



Property Manager Chicago

Title: Property Manager Chicago

ID: 1005

Department: Field Management

Description

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 3 years, our portfolio has grown to over 7,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 200 with the majority of promotions sourced from within.

Qualifications / Minimum Skills to Apply:

- 2-year Associates degree

- Demonstrable conflict management and problem solving skills

- Working knowledge of Microsoft Excel, Word, and mobile communication

- Access to reliable automobile – REQUIRED

- Willingness to invest time outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- Property management a plus, but NOT required; training is provided

- Experience running/managing a multiple-site retail store/chain

- Sales or management experience

- Face-to-face customer service experience

Compensation and Benefits:

- Base pay depending on experience, starting at \$33,000 - \$38,000 annually

- Bonus plan has potential to pay up to \$6,000 annually

- Full benefits available for full-time employees

- Gas and phone allowance available for full-time employees

- Company stock potential for top performers

Apply online at <http://careers.pangeare.com/x/detail/a26llkjaejpu>

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

Bedford Park, IL

Self Storage

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

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/141416/Bedford-Park-IL-RETAIL-SALES-CUSTOMER-SERVICE-Cicero-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.

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

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Part-Time Room Attendant

Hotel Indigo Gold Coast Chicago

Job: General Housekeeping -United States

Schedule: Part Time

Job ID: CHI001286-EN

Job Type: Other Customer Service Hospitality – Hotel

Reference ID:CHI001286-EN

Location: US-IL-Chicago

This position has overall responsibility for assisting room attendants on assigned floors. You will assist room attendants with heavy items such as mattresses and linens and deliver linens and other supplies to room attendants while maintaining cleanliness and organization of floor closets and vending areas. This important role responds to guests' requests such as delivery of housekeeping supplies in a timely and efficient manner. You will clean other designated areas such as public restrooms, fixtures, vending areas, storage areas, and other public areas for assigned floors. You will monitor and control supplies and amenities, and minimize waste within all areas of housekeeping.

****This position requires some hotel housekeeping experience. This position requires the ability to work a flexible shift, including some overnight shifts. May require lifting up to 50 lbs., frequent moving about the facility, bending and kneeling.****

Salary: \$13.25 - \$14.25/hourly

Job Requirements:

Requirements include basic reading, writing and math skills. Some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 75 pounds and pushing and/or pulling approximately 300 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer Minorities / Female / Disabled / Veterans

Apply online at <http://ihg.jobs.net/job/Part-Time-Room-Attendant-Hotel-Indigo-Gold-Coast-Chicago-IL/J3J2DR5WL0HH12NFRLD/>

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CLASS TITLE: ASPHALT LABORER

Code: 9464

Family: Construction, Maintenance, and Skilled Labor

Service: Labor

Group: Non-Competitive

Series: Semi-Skilled Labor

MINIMUM QUALIFICATIONS - Education, Training, and Experience • One year of work experience in the paving and repair of street surfaces using asphalt materials and/ or related asphalt equipment **Licensure, Certification, or Other Qualifications** • A valid State of Illinois Driver's License is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge -Some knowledge of: • *use of street surface paving and repair equipment and asphalt materials • *work procedures relating to surface pavement and re-surfacing with asphalt • *applicable safety practices and procedures specific to working with and handling asphalt materials • *use of safety equipment and protective gear
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills • **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times • **EQUIPMENT SELECTION** - Determine the kind of tools and equipment needed to do a job

Abilities • **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences • **SPEAK** - Communicate information and ideas in speaking so others will understand • **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing

Other Work Requirements • **STAMINA** - Demonstrate energy and stamina to accomplish work tasks • **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude • **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations • **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/labor_services_9400series.html

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CLASS TITLE: CONSTRUCTION LABORER

Code: 9411

Family: Construction, Maintenance, and Skilled Labor

Service: Labor

Group: Non-Competitive

Series: Unskilled Labor

MINIMUM QUALIFICATIONS - Education, Training, and Experience

Completion of the City of Chicago's Laborer-Apprentice Program OR two years of work experience as a general laborer on a construction work site

Licensure, Certification, or Other Qualifications None

WORKING CONDITIONS

Exposure to outdoor weather conditions

Exposure to loud noise, fumes or dust, oily or wet environment

Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

Work performed above or below ground level

Work performed using scaffolds and ladders

EQUIPMENT Hand tools and manual equipment (e.g., hammer, shovels, power hoses)

Standard tools and equipment used in heavy construction (e.g., jack hammers, hammer drills and other power tools)

Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)

PHYSICAL REQUIREMENTS Heavy lifting (up to 100 pounds) required

Ability to walk and stand for extended periods of time Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs

Ability to move one's hands and arms to grasp or manipulate objects

Ability to access difficult to enter spaces (e.g., trenches, tunnels, cramped quarters)

