



RETAIL SALES / CUSTOMER SERVICE - ALSIP IL- \$9.50 / HR + BONUS

Alsip, IL

Self Storage

Job Description

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

BENEFITS

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one (1) year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.jibeapply.com/jobs/141722/Alsip-IL-RETAIL-SALES-CUSTOMER-SERVICE-ALSIP-IL-9-50-HR-BONUS?lang=en-US>

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FACILITIES MANAGER - CHICAGO, IL

Bolingbrook, IL

Real Estate

Responsibilities

Development of strategic asset plans for existing properties

Capital Expenditure evaluation and project management

Assessment of property needs based on company assessment guidelines

Development of scope of work, cost analyses and budget projections necessary to maintain company's assets in accordance with acceptable standards

Identification & qualification of vendors, negotiation of bids, as well as contracting and ultimately monitoring vendor work performance

Developing and maintaining schedules of work and forecasts for completion dates as well as costs vs. budgets. Research and implementation of products, processes and services for continuous improvements in the delivery of results

Resolution of minor land use issues and compliance with codes, ordinances and regulations imposed by governmental organizations

Processing of invoices and other payments

Provide emergency response as needed

Assists with due diligence for acquisitions as needed

Proactively communicate with managers and others

Qualifications

A minimum of 5 years project management experience

A minimum of 5 years multi-unit management experience in construction/facilities

Bachelor's degree in Construction/Business Management or related field preferred or equivalent direct experience. Experience in the development of scopes, budgets and schedules. Possess a customer centric attitude with the ability to collaborate

Excellent written and oral communication skills. Proven ability to effectively communicate with all levels of management. Proficient in MS Office Suite of programs - Word, Excel, Outlook. Project Big Sky (Preferred). Ability to learn new software as needed. Perform the essential functions of the job with or without accommodations

Must be highly mobile and willing to travel extensively as the workload dictates

Note: There is no relocation assistance available for this role.

Public Storage offers competitive base and bonus, in addition to medical, dental, vision, life, LTD, STD, AD&D, 401(k) with company matching, FSA's for healthcare and dependent care. Public Storage is an equal opportunity employer.

Req ID: 141095

Apply online at <https://publicstorage.jibeapply.com/jobs/141095/Bolingbrook-IL-FACILITIES-MANAGER-CHICAGO-IL?lang=en-US>

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**RESIDENT or NON RESIDENT - RETAIL SALES / CUSTOMER SERVICE -
PALATINE, IL - \$9.50 / HR + BONUS**

Palatine, IL
Self Storage

Job Description

While in training, you will earn \$9.50 per hour. Once you are allowed to move into the on-site apartment, your total compensation package will change to \$7.25 per hour plus the use of the apartment and the basic utilities. After six (6) months of employment, you may be eligible for a \$.50 increase and participation in our performance-based incentive plan.

BENEFITS

On-site paid company housing at many locations if/when available
Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.
Medical/Dental/Vision, Life Insurance, STD and LTD
401(k) With Matching Contributions
15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one year of Customer Service and/or Sales experience
- Energetic, outgoing, customer oriented personality
- Strong communication, interpersonal and problem resolution skills
- Enjoys and easily operates independently or as part of a small team
- Detail oriented with strong organizational and time management skills
- Some knowledge of computers in a windows environment
- Valid driver's license with access to reliable transportation used during the work day
- Willingness to work in multiple locations
- Can work from 9:30am to 6pm any day of the week, including weekends and holidays
- Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
- Willing to submit to a pre-employment background check and drug test

Apply online at <https://publicstorage.jibeapply.com/jobs/141880/Palatine-IL-RESIDENT-or-NON-RESIDENT-RETAIL-SALES-CUSTOMER-SERVICE-PALATINE-IL-9-50-HR-BONUS?lang=en-US>

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Job Title: Administrative Assistant I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 07/11/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS2986

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as staff assistant to the Deputy Administrator for Financial Management for the Division of Child Support Services (CSS); conducts and coordinates studies and special projects; consults with the supervisor and other administrative staff relative to the implementation of child support programs; serves as liaison to other agency units and bureaus; coordinates staff and contractor management meetings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

