



Part- Time Building Support Staff /Custodian (O'Hare International Airport)

Job ID 2015-133895

Location US-IL-Chicago

Category Other - Other

Airport / City Chicago O'Hare Intl Arpt

Overview:

National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service. Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future.

Must be able to work weekends.

Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://nationalalamo-erac.icims.com/jobs/133895/part--time-building-support-staff--custodian-%28o%27hare-international-airport%29/job>

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Part- Time Seasonal Rental Sales Agent- Incentive Sales Position (O'Hare International Airport)

Job ID 2015-138865

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago O'Hare Intl Arpt

Overview:

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time evening position working approximately 25 hours/week.

Knowledge/Skills/Abilities

Possess strong skill set in customer service and problem prevention

Ability to communicate instructions from management to other positions

Ability to work in high stress and pressure situations

Ability to effectively offer and sell incremental items

Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/138865/part--time-seasonal-rental-sales-agent--incentive-sales-position-%28o%27hare-international-airport%29/job>

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Part-Time Outside Customer Service Agent (O'Hare International Airport)

Job ID 2013-100217

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Overview:

This position is responsible for providing superior, friendly, efficient service during all aspects of the rental car process as well as assist all customers with the rental return process.

The Return/Handheld position will provide professional, knowledgeable, and courteous service while accurately completing all transactions.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old.

High School Diploma or G.E.D. required.

Minimum of 1 year customer service experience.

Must have basic computer skills.

Must have a valid driver's license with no more than 2 moving violations within the last 3 years.

No drug or alcohol related convictions on driving record in the last 3 years.

Must be able to speak, understand, read and write English.

Must be able to work outdoors in the elements with long periods of standing.

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.

Must be willing to work for \$9.75/hour.

Must be able to work the following shift/schedule:

Sunday, Monday, Saturday: 2:00pm - 10:30pm

OR

Sunday, Wednesday, Thursday, Saturday: 12:00pm - 7:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/100217/part-time-outside-customer-service-agent-%28o%27hare-international-airport%29/job>

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Part-time Customer Greeter (O'Hare Airport)

Job ID 2015-142211

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Overview:

The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply. Welcome members to the facility when they exit the bus or arrive on the lot. Direct customers to exit booth, provide local directions and maps and provide return directions where applicable. Assist members with questions and concerns to minimize counter visits. Communicate customer service issues to management. Ensure that hangtag information is completed correctly. Maintain clean low mileage fleet mix requirements. Maintain Emerald Aisle for cleanliness. Thank member for their business. Provide upgraded vehicles on request. Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age. High School Diploma or G.E.D.
Minimum of 1 year experience handling customer service functions.
Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be able to work day, night and weekend shifts

Apply online at <https://nationalalamo-erac.icims.com/jobs/142211/part-time-customer-greeter-%28o%27hare-airport%29/job>

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Part-Time Customer Service Agent - Midway Airport (outdoor position)

Job ID 2015-137659

Category Customer Service/Support - Customer Service/Support

Location US-IL-Chicago

Area Chicago Midway Arpt

Overview:

The Customer Service Agent (exit booth agent/handheld agent) provides superior, friendly, and efficient customer service at time of rental and return using the company approved sales and service techniques.

This person will help facilitate the rental process by verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience.

They will pleasantly handle and resolve customer questions, comments, and complaints while working face-to-face at the airport.

All interested candidates must have a flexible work schedule and be able to work late evenings and weekends.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have minimum of 1 year experience handling customer service functions

Must have basic computer skills

Must be able to work outdoors in the elements with long periods of standing

Must have a valid driver's license with no more than 2 moving violations within the last 3 years

No drug or alcohol related convictions on driving record in the last 3 years

Must be able to speak, understand, read and write English

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future

Apply online at <https://us-erac.icims.com/jobs/137659/part-time-customer-service-agent---midway-airport-%28outdoor-position%29/job>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Job Title: City Driver / FedEx

Job ID 407016BR

Address Line 1: 310 E Crossroads, Bolingbrook, Illinois 60440

Position Status: Full-Time

Grade: DRF

Work Hours: afternoons, night

Job Description: Pick up and deliver freight between Service Centers and customers and support the selling process.