Ability to operate applicable hand tools, power tools, and equipment

Other Work Requirements **INITIATIVE** - Demonstrate willingness to take on job challenges

STAMINA - Demonstrate energy and stamina to accomplish work tasks

DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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CLASS TITLE: WEIGHMASTER

Code: 9495

Family: Construction, Maintenance, and Skilled Labor

Service: Labor

Group: Non-Competitive

Series: Semi-Skilled Labor

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs work in connection with the weighing of vehicles loaded with materials received at weigh stations located at refuse dump yards, incinerators and asphalts plants; and performs related duties as required

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Willingness and ability to perform the duties of the job

Licensure, Certification, or Other Qualifications

A valid State of Illinois Driver's License is required

WORKING CONDITIONS

Exposure to outdoor weather conditions

Exposure to loud noise, fumes or dust

Exposure to hazardous conditions (e.g., heavy machinery)

Other Work Requirements

STAMINA - Demonstrate energy and stamina to accomplish work tasks

COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

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* May be required at entry.

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(RESIDENT) RETAIL SALES / CUSTOMER SERVICE - SCHAUMBURG, IL - \$9.50 / HR + BONUS

Schaumburg, IL
Self Storage

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

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

Apply online at <https://publicstorage.jibeapply.com/jobs/141083/Schaumburg-IL-RESIDENT-RETAIL-SALES-CUSTOMER-SERVICE-SCHAUMBURG-IL-9-50-HR-BONUS?lang=en-US>

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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

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Summer Interns

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include:

filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned. Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

Qualifications:

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply for Job button below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls.

Other duties as 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 possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Transportation Engineer

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

Job Description: Under the direction of the Section Manager, Long Range Planning, serves as engineering advisor to Pace. Engineer provides technical guidance and support for transit related design elements to regional planning agencies, municipalities, developers, and Departments of Transportation. Reviews IDOT, ISTHA, county and municipal roadway projects for transit accommodations, pedestrian improvements and transit supportive design recommendations during phase I and phase II design. Lead the detailed review process for Pace of IDOT, ISTHA, county and municipal roadway preliminary and final contract plans to ensure the satisfactory delivery of transit related design elements into Phase III construction. Conducts site plan and development reviews pertaining to transportation improvements including transit supportive guideline designs and pedestrian access. Administers the multi-modal Development Review Assistance for Transit (DRAFT) program. Develops sketch plans and reviews plans for transit facility designs, bus stop and station locations. Performs traffic and safety analyses on transit projects. Submits bus stop and shelter location designs for approval, coordinates with contractors and consultants on bus stop construction issues. When required by permitting authority submits P.E. approval on construction permit applications for bus stop locations. Provide technical guidance adhering to engineering design standards and Best Management Practices (BMPs) during the development of multi-modal construction projects including Pace's Bus on Shoulder (BOS), Arterial Bus Rapid Transit (ART), park & ride facilities, express bus network, station development, queue jump lanes, conversion to posted-stops-only operation, transit access lanes and Transit Signal Priority (TSP) programs. Assists the Supervisor Transit Engineer ITS. Other duties as assigned.

Qualifications: Bachelor's Degree in civil engineering or related field with emphasis on traffic and transportation engineering. Masters Degree preferred. Professional Engineer License for the State of Illinois is required. Three to five years progressively responsible experience as a Transportation Engineer or similar position. Demonstrate familiarity with USDOT, FHWA, IDOT regulations, project management experience, roadway design, construction and managing consultants. Provide an understanding of transit planning and facility design. Must have good communication and interpersonal skills and have experience with software including AutoCAD, Microstation, Synchro and GIS. Qualified candidate must have a good work history and possess a valid driver's license in order to use Pace owned vehicles for field work, attending off-property meetings or to travel to Pace facilities.

Apply online at

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Building Maintenance Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems. Routine cleaning of: maintenance area; minor lawn care and snow removal. May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications: Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination. Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License. Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

ACTIVITIES ASST SR SERV

Facility Presence Maryhaven Nursing and Rehabilitation Center - Location Glenview, IL
Department ACTIVITIES
Schedule Temporary
Shift Day shift Hours 9:00-1:30 Fri-Sun
Req Number 129354

Job Details Assist the Director and/or the Activities Coordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly preferred. Excellent communication skills and basic computer skills preferred. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=576600>

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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Mechanic Helper

Location: Des Plaines

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.

Qualifications:

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

Must successfully pass the Air Conditioning Certification. 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.

Must successfully pass examination for position and have a good starter set of hand tools 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.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=326

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Part-time Bus Operators

Location: Markham

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.