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

Location: Division of Child Support Services / DuPage County Satellite Office

191 South Gary Avenue Carol Stream, IL 60188 (DuPage County)

Agency Contact: Kathy Hunter

509 South Sixth Street Springfield, IL 62701

Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

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 N1 - Healthcare & Family Srvs

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Job Title: Criminal Justice Specialist I – Opt 1

Agency: Criminal Justice Information Authority
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#: 10231-50-05-600-10-01

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires completion of an agency approved training program or one year professional experience in planning, development, implementation, and assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work. Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word, and Excel. Must be proficient in analytical skills and oral and written communications.

Position requires ability to travel and a valid driver's license.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 unpaid lunch hour

Illinois Criminal Justice Information Authority
Maria S. Espindola / Human Resources Coordinator
300 W. Adams St., Suite 200 Chicago, Illinois 60606 Fax: 312-793-1030

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: Drug Compliance Investigator

Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 07/10/14 5:00 PM Central Time
Salary: \$6,465.00 - \$9,659.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029 Bid ID#: DFPR 9429

Minimum Requirements: *Requires graduation from a four year college or university and shall have: 1) at least two years of investigative experience; 2) or have two years responsible pharmacy experience; 3) or be a licensed pharmacist. Requires extensive knowledge of the enforcement provisions of state and federal laws. Requires working knowledge of the state and federal statutes regulating the manufacturer, distributor, wholesaler, analytical labs, research facilities, chemical analysis and instructional activities; judicial rules of evidence. Requires ability to understand and explain statutory requirements, rules and procedures; examine and evaluate premises and records for evidence of violations; quickly and reliably identify and classify drugs; maintain satisfactory relationships and to conduct tactful, productive interrogations and investigations; and prepare accurate technical reports. Requires the ability to travel and to travel state-wide on short notice. Requires possession of an appropriate valid driver's license. Prefers proficiency in Microsoft Office Suite, Word, Excel and Outlook.*Education requirements are mandatory minimums, in accordance with the Pharmacy Practice Act, (225 ILCS 85/11(e)).

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Professional Regulation/Medical Cannabis/Investigations
100 W. Randolph St. - James R. Thompson Center 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 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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Administrative Assistant - Global Operations Center | CHI005932

Description: Administrative Assistant to the SVP Product & Brand Development and SVP Food & Beverage within the Global Operations Center. This position is responsible for a variety of administrative tasks including, but not limited to, those outlined below, as well as some project-based work. Responsibilities, duties and pace often vary day-to-day, and the ideal candidate must be able to multi-task, prioritize and think ahead independently.

The primary job responsibilities are:

Calendar management for two SVPs

Travel planning and securing international travel visas as needed

Reconciling expense reports and processing invoices

Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines

Monitoring and responding to manager's email account as appropriate

Coordinating and attending regularly scheduled team meetings

Support for Global Operations Center as needed, including planning or assisting with department-lead meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Minimum 4 years of administrative experience or

Hospitality experience a plus

High school diploma required

Associate's degree or equivalent a plus

Fully proficient in Microsoft Office suite

Prior experience working in a highly confidential environment

Project a professional image and ability to work independently

Ability to juggle multiple projects and priorities at the same time

Primary Location: US-IL-Chicago

Organization: Global Operations Center

Pay Basis: Yearly US Dollar (USD)

Job Level: Professional Staff/Corporate | Full-time

Job: Administrative

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Assistant Outlets Manager | CHI006178

Description

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences.

The Hyatt Regency McCormick Place is currently seeking an Assistant Outlets Manager in the Food and Beverage Division.