QUALIFICATIONS:

- Must possess a class A Commercial Driver's License (CDL) with double/triple, hazardous materials and tank endorsements
- Must possess one (1) year experience within most recent three (3) years or successful completion of FedEx Freight Driver Development Course
- Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Long combination vehicles (LCV) (i.e. Triple Trailers, Rocky Mountain Doubles, and Turnpike Doubles) are operated in the states of AZ, CO, FL, ID, IN, KS, MT, ND, NV, OH, OK, OR, SD and UT. LCV Drivers in these states must meet the Long Combination Vehicles (LCV) Qualification and Certification Minimum Standards
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight weighing up to 100 pounds several times a week.
- Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

WORKING CONDITIONS:

- Drive throughout shift on all types of roads and in all types of weather
- Exposure to noise and vibration
- Exposure to dust and diesel fumes
- Exposure to hazardous materials shipped and packaged under DOT regulations
- Hours may vary due to operational need

EEO Statement: FedEx is an equal opportunity/affirmative action employer (Minorities/Females/Disability/Veterans) that is committed to diversifying its workforce.

Division Category: Courier/Tractor-Trailer Driver

Company Name: FedEx Freight Inc.

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25892&siteid=5069&jobid=73277>

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Loss Prevention Assoc

Location: Chicago, IL
Requisition ID: 205-914411
Posting Date: 6/1/2015
Shift: Flexible
Status: Regular

General Purpose of Position:

The Loss Prevention Associate is responsible for executing the company's Loss Prevention, Shortage Control and Safety programs at the store level. Responsible for monitoring the physical protection and safety standards for the store's merchandise, physical structure, customers and associates. Act as a deterrent to individuals involved in dishonest activity and if necessary make an apprehension as required. Detect report and resolving matters in the area of safety, inventory shortage, cash handling and theft, and for providing customer service as per company standards.

Focus of position:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

Skills and Competencies:

Ability to provide outstanding customer service
Ability to communicate effectively, both written and verbal.
Ability to execute assigned responsibilities in difficult and stressful situations.
Ability to maintain a fair, consistent set of standards, using judgment and discretion and adhere to all company and department policies and procedures.
Ability to communicate in a clear, concise, understandable manner, and listen attentively to others
Ability to operate all equipment necessary to perform the job
Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/loss-prevention-assoc-chicago-illinois-job-5047926>

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Customer Service Supv

Location: Chicago, IL

Requisition ID: 914341

Shift: Flexible

Status: Regular

GENERAL PURPOSE OF POSITION: The Customer Service Supervisor (CSS) is responsible for ensuring the highest level of customer service throughout the store. As a leader on the customer service team, the CSS will assist in the supervision of cashiers and customer service associates. This individual will focus on improving the overall customer experience through interaction with customers on the selling floor.

RESPONSIBILITIES: Drive the delivery of exceptional customer service by insisting on friendliness and creating a heads up mentality on the part of all store associates. Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service. Improve sales results through greeting and assisting customers on the sales floor; communicating customer requests to management. Maintain appearance of register area and keep supplies stocked. Monitor compliance of cashiers with established Company policies and standards, such as safekeeping of Company funds and property, security, sales and record-keeping procedures. Ensure the accuracy and efficiency in ringing sales and accurately maintaining all cash and media at the registers. Follow guidelines prescribed by the Customer Service/Logistics Manager to monitor associate breaks, ensuring they are being taken and that there is adequate coverage to minimize customer wait times. Support associate customer service training and communication efforts through participating in morning rallies and utilizing the Service bulletin board. Assist in communicating information to cashiers regarding special promotions and sale items. Accurately ring up sales when requested by the manager on duty. Ensure validity of customer returns, exchanges, check authorizations, and voids. Monitor all areas of possible loss due to theft, shoplifting, free-bagging, fraud, and/or carelessness. Provide orderly maintenance of front-end equipment and supplies, and communicate systems and equipment issues timely. Any other tasks as assigned from time to time by any member of the management team.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-5047068>

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REGISTRAR

The DuSable Museum of African American History is a non-profit organization dedicated to preserving and promoting the history and culture of the African American experience through stimulating exhibitions and inspiring education programs focused on arts, artifacts, events and customs.

The Registrar reports to the Collections Manager/Head of Collections & Registration and is responsible for implementing Museum Policies and procedures encompassing acquisitions, loans, exhibitions, deaccessions, packing and shipping, security of artwork in transit, fine art insurance administration, and risk management.

The successful candidate will work closely with the Collections Manager as well as with Curatorial and exhibition staff.

Responsibilities include, but are not limited to, processing objects in the permanent collection and loans for an upcoming permanent exhibit, coordinating shipment and insurance for temporary traveling exhibitions, documenting loans in the collections database, corresponding with lenders and donors, creating and maintaining Loan Agreements and Deeds of Gift, preparation and management of condition reports, processing backlog, as well as other tasks as assigned.

