



Job Title: Administrative Assistant I - Opt E1

Agency: Public Health

Closing Date/Time: Thu. 06/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDPH 90316

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to a minimum of two years of college, and two years of related office experience. Requires extensive knowledge of the logic of computer programs, language and applications including thorough knowledge of Microsoft software applications. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow and give oral and written instructions. Requires the ability and demeanor to represent the unit when dealing with the public. Requires ability to travel statewide

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulation

Division of Health Care Facilities & Programs 122 S. Michigan Ave., Chicago, IL 62761

Agency Contact: Office of Human Resources

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

Phone: 217-785-2031 Fax: 217-785-2038

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 E1 - Dept Public Health

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Job Title: Employment Security Service Representative

Agency: Employment Security

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: RCRA 11587

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet.

Work Hours & Location/Agency Contact: WORK LOCATION: Carpentersville

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES Recruitment & Selection

607 E. Adams St. - 9th Floor, Springfield, IL 62701 Fax: 217-524-3472

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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Summer Guidance Secretary Job ID: 2773

Secretarial/Clerical/Building Secretary - 10 month

Date Posted: 6/2/2015

Location: Addison Trail High School

Date Available: June 15, 2015

Addison Trail High School

Summer Guidance Office Secretary

Part Time/ Temporary - 7:30 am. - 3:30 p.m.

Available Dates: June 18, June 22-25, June 29-30, July 27-31 and August 3-7

Salary: \$10.00 per hour

Inquire @

<http://www.applitrack.com/D88/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Secretarial%2FClerical&AppliTrackJobId=2773&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1&ref=indeed.com>

CASHIER

Facility Presence Saints Mary and Elizabeth Medical Center

Department NUTRITION SERVICES-CAFETERIA

Schedule Part-time (benefits eligible)

Shift Day/PM rotation

Hours 6:00am - 10:00 am, 4:00pm - 8:00pm

Location Chicago, IL

Req Number 137620

Job Details Essential Functions: Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees.

Requirements: A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift. High School Diploma or GED from an accredited institution required. Experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031212>

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SERVICES TECHNICIAN

\$17.22 PER HOUR - PART-TIME (15-20 HOURS PER WEEK)

QUALIFICATIONS- Knowledge of: Modern office methods, practices and procedures. Modern office equipment including operation of computer and software. Principles and procedures of record keeping. Business letter writing and basic record preparation. Principles of mathematics. Prioritizing work and special projects as assigned English usage, spelling, grammar, and punctuation. Pertinent Federal, State and local laws, codes, and regulations. Ability to: Effectively and efficiently use the computer permitting system. Assist customers to completely and accurately complete applications for permits and other department forms. Accurately enter information into the computer permitting system. Learn, interpret, and apply Village zoning and building codes and ordinances regulating construction. Prepare clear and concise reports. Learn basic methods and practices of construction and materials used in building construction. Learn basics of reading construction drawings. Learn and apply State regulations related to registration of contractors and design professionals. Perform technical work involving the use of independent judgment and personal initiative. Understand the organization and operation of the Village and outside agencies as necessary to assume assigned responsibilities. Act as lead person in compiling, maintaining and archiving records. Operate and use modern office equipment including a personal computer and software. Communicate clearly and concisely, both orally and in writing. Provide direction to clerical staff persons. Establish and maintain cooperative, working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: Walking, standing or sitting for extended periods of time operating assigned equipment. Maintain effective audio-visual discrimination and perception needed for: Making observations Communicating with others Reading and writing Operating assigned equipment Maintain mental capacity that allows for effective interaction and communication with others. Experience and Training Guidelines- Experience: One year of responsible customer service experience, preferably in a building or planning department, or in the service quality assurance field. AND Training: High School diploma or equivalency to the completion of the twelfth grade; and certification as a Permit Technician through the International Code Council within six months of employment.

LAST DATE FOR ACCEPTANCE OF APPLICATION: 19-JUNE-2015. Qualified applicants are invited to submit a completed Application for Employment Form and resume , not later than 19-JUNE-2015 to: Village of Oak Park, Human Resources Department, 123 Madison Street, Oak Park, IL 60302; careers@oak-park.us; or by fax (708) 358-5107. The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.