This person will assist in overseeing the day-to-day operations for Shor Restaurant, M/X Lounge and Forno, Italian Trattoria. Responsibilities include the following:

Performing on-the-job training for associates in a variety of positions within the department

Conducting performance evaluations for associates in the department

Creating weekly schedules for each F&B Outlet

Coaching, counseling, and disciplining associates within the department

Applicants must have hotel/food and beverage experience, be friendly and outgoing, and have strong leadership and communication skills.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: Hourly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Bars/Restaurants/Outlets

Apply online at www.hyattjobs.com

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Coordinator-Facilities - MAL000267

Primary Objective: Initiates efficient methods to address the logistical needs for facility usage on the campus. Coordinates facility usage for both internal and external community organizations as well as internal college activities. Responsible for technical equipment set-up and operation and coordinating maintenance and security for specified events. Coordinating with internal and external groups and/or agencies to efficiently address logistical issues concerning the uses of campus facility resources. This includes scheduling rooms and providing security/maintenance/audio-visual and hospitality support.

Set-up and operate technical equipment (microphones, tape recorders, sound systems, lighting, etc.) needed for an activity or event.

Completing all administrative/clerical duties associated with facilities management. This entails creating and distributing monthly calendar of events on campus, assessing fees, issuing appropriate forms, forwarding notices to groups/agencies and relevant campus departments, maintaining equipment inventory and ensuring repair and/or replacement of all audio/visual technical equipment.

Perform hospitality duties which include being physically present on campus at all events/activities sponsored by the campus and/or outside groups.

Assure that special set-up requests are completed in a timely manner.

Supervise hourly and work study staff.

Performs other duties as assigned.

Qualifications

An Associate's Degree (Bachelor's preferred).

Three years experience in facility management.

Technical knowledge of the operation of varied audio/visual equipment.

Excellent verbal and written communication skills and computer proficiency Excellent organizational skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Administration/Management

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Jun 25, 2014, 12:24:44 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Coordinator I - MAL0000260

Primary Objective: The position is responsible for, but not limited to, the ongoing growth and development of a program within an office at CCC.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement. Works closely with the liaisons, administrative staff at the Community College, operating staff, Case Management and Assessment staff.

Implements systems for customer tracking; coordinates with Liaisons and operating staff on client in-take activities, including referral of clients for services.

Organizes activities associated with the program to ensure success.

Maintains and monitors records and files related to services provided by the program.

Completes reports for review by College and project staff.

Prepares internal and external communications regarding program services.

Attends on-campus, teleconferencing and training sessions with project staff.

Performs other duties as assigned.

Qualifications

Bachelor's degree, in Developmental Education, Career Guidance, Higher Education, Student Personnel, Management, Marketing, or related field is required.

Should possess two to three years of progressively responsible administrative experience; or an equivalent combination of training and experience.

Demonstrated skills in operating and applying microcomputer software and word processing, spreadsheet and database application. Excellent verbal and written communication skills. Ability to work well as a team player.

Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District.

Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Office/Administrative Support

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Jun 26, 2014, 4:01:59 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Security Officer (3 Part-Time Positions) - MAL0000292

Duties and Responsibilities

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement.

PRIMARY OBJECTIVE: Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees. Patrols and monitors assigned area, including building, dock area and parking lot. Protect and assist staff, students and visitors. Enforce state and municipal laws and the rules of the Board of Trustees and make arrests as required under such laws. Make appearances as required when officer is complainant, witness or arresting officer. Informs Security Director and/or Officers of disturbances and/or irregularities. Enforces parking regulations. May perform clerical functions within the security office. Performs other duties as assigned.

Qualifications

High school diploma or equivalent required, Associates Degree or higher preferred. Two years or more experience on a state or municipal police force required. Working knowledge of applicable state and local criminal and civil statutes. No past criminal activities. Excellent communication skills - both verbal and written. Physical ability to perform the assigned duties and responsibilities of the position. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Working knowledge of personal computers and the applicable software used on them helpful. Must be self-directed and able to prioritize assignments.

Preference will be given to off-duty Police Officers, Correctional Officers, Cook County Sheriff's Police, Retired Police Officers and any officers with power to arrest. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Security Officers

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Jun 26, 2014, 3:46:32 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Cook 3 (Room Service) | CHI006201

Description

This culinary position requires good communication skills as well as at least two years of previous line and fine dining experience.

