disabilities. Requires ability to travel and possession of a valid Illinois Drivers License.

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

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

**Agency Contact: Office of Human Resources**

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

**How to Apply:**

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

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## **Building Attendant**

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 24 hours per week

### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

This position is part-time and works 3rd shift (4:00pm – 12:00am).

### Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming  
Damp wiping  
Sanitizing bathroom fixtures  
Mopping floors  
Special project work as assigned  
Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### Qualifications

The ideal candidate will possess the following qualifications:

High school diploma or equivalent  
Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds  
Ability to stand and walk for long periods of time  
Ability to bend and reach

Ability to follow verbal and written instructions  
Ability and experience using various tools, products, and equipment

Ability to work independently and on team  
Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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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](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: Rehabilitation/ Mobility Instructor Trainee**

Agency: Human Services

Closing Date/Time: Tue. 07/08/14 5:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

\$44,616.00 - \$65,892.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-57-82762

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, gains specialized knowledge and practical experience in teaching and counseling customers who are blind, visually impaired or deaf/blind. Develops specialized skills by participating in specific in-service training activities and by providing instruction and counseling to customers-eventually assuming responsibility for a caseload.

Minimum Requirements: Requires a Master's degree with major course work in orientation and mobility or a Bachelor's degree plus two (2) years of supervised experience in instruction of persons who are blind, visually impaired or deaf/blind.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.  
Division of Rehabilitation Services / Bureau of Blind Services  
715 Algonquin Road, Suite A, Arlington Heights, IL 60005

Please submit applications to: Lynette McCrary  
Bureau of Employee Services / Contractual Hiring Unit  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762  
PHONE: 217-524-4171 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: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

**Minimum Requirements:**

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

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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](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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**Title: CSR / Teller Floater Streeterville PT**

Requisition #: 142223  
Employment Type: Regular  
Full or Part Time: Part-time  
FLSA Status: Non-Exempt  
Division: Retail  
Grade: 02  
Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

**Preferred Job Requirements**

As a Banking Customer Service Rep with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take the initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Additional preferred requirements for the Banking Customer Service Rep include:

- Minimum 1 year experience in a Banking, Retail, Sales or other role that involves cash handling and customer service
- High school education or equivalent experience
- Strong working knowledge of banking retail policies and procedures
- Advanced math abilities • Computer proficiency
- Ability to work a flexible schedule
- Ability to lift up to 25 pounds and stand for most of your shift

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- Ability to lift up to 25 pounds and stand for most of your shift

Apply online at

[https://cvg53.ngahrhosting.com/Main/careerportal/Job\\_Profile.cfm?szOrderID=142223&szReturnToSearch=1&szWordsToHighlight=](https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=142223&szReturnToSearch=1&szWordsToHighlight=)

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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## **Mechanic Helper**

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system. Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

### Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification. Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history and a record of (5) years of safe driving.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=483](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=483)

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