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Job Title: Support Service Coordinator I

Agency: Human Services

Closing Date/Time: Sat. 06/13/15 4:00 PM Central Time

Salary: \$3,172.00 - \$4,042.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-82/90643

Description of Duties/Essential Functions Benefits Supplemental Questions

This position provides direct supervision to the housekeepers in furnishing, cleaning and maintaining a therapeutic environment for the patients. This position also supervises the maintenance of proper inventory records; requisitions necessary furnishings, equipment, and supplies after consultation with supervisors; initiates work orders covering maintenance and necessary repairs. Identifies problematic areas in assigned treatment area. Trains new housekeepers in routine tasks involved in the support function. Assists with housekeeping coverage as necessary.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school. Requires two years of experience in supervising staff and managing housekeeping supplies and equipment.

Work Hours & Location/Agency Contact: EPAR #90643
Shift 2:00pm - 10:00pm Housekeeping Dept

CONTACT INFORMATION: Wanda McNeal/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141
Fax# 708-338-7078

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: Reimbursement Officer II

Agency: Human Services

Closing Date/Time: Sun. 06/14/15 4:00 PM Central Time

Salary: \$4,059.00 - \$5,503.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-82/84425

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Health Information Administrator, investigates recipients and relatives ability to pay for State-provided care; determines appropriate schedules of charges and makes claims for reimbursement. Serves as lead worker to lower level staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economics or business administration, preferably including courses in insurance estate and probate law. Requires two years professional work experience in the reimbursement field. Requires working knowledge of community, state and federal agencies concerned with providing service and support to recipients; requires working knowledge of DHS guidelines used in budget preparation. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact:

Epar #84425

7am to 3PM

Medical Records

Wanda McNeal

Madden Mental Health Center, 1200 S. First Ave., Hines, IL. 60141

Fax #708-338-7078

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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Department: Perinatal Center

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0096

****PLEASE NOTE THAT THIS POSITION IS BASED AND WILL REQUIRE TRAVEL IN THE NEAR NORTH CHICAGO****

Position Highlights: The Family Care Coordinator with Child and Family Connections assists in determining eligibility for designated services and enables families to receive their rights, procedural safeguards, and services that are authorized under the state's early intervention program. The service coordinator builds relationships that include providing information to families and coordinating information among multiple service providers. The service coordinator maximizes the use of existing resources and refers families to any other needed services, tailoring the unique circumstances of each individual child and family. The service coordinator exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree in a related human service field such as early childhood special education, social work or psychology required; Master's degree preferred. Must meet requirements to obtain Illinois Department of Human Services Part C Early Intervention Service Coordination Credential. Successful completion of state-sponsored Service Coordinator, Systems Overview, and Cornerstone trainings are required within the first 90 days of employment. Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred. Basic knowledge of typical/atypical child development preferred; case management experience essential. Good time management skills and the ability to work independently are required. The ability to work with different cultures and provide assistance to family with various barriers to care is essential Use of personal car required as this position involves traveling to and servicing clients in their homes.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150608103911&

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Job Title: Lab Tech 1 - Immun/Micro - Part-time

Department: RES F Immun/Micro

Shift: 1st

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

Job Number: 2015-1112

Position Highlights:

Under minimal supervision, will process lab samples for various assays. Will be responsible for the organization and reporting of data, as well as maintaining procedural records.

Position Responsibilities:

Under minimal supervision, will process and test samples for assays.

Will work independently with minimal supervision.

Must be capable of using complex instrumentation and perform routine maintenance on equipment.

Maintains data books in neat and organized fashion and reviews data in a timely manner.

Interprets data and recognizes erroneous results and why they may have occurred.

Exhibits a clear understanding of assays performed and why particular reagents/steps are used.

Assist other laboratory staff members when the need arises.

Position Qualifications Include:

Knowledge, Skills, and Abilities:

Must be working toward a Bachelor of Science degree or related field.

Knowledge of immunological methods desirable.

Must have good sterile and laboratory technique.

Multitask oriented and highly organized.

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Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150608104024&

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Job Title: Summer Temporary - Alzheimer Cntr.

Department: RES F Alzheimer Cntr

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Research

Job Number: 2015-1127

Job Description: Are you interested in joining a leading health care organization? We are seeking a dynamic Summer Temporary who exemplifies professionalism to join our Rush Alzheimer's Disease Center team

Position Highlights: Under supervision conducts a variety of established functions, including providing administrative assistance for RADDC education/recruitment team. *This is a temporary position which is 80 hours every two weeks, not eligible for benefits.*

Position Responsibilities: Attends and provides assistance with community events, including event setup (catering arrangements, room preparation) presentation support (handing out presentation materials, assisting with other presentation needs), and event teardown. Prepares correspondence to existing and potential research participants. Collects data via in-person and/or telephone interviews with research participants. Enters data on to computerized forms; edits form, which includes checking data for completeness and accuracy. Assists with internal auditing and chart reviews for research participants. Travel offsite around metropolitan Chicago area may occur. Other projects, as requested.