A Culinary degree or related hotel experience preferred.

Candidates should be able to perform all basic and intermediate cooking skills including preparation of soups, sauces, stocks, frying, broiling.

This person may be required to give direction in the supervisor's absence.

Qualifications

Requires good communication skills.

3 years of previous line experience preferred.

Culinary degree or related hotel experience is preferred.

Candidates should be able to perform all basic and intermediate cooking skills.

Able to work multiple stations in the kitchen.

Requires moderate supervision and training.

Fine dining experience preferred.

Primary Location: US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Culinary/Kitchen

Apply online at www.hyattjobs.com



Corporate Counsel - SEC | CHI006258

Description

The Global Corporate office of Hyatt Hotels Corporation in Chicago is seeking a Corporate Counsel - SEC. This position will include:

Periodic Filings on Forms 10-K and 10-Q:

Review of all filings from a legal & disclosure standpoint

Provide counsel to the Disclosure Committee

Determine which issues relating to possible disclosure require consultation by outside counsel

Coordinate the review and feedback of filings by outside counsel

Assume ownership for the completion of certain required items within the periodic filings – for example, with respect to the Form 10-K

Other Filings:

Preparation of the Proxy Statement in coordination with Human Resources and Finance Departments; Form 8-K Filing Process and Procedures; Earnings Release Review; Form 3, 4&5; Maintains awareness and compliance with NYSE filing requirements

Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

- Minimum of three years of experience in a SEC regulatory compliance position, prefer 5 to 10 years
- Experience working closely with senior legal and finance compliance staff and Associate General Counsel or General Counsel on Forms 10-Q and 10-K and proxy statements
- Bachelor's Degree required
- Law Degree from an accredited US Law School
- Must be licensed to practice law in Illinois or another state
- Must be familiar with using Microsoft Products and with other document management systems

Primary Location: US-IL-Chicago

Organization: Legal

Pay Basis: Yearly US Dollar (USD)

Job Level: Professional Staff/Corporate | Full-time

Job: Legal

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Front Office Supervisor | CHI006232

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Supervisors possess strong leadership, communication and relationship skills. They are expected to support senior leadership by developing and assuming basic management responsibilities. This role leads other associates by coaching, giving direction and may include training, scheduling, payroll and interviewing

Front Office Supervisors lead the agents whom are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal and written communication skills.

Ability to stand for long periods of time.

Experience and a thorough understanding of Front Office operations.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: 17 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Front Office

Apply online at www.hyattjobs.com

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Full-time Cook 2 - Intermediate Line | CHI006281

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

An intermediate line cook requires good communication and culinary skills. The desired cook candidate will have hotel cooking experience and a culinary degree. An intermediate cook should have a professional knowledge of cooking ingredients and procedures. Intermediate cook will work single stations in the kitchen and require significant supervision and training.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in cook jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

You're more than welcome.

Qualifications

Refined verbal communication skills.

2 years of previous line experience preferred.

Culinary degree or related hotel experience is preferred.

Candidate should be able to perform all basic cooking skills.

Able to work single station in the kitchen.

A true desire to satisfy the needs of others in a fast paced environment.

Ability to stand for long periods of time.

This is a great opportunity to get a start with Hyatt as a cook. For immediate consideration of the intermediate cook position, click Apply Now and complete an application for the intermediate cook position on the Hyatt Careers Site!

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Culinary/Kitchen

Apply online at www.hyattjobs.com

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Greeter - NoMI Kitchen | CHI006026

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Greeters are responsible for welcoming and creating the first impression for guests. These individuals have the ability to influence the overall restaurant experience by their interactions that include providing table accommodations and offering menu recommendations.

Greeters may be the final point of contact and have the ability to ensure guest satisfaction.

If you have worked as a restaurant host or restaurant hostess, your skills are invaluable to the position of Greeter at Hyatt.

Your restaurant job experience will give you the tools to be successful as a restaurant Greeter at Hyatt.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal communication skills.