This position is full-time until December 1, 2015, with the strong likelihood of becoming a permanent full-time position after that period. Benefits available after 90 days full time employment. Read Full Description . . .

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Kristina Eason at keason@dusablemuseum.org, with "Registrar Search" as the subject.

The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply.

We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.

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Job Title: Staff Accountant

Reports to: Chief Financial Officer

Department: Finance

Job Summary: The Senior Accountant reports to the Chief Financial Officer and is an exempt salaried position. As a member of the Finance Department, the Senior Accountant performs technical accounting working support of the museum and its departments, including professional accounting functions related to the examination, maintenance, preparation, reconciliation and analysis of financial statements, ledgers, journals and reports. Provides accounting support for effective fiscal management of the museum. Serves as lead for the museum on external audits. Provides fiscal assistance, as needed, to other accounting staff.

Essential Duties/Job Functions:

- Maintain general ledger accounts
- Reconciliation of all accounts
- Audit Preparation
- Financial Grant Reports
- Financial budget preparation for grant applications
- Accounts Payable
- Accounts Receivable
- Maintain depreciation file
- Serve as back up for payroll processing
- Create and update various reports as requested by the CFO
- Other duties as assigned

Minimum Educational Qualifications & Required Skills:

- Four year degree in accounting or related field
- Two years related work experience in accounting and working knowledge of accounting software, preferably Fund-EZ
- Strong Excel skills
- Accuracy and attention to detail in daily work and other projects
- Ability to meet communicated schedules and deadlines essential
- Excellent oral and written skills
- Confidentiality

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Kristina Eason at keason@dusablemuseum.org, with "Staff Accountant" as the subject. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.

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Title: Group Services and Reservation Assistant

Reports to: Director of Educational Services and Public Programs

JOB FUNCTION:

The Group Services and Reservation Assistant is responsible for greeting museum guests, answering all incoming calls, assisting in scheduling tours, guest service and preparing contract and billing information for group reservations. The Group Services and Reservation Assistant ensures quality services are provided by working with visitors from their initial contact with the museum until the time the visit is concluded.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Solicit and schedule groups for museum visits
- Answer all incoming switchboard calls and direct to appropriate department
- Process payments for the Department of Education
- Provide administrative support for the Department of Education staff meetings
- Help cross-promote Education & Public Programs
- Balance Cash Register receipts
- Promptly answer and return calls regarding scheduled visits
- Coordinate and archive program surveys and evaluations
- Database management
- Assist with sales and marketing of museum events and programs

Other Responsibilities

- Prepare Monthly and Weekly Reports
- Support for Educational Events and Projects
- Assist the Guest Services Coordinator
- Other activities as assigned

Minimum Requirements:

- Proficient in Microsoft Office
- Excellent organizational and customer services skills
- Exceptional Phone presences
- Ability to manage multiple task
- Two year of related work experience
- Strong verbal and written communications skills

HOW TO APPLY: Please email resume and cover letter, to Kristina Eason at keason@dusablemuseum.org, with "Group Services Assistant Search" as the subject. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. **NO PHONE CALLS PLEASE.**

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Administrative Assistant / WGN

WGN-TV has an immediate opening for an Administrative Assistant in our engineering department.

The Engineering Administrative Assistant will provide general office support for the WGN-TV engineering department. Various administrative and clerical tasks will be performed. These tasks include:

- Answer phones, take messages and respond to various queries
- Create and track purchase orders
- Assist in scheduling and appointment management
- Interact with other departments in a professional and timely manner
- Organize various engineering documents and records
- Office supply ordering and management
- Assist the scheduling department with payroll preparation
- Other duties as required

The successful candidate will have at least a two year degree from an accredited program in a related field. At least two years of previous experience in an administrative support role is required. This position requires excellent written and verbal communications skills. Two years of experience with Microsoft Office including Outlook, Word, Excel and PowerPoint is required. Experience in a broadcast facility is a plus. You must be a self-starter with excellent problem-solving skills and a proactive, team-oriented attitude. This position reports to the Vice President of Technology at WGN.

WGN-TV is located seven miles Northwest of downtown Chicago just minutes from I-94. We offer excellent benefits and a competitive salary as well as free on-site parking for employees. Do you have what it takes to be on our team? Send us your resume and take your first step towards becoming a part of the WGN-TV crew!

Equal Opportunity Employer

If interested send cover letter and resume to:

WGN-TV Human Resources Department
2501 W. Bradley Place
Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Engineering Administrative Assistant".

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Scheduling Assistant / WGN

WGN-TV has an immediate opening for a Scheduling Assistant in the engineering department at WGN-TV. This position involves assisting the scheduling manager with payroll and scheduling duties for the engineering department.