Position Qualifications Include:

High School Diploma/GED Required

Bachelor's Degree preferred. Good organizational skills required.

Ability to prioritize, good judgment and decision-making skills required.

Ability to demonstrate an intermediate level of proficiency in computer skills required.

Ability to work effectively in a multidisciplinary team required.

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Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150608104100&

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Job Title: Telecommunications Operator - 2nd Shift

Department: I S Telecom Staff

Shift: 2nd

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1029

Job Description:

Rush Medical Center is seeking a full-time Telecommunications Operator!

Position Highlights: Handles internal and external calls to the institution and provides the needed information/service or routes the caller to the appropriate location. Responds to user complaints to resolve problems associated with the institution's telecommunications systems. Diagnoses problem source through discussions with users and coordinates internal telecommunications support to resolve problems. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

This is a 2nd Shift position 3:00p – 11:30p

Position Qualifications Include:

High school diploma/GED required

Minimum of one year work related experience operating PBX telephone system attendant consoles or other help desk related position.

Must have excellent verbal communications skills; basic analytical ability; and have a good working knowledge of how to operate a PC.

Basic PC skills & ability to handle emergency & emotionally charged callers required.

Excellent diction & strong customer focus.

Must work able to work weekends and holidays

Please Note: The Operator will work at both Rush University Medical Center and Rush Oak Park.

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Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150608104158&

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Sun. 06/14/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-90206

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact:

Rotating Schedule with every other weekend off

7am-3pm - 1/2 hour lunch

IL Veterans' Home, 1 Veterans' Drive, Manteno, Illinois 60950

Contact: Human Resources / Jeri Gulli

IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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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Personal Banker (Milwaukee Branch) / 53 Bank

One to two years of experience in banking or customer service is required. Will assist customers in their selection of various accounts and financial services.

Will open, maintain and close accounts. Duties will also include cross-selling bank products and providing support for branch operational duties.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Senior Tellers (Chicago Location) / 53 Bank

Will assist supervisor and function as supervisor during their absence. Coordinates daily teller activities at the respective branches.

Provides high quality customer service to all customers. High school diploma and one-two years related experience.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Teller Supervisor (Broadview Branch) / 53 Bank

Will supervise, manage, and provide direction to the overall teller line operations.

Position requires prior experience with teller line operations, environment and management. Ideal candidate will possess excellent customer service skills and a professional appearance and attitude.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>



Tellers (Chicago Locations) / 53 Bank

Will accept and process deposits and withdrawals on all account types, loan payments and utility payments; issue checks and money orders and other teller-related duties as assigned by the supervisor. A high school diploma and 1-2 years of teller or cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

PART-TIME Teller (Crestwood Branch) / 53 Bank

A minimum of one year cash-handling experience and a high school diploma are required.

Will process deposits and withdrawals and other teller-related duties as assigned by the supervisor. Candidates must be able to work flexible hours.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Tellers (O' Hare Airport) / 53 Bank

Will process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location.

Bilingual skills are a plus. A high school diploma and 1-2 yrs of teller or cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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Job Title: Copy and Mail Clerk

Description

Do you enjoy working with customers and building professional relationships?
Do you thrive in a fast pace office environment? If so, we would love to speak with you about joining our professional outsourcing team!

POSITION PROFILE: Ricoh is currently looking for career-oriented individuals to help provide entry-level office support services within our customer locations. The On-Site Customer Service Specialist's primary focus is building relationships with customers while providing important office support. In this position you will be responsible for providing copy/print services, mail services, shipping and other office related tasks. To help you thrive, Ricoh provides an award-winning training program, an excellent support structure and a comprehensive benefits package.

JOB DUTIES AND RESPONSIBILITIES

Runs high volume copy machines and performs binding and finishing work. Ensures convenience copiers are working properly, checking for quality via daily inspections. Clears paper jams and informs technicians of specific problems. Performs all repair service on customer copier equipment. Maintains records for management reports and inventories of supplies needed. Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required. Calculates charges for jobs performed and maintains some billing logs. Responds to and coordinates all service calls required by customer. May perform filing duties in conjunction with specific customer requests.