This is a great opportunity to use your restaurant host or restaurant hostess job experience to begin a career at Hyatt. For immediate consideration for this hostess job, Click Apply Now and complete an application for the Greeter position on the Hyatt Careers Site!

Primary Location: US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Bars/Restaurants/Outlets

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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 Department 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 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 - Fiscal Mgt/Acct-Insur---

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Job Title: Technical Advisor II

Agency: Criminal Justice Information Authority

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

Salary: \$4,777.00 - \$6,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 45252-50-05-000-32-01

Under direction and supervision of General Counsel, performs general legal work:

1. Drafts interagency agreements, users agreements, proposed bills, amendments, resolutions, rules and regulations utilizing Microsoft Office software. Travels to various locations conducting specialized field investigations to determine compliance with inter-agency agreements.
2. Plans, evaluates, develops and validates program, standards, policies and procedures and assists staff in their implementation.
3. Reviews and analyzes agency contractual obligations.
4. Conducts legal research and writing for legislative analyses and review of state and federal laws.
5. Provides technical assistance and advise to criminal justice agencies and members of the public.
6. Consults with and advises other officials and members of the public regarding the application of laws and regulations.
7. Occasionally conducts negotiations with government officials and vendors regarding computer user agreements and interagency agreements.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements: Thorough knowledge of the Criminal Justice System a must. Individual must possess a valid driver's license and be able to travel. Must be familiar with word processing technology, specifically Microsoft Office software. In addition, must have experience drafting and reviewing contracts and experience with State rule-making procedures. Valid Illinois Law License required.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 unpaid lunch hour
Maria S. Espindola / Human Resources Coordinator

Illinois Criminal Justice Information Authority

300 West Adam St., Suite 200 Chicago, Illinois 60606 Fax: 312-793-1030

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Intern, Purchasing | CHI006300

Description

Hyatt Hotels Corporation in Chicago, IL, seeks a college student for an intern position within the Purchasing Department.

This paid internship position offers experience that prepares students for a professional career.

The intern will be assisting Project Managers corresponding with vendors to expedite projects, retrieve invoices and closing out projects.

Project Deliverables/Objectives:

- Contacting vendors on a daily basis to obtain status of product, i.e. production lead times, delivery, etc.
- Sending out close out memos, via email or fax
- Maintain detailed log of status updates
- Submitting Requests for Quotes

Qualifications

- Current Junior or Senior in college with a focus on a Hospitality or Purchasing degree
 - Must be proficient with Microsoft Office (Excel, PowerPoint, Outlook, and Word)
 - Able to work independently - looking for a pro-active, professional individual who possesses excellent communication skills
 - Strong attention to detail and a business professional demeanor is required
 - Demonstrate a high level of interpersonal skills and ability to accommodate working styles and perspectives of diverse individuals
- Minimum 3.0 GPA required

Primary Location: US-IL-Chicago

Organization: Finance

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Seasonal

Job: Internship

Apply online at www.hyattjobs.com

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Nail Technician - PT (NoMI Spa) | CHI006181

Description

Manicurist are responsible for providing a great guest experience while providing nail services. Good communication skills as well as excellent customer service are required.

Qualifications * Upscale Spa experience preferred.

Primary Location: US-IL-Chicago
Organization: Park Hyatt Chicago
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Part-time
Job: Spa

Apply online at www.hyattjobs.com

Part-time Daily Grind Market Attendant | CHI006280

Description

Hyatt Regency McCormick Place is currently seeking a friendly and outgoing person to join our team as a part-time Market Attendant! Our attendants are responsible for serving beverages, coffee, juices, and snacks, as well as additional duties in the new Daily Grind Market.

All applicants should have excellent communication skills, and a solid work history with an emphasis in customer service and cash handling.
Must be able to work flexible hours.
Applicant MUST be at least 21 years old due to alcohol legal requirements.

You're More Than Welcome.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place
Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Part-time
Job: Bars/Restaurants/Outlets

Apply online at www.hyattjobs.com

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