The successful candidate will have excellent verbal, written, organizational and people skills.

This job requires daily interaction with dozens of employees working at a hectic pace in a live television environment. A background in accounting and/or payroll is required.

Experience with accounting/payroll in a union labor environment preferred.

Excellent working knowledge of Microsoft Office products (Word, Excel, PowerPoint) is a must. Previous experience with Kronos, ADP or another payroll system is required.

An associate degree in a related field (accounting, business, etc.) is required. This position requires occasional after hours work based on workload and reports to the Scheduling Manager for WGN-TV.

WGN-TV is located seven miles Northwest of downtown Chicago just minutes from I-94. We offer excellent benefits and a competitive salary as well as free on-site parking for employees. Do you have what it takes to be on our team?

Send us your resume and take your first step towards becoming a part of the WGN-TV crew!

Equal Opportunity Employer

If interested send cover letter & resume to:
WGN-TV Human Resources Department
2501 W. Bradley Place
Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Scheduling Assistant".

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IL Lottery Drawing Announcer- Per Diem / WGN
(2 Positions Available)

Seeking on camera talent for Live Illinois Lottery drawings on WGN-TV. Talent is responsible for selecting the winning Illinois Lottery numbers during the Midday & Evening News.

All applicants must have a minimum of 2 years on camera announcing experience.

Must be willing to work middays, evenings, weekends and holidays. In this role you will also be required to join the AFTRA Union.

Equal Opportunity Employer

If interested send cover letter & resume to:
WGN-TV Human Resources
2501 W. Bradley Pl
Chicago, IL 60618
FAX: 773-528-1387

Apply On-line: Please go to www.tribunemedia.com and click on careers and search for keyword "IL Lottery Drawing Announcer".

Front Desk Receptionist at H&R Block in Wheaton
Wheaton, IL

Job Description

H&R Block is actively hiring a Front Desk Receptionist in the Wheaton, IL area.

Benefits include medical, dental, vision, life, paid time off, retirement and more.

The Front Desk Receptionist will be responsible for:- Greeting clients

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/receptionist?page=2>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 06/17/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1549004-497805

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Work Hours: Mon – Fri 8:30AM - 5:00PM

Location: 15115 S Dixie Hwy, Harvey, IL 60426

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
1911 S. Indiana, 10th Floor
Chicago, Illinois 60616
Phone: 312-328-2509 Fax: 312-328-2510
Email: Tracey.Hardrick@illinois.gov

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

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Job Title: CE IV Cost Estimates Engineer

Agency: Transportation

Closing Date/Time: Wed. 06/17/15 4:30 PM Central Time

Salary: \$5,800.00 - \$9,230.00 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40301

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for providing cost estimates, which are used to set or adjust the program cost; evaluating low bids against final cost estimates to determine if the contractor's bids are reasonable; and approving or rejecting agreed unit price letters.

Minimum Requirements:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license
- Frequent district-wide travel

The following criteria is desired:

- Six years' experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Strong communication skills

Work Hours & Location/Agency Contact: 8:00 am – 4:30 pm / Monday – Friday
Highways / Region 3 / District 4 / Bureau of Program Development / 401 Main Street,
Peoria, IL

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, June 17, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Physician

Agency: Human Services

Closing Date/Time: Mon. 06/15/15 4:00 PM Central Time

Salary: \$54.32 - \$76.90 hourly

\$9,452.00 - \$13,381.00 monthly

\$113,424.00 - \$160,572.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-67-91033

Description of Duties/Essential Functions Benefits Supplemental Questions

As an Illinois Licensed Physician, applied medical knowledge and skill to meet the medical and health care needs of the individuals who reside at Fox Center. Serves as physician on call for medical advice or emergency medical assistance at night, on weekends and holidays.

Minimum Requirements:

Requires an Illinois license to practice medicine. Requires working knowledge of the basic principles and practices of general medicine, including recent developments in the field of general medicine. Requires the ability to medically treat illness and injury and perform routine medical diagnoses. Requires the ability to evaluate other professional disciplines and supportive personnel. Requires the ability to establish rapport with the patients. Requires ability to prepare detailed and accurate medical records and reports.

Work Hours & Location/Agency Contact:

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. Monday – Friday

Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center

134 W. Main Street, Dwight, IL 60420 815-584-3347

For questions, contact Human Resources

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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Job Title: Social Services Career Trainee - Opt MC

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10 41 SSCT MC

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

Minimum Requirements:

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

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

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

How to Apply:

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

Option MC - Manual Communicatn Skill

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

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

How to Apply:

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

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