QUALIFICATIONS (Education, Experience, and Certifications)

The ideal candidate will have basic Microsoft Office skills, a High School Diploma or equivalent experience. Exceptional customer service skills are a must! Related copy/mail/clerical experience is preferred. Requires valid, violation-free driver's license along with reliable transportation and minimum levels of auto insurance coverage per RICOH policy. If you want to demonstrate and develop your talents, Ricoh offers an excellent career path and the chance to work with a dynamic team and company! For immediate consideration, please apply online.

Ricoh is an EEO/Affirmative Action Employer -- M/F/Disability/Veteran
City Chicago State IL Req Number 15-04275

Apply online at

<https://www.recruitacommunity.com/srctcb/RTI.home?t=127364&r=5000025063610&rb=INDEED>

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Office Administrator

Chicago, IL

Full-time

Company: The Onion

Responsibilities include but are not limited to:

Handle all office organizational duties

Coordinate with vendors & building management to keep office clean, orderly, and functioning smoothly

Answer phones, take messages, and direct calls to appropriate people

Administratively support the Talent & HR function with projects & assignments on as needed basis

Be prepared to wear many hats and be flexible in your role

Qualifications

Desired Skills & Experience

Solution oriented & resourceful self-starter, who thinks ahead and recognizes what needs to get done

Outstanding written and verbal communication skills, including the ability to communicate with individuals at all levels of an organization

Polished, professional presence and outstanding interpersonal skills

Willingness to learn with a "can-do" attitude

Personable, friendly and warm

Apply online at <https://www.smartrecruiters.com/TheOnion/83333239-office-administrator>

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Receptionist

Location: Chicago, IL (10450 S. Michigan Avenue)

Location Details

Pathway Senior Living LLC

SKILLS, KNOWLEDGE, ABILITIES & QUALITIES REQUIRED: Must demonstrate empathy and compassion to connect with customers. Must be inspired to serve the needs of our customers. Must use imagination and creativity to motivate self and others. Ability to work with multi-line, multi-user phone system. Previous experience working in a front office environment. Excellent interpersonal, organizational and communication skills. Must have the ability to read, write and follow oral and written direction in the English language at a level adequate to perform the job duties. Working knowledge of computers, including Microsoft Word and Excel. Ability to effectively interact and communicate with the elderly. Ability to provide outstanding customer service. Ability to multi-task job responsibilities. Able to maintain regular attendance. Must be capable of performing the essential job functions of this position with or without reasonable accommodation.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand, bend, talk and hear. The employee is required to walk and balance. The employee will occasionally be required to climb stairs. The employee is required to use hand and finger to touch, handle and feel, and is required to reach with hands and arms. The employee must be able to lift and/or move objects up to 20 pounds. Must be in good general health and demonstrate emotional stability. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Works primarily indoors in well lighted/ventilated areas. Requires walking, standing and sitting up to 100% of the time. Subject to hostile and emotionally upset residents, family members, staff, visitors, etc.

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=32407180528&locale=en_US&applicationName=PathwaySeniorLivingLLCNonReqExt&SEQ=postingLocationDetails&POSTING_ID=32407182352

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Job Title: Executive I - Opt C1

Agency: Employment Security

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#: RCRA 11594

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years college, preferably with courses in Business or Public Administration and one year of professional experience in a public or business organization. Requires the ability to: analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods and procedures; establish and maintain working relationships internal and external to IDES; present ideas clearly both orally and in written form and to use a personal computer (with related software packages such as word processing, electronic mail, data base management and spreadsheets) and Internet.

Special Skills: Requires working knowledge of the IL Labor Exchange System administration and other workforce development programs administered by state government.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm
Work location: 33 South State Street Chicago, Illinois

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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 C1 - Dept Employment Security

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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: Monday - Friday 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: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Thu. 06/18/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-91064

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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

South Suburban FCRC, 3301 Wireton Rd., Blue Island, IL 60406

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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: Library Associate

Agency: Juvenile Justice

Closing Date/Time: Fri. 06/19/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-17-15-2600

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Principal (Public Service Admin.), performs professional library duties in the institutional library; provides guidance and information to assist, plan, direct and coordinate the educational library at the facility; researches available material and recommends acquisition of appropriate books, magazines and other library supplies; maintains security of the library; conducts periodic inventory and replaces obsolete and/or missing materials; provides assistance to users with research projects and reference work.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in library science; requires working knowledge of standard library methods and procedures; requires working knowledge of application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 A.M. - 4:00 P.M. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, IL 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, IL 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

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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