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ADMINISTRATIVE ASSISTANT II

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC EXECUTIVE SERVICES

Schedule Part-time (benefits eligible)

Shift Day shift

Hours 8am-4:30pm

Location Joliet, IL

Req Number 129211

Job Details The position will be located at Saint Mary's Hospital in Kankakee, IL

Description

We are seeking a candidate who desires a challenging opportunity to expand their working knowledge in a fast paced healthcare environment!

Must be able to manage multiple, high volume executive calendars

Must be able to keep the executive administration informed, organized, and prepared for meetings (agendas, packets, etc.).

Provides project management and administrative support in overall operations of the Medical Center while maintaining confidentiality in handling sensitive situations.

Compose routine letters for executive signature.

Other duties/projects as needed.

Requirements

Bachelor's Degree Preferred

Minimum 5 years work experience in an administrative support position (supporting a senior level executive a plus!)

Flexibility in availability to work

Superb communication skills (oral and written).

Strong Microsoft PowerPoint (ability to create graphs, charts, etc.) and Word skills.

Expert Microsoft Office Outlook calendar management

Great analytical and judgment skills

Detail oriented

Follow-up and follow through skills

Project Management skills

Competitive salary and comprehensive benefits package offered!

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=573247>

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CLASS TITLE: Administrative Assistant II

Code: 0302

Administrative Service

Clerical, Accounting and General Office Group

General Administrative Series

ESSENTIAL DUTIES: Compiles documents and obtains data from various sources to prepare programmatic and administrative reports; creates and maintains spreadsheets and formats and types reports using various software packages; reviews incoming correspondence and drafts standard responses for supervisor's signature; proofreads documents and correspondence submitted for supervisor's review; maintains supervisor's appointment calendar and schedules and organizes meetings; answers telephones, responds to inquiries and directs calls; orders office supplies and coordinates equipment repair and maintenance; processes payment vouchers, benefits claim forms and travel and mileage reimbursement requests; maintains petty cash records to track office expenditures; maintains personnel and time records for section employees; organizes and maintains program records and office files; explains program procedures and departmental policies to the general public and staff; relays directives and distributes information to staff as directed; performs various clerical duties to relieve supervisor of administrative and clerical detail.

RELATED DUTIES: May supervise staff performing routine clerical functions; may participate in the conduct of special projects and studies to improve the efficiency of administrative operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of office management and clerical procedures. Good knowledge of secretarial procedures. Good knowledge of desktop software packages. Ability to compile data and prepare reports. Ability to implement workflow procedures. Ability to interact effectively with supervisors and staff. Ability to operate a personal computer. Good organization skills. Good typing and proofing skills. Good secretarial skills. Skill in using desktop software programs. Good oral and written communication skills. Good interpersonal skills. Working Conditions. General office environment. Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

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CLASS TITLE: Administrative Assistant III

Code: 0303

Administrative Service

Clerical, Accounting and General Office Group

General Administrative Series

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs administrative and office management support functions for a city manager, or supervises clerical and administrative office operations; and performs related duties as required.

RELATED DUTIES: Attends meetings in the absence of the supervisor; may participate on task force committees to evaluate existing processes and recommend methods to improve systems.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible administrative or secretarial experience, or an equivalent combination of training and experience.

CLASS TITLE: Administrative Assistant III (Cont'd) Knowledge, Abilities and Skill. Good knowledge of office management and administrative procedures and practices. Good knowledge of desktop software packages. Good knowledge of report writing. Ability to compile and organize data and prepare reports. Ability to develop and maintain effective working relationships with supervisors and staff. Ability to supervise the work of staff. Ability to operate a personal computer. Good organization and administrative skills. Skill in using desktop software programs. Good analytical skills. Good oral and written communication skills. Good interpersonal skills. Working Conditions. General office environment. Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

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CLASS TITLE: ASSISTANT TO THE EXECUTIVE DIRECTOR

Code: 0305

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: General Administrative

CHARACTERISTICS OF THE CLASS

Under general supervision, provides confidential secretarial and administrative support to a City department or agency head in an executive level classification of Executive Director; and performs related duties as required

MINIMUM QUALIFICATIONS -Education, Training, and Experience A Bachelor's Degree from an accredited college or university, plus two years of work experience performing secretarial and/or administrative support functions ; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

Must be able to demonstrate skill in using MS Word, Excel and PowerPoint software

Excellent organizational and communication skills required

WORKING CONDITIONS General office environment

EQUIPMENT Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS Physical ability to operate a personal computer and related office equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK

REQUIREMENTS Considerable knowledge of: Secretarial, clerical and administrative work processes

Other Work Requirements **INITIATIVE** - Demonstrate willingness to take on job challenges **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace **DEPENDABILITY** -

Demonstrate reliability, responsibility, and dependability and fulfill obligations

ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. * May be required at entry.

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