



Dental Receptionist

ID 2014-1150

of Openings 3

Job Locations US-IL-Chicago

Posted Date 7/9/2014

Category Administrative/Clerical

Overview:

Dental Dreams is currently looking for an enthusiastic receptionist to join our talented and dedicated team.

Responsibilities:

- Maintain a high level of customer service at all times
- Work as part of a team with emphasis on communication

- Schedule patient appointments in accordance with monthly and daily patient goals
- Answer phones and confirm appointments

- Greet and check in patients
- Accurately verify dental benefits

- Maintain detailed patient records in a fast-paced environment
- Collect payments, co-payments and deductibles

- Create insurance claims and submit pre-authorizations to insurance companies on a timely basis
- Pull patient charts for future appointments when necessary
- Maintain a clean and professional office environment

- Assist with presenting and/or explaining treatment plans

Apply online at <https://careers-dentaldreams.icims.com/jobs/1150/dental-receptionist/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=750&height=500&bga=true&needsRedirect=false>

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File Clerk- Law Firm

Location: IL-Chicago
Department: Administrative and Support Services
Job Code: 6008
Employment Duration: Full Time
Line of Business: Facilities Management
Shift: First Shift
of Openings: 1

Description: DTI is seeking candidates for the position of File Clerk. Qualified candidates will be dynamic, high integrity individuals who are adaptable and innovative, team players that enjoy the challenge of employment within a service-based environment. Should have the ability to effectively deal with internal and external customers, some of whom will require high level of patience, tact and diplomacy to defuse anger and collect accurate information. Should have experience using all kinds of office service equipment and have excellent computer skills. Candidates must have effective organizational, communication and interpersonal skills.

JOB SUMMARY: Records filing and data entry.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Maintain neat and orderly filing system
- Enter data into various applications including MS Excel
- Assist with mail & package distribution duties
- Assist with Copy Center duties • Assist in other areas as required

REQUIRED CREDENTIALS:

- High School Diploma or equivalent
- 2-4 years customer service or general office experience
- Excellent communication and organizational skills
- Ability to deal with simultaneous projects
- Attention to detail • Excellent computer skills

This is an outstanding opportunity for the career-minded individual looking for personal and professional growth. The compensation for this position will vary based on experience.

We encourage diverse candidates to apply. DTI is an equal opportunity/AA employer. M/F/V/D

Apply online at

<http://ch.tbe.taleo.net/CH14/ats/careers/requisition.jsp?org=DTIGLOBAL&cws=1&rid=6008&source=Indeed>

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Job Category: Administrative Support

Position Title: Secretary/Receptionist

Department: Law- Law Offices

GENERAL DESCRIPTION Answers phones, greets visitors, assists students, maintains client information database, opens and closes client cases, and sorts incoming mail. Also serves as a backup for secretarial staff.

Phone and email are the primary means of communication. Communicates externally with clients, potential clients and internally with students, attorneys and staff. This position is the first point of contact for anyone entering the office or calling on the phone so diplomacy and listening skills are essential to the success in this position.

QUALIFICATIONS

Supervision & Budget Authority: N/a

Education & Experience:

High school diploma or G.E.D and 2-3 years of relative experience required. Or equivalent combination of education and experience required. Experience answering a multi-line phone system is preferred.

Preferred Skills: Typing of 50 wpm with an error rate of 2%.

Proficiency with Microsoft Word and familiarity with Excel and Access. Administrative experience and organization skills are very important as attention to detail and maintaining an organized database are important elements of the job. Diplomacy and the ability to multi-task are essential.

Bilingual Spanish is a plus.

Certifications & Licenses: N/A

Physical Environment: Normal office environment

Shared workspace

Location: IIT-Downtown Campus (DTC), 565 W. Adams, Chicago

Special Instructions to Applicants:

Requisition Number: 0601651

Required Applicant Documents: Resume
Cover Letter

Apply online at

<https://www.iitri.iit.edu/applicants/jsp/shared/position/JobDetails.jsp?time=1405001179251>

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OFFICE ASSISTANT II

Facility: Presence Health - Corporate Office, Chicago, IL

Department: EMPLOYEE HEALTH SERVICES

Schedule: Full-time

Shift: Day shift

Hours: 7:30AM - 3:30 PM M-F

Req Number: 130258

Job Details:

High school diploma or equivalent is required

An Office Assistant II provides general office support.

Greets visitors, sets up appointments, makes reservations for meeting rooms and audio-visual equipment set-ups for meetings.

Experience in Microsoft Word, Excel, Outlook and Power Point a must.

Willingness to travel on occasion to other Employee Health Offices required.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small.

Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=458310&source=Indeed.com

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RECEPTIONIST- Des Plaines, Illinois US

Location: Des Plaines, Illinois US

Facility: Store #48 RD

Category: Warehouse

Department: Warehouse

At this time we are looking to hire an EXPERIENCED RECEPTIONIST. Responsibilities will include meeting and greeting customers and visitors at the branch, handling busy phones, and light data entry. Must be well spoken, organized, polite, and extremely customer service oriented Computer proficiency (Excel, Word) and the ability to do spreadsheets and related office experience is a preferred. If you have the above skills and take charge attitude, then we want to talk to you! We offer a highly attractive salary, rewarding bonus program, comprehensive benefits and a significant opportunity for advancement in a rapidly growing company.

Due to our rapid growth, we are always accepting applications from professional, highly motivated individuals. This position may not currently be available, however, we encourage you to submit your resume for future opportunities.

Apply online at <http://www.jetrorcareers.com/position.asp?strReqID=554>

Accountant III

Department: GENERAL ACCOUNTING

Schedule: Full Time

Shift: Days

Job Details:

The Accountant III prepares financial statements, payroll tax returns and journal entries, and performs related complex accounting procedures.

Serves as a resource person for other department staff and assumes responsibility for accounting leadership in the absence of their designated supervisor.

EXPERIENCE AND QUALIFICATIONS:

Bachelor's degree in finance or accounting required; master's degree and/or designation as a Certified Public Accountant highly desirable. Minimum 5 years of accounting experience required. Healthcare experience a plus.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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Lunchroom Attendant (Lunchroom Services) (Job Number: P012098)

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

ESSENTIAL FUNCTIONS:

Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

Physical Requirements.

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=20681>

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Porter (Lunchroom Services)(Job Number: P011505)

Description

CLASS TITLE: Porter

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

ESSENTIAL FUNCTIONS: Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

Physical Requirements. Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=20101>

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Customer Service Specialist Job

Apply now Apply now

Date: Jul 5, 2014

Location: Chicago, IL, US

Job Description

Ford City Shopping Ctr, 01542

The Customer Service Specialist's role is to always be on the lookout for customers that need assistance or merchandise that needs to be reset.

Responsibilities

- Assists customers – You seek out customers and do whatever you can to make their experience great. You listen, you help, and you make them want to come back!
- Adjusts to customer flow – You're always on the move and making sure that you are available to provide assistance to customers or your teammates.
- Maintains product presentation – You are always making adjustments to display the latest fashion and merchandise trends after the customer has taken time to explore all of our great products!
- Replenishes products – You've got your finger on the pulse of the customer; you know when merchandise is getting low and you know just where to get more to ensure all of our customers have the styles and sizes they need!
- Participates in a learning environment – You're like a sponge, ready to absorb new information from your peers or training materials on our merchandise or business processes.

Skills and Characteristics:

- Build Trust: You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience.
- Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships.
- Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better.
- Adaptability – You are a chameleon. You can change directions on a dime. You can do something one day and do it completely differently the next without missing a beat.
- Passion for Retail – You love the retail environment. You love being on your feet, moving around, handling merchandise, and making people HAPPY!

Apply online at http://jobs.jcp.com/job/Chicago-Customer-Service-Specialist-Job-IL-60290/48287900/?feedId=4&utm_source=Indeed

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Passenger Service Agent - 10639

Job: Passenger Service

Primary Location: United States-ILLINOIS-CHICAGO-O'Hare International Airport

Organization: Aircraft Service International Group

Schedule: Part-time

Salary (Pay Basis): 10

Description

Computerized check-in of passengers for international and domestic travel. Designate seat assignments. Verify documentation for international and domestic flights. Ensure correct boarding passes are provided to each passenger for the assigned charter flight.

Verify ticket and seat reservations.

Match manifest to on-board count

Assist with various governmental agency requirements.

Connect and disconnect Jetway/stairs as necessary.

Announce arrivals and departures as necessary.

Assists with baggage tagging and bagging claim reports.

Maintain current knowledge of all flight times during shift.

Provide information to customers.

Maintain liaison with Airlines and Customer Representatives and Ground Handlers.

Is able to meet the Station's attendance standards.

Qualifications

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Excellent verbal and interpersonal skills. Possess/maintain a valid driver's license and other FAA Airport required identification/seals or authorizations. (*Please note: a valid state driver's license may vary by location, as not all ASIG Station's may require a driver's license for this position). Previous experience preferred.

An Equal Opportunity Employer M/F/Disability/Vet

Apply online at

<https://bbaaviation.taleo.net/careersection/5/jobdetail.ftl?job=146340&src=JB10060>

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Retail Customer Service Associate

Requisition # 2014-93487

Shift 3rd

Location Name Chicago IL River North

Category Center

Street 444 N Wells St

Position Type Regular Full-Time

Zip 60654

Job Region Midwest Region 49

External Job Title for Posting Purposes: Retail Customer Service Associate

The Center Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. This customer service focused team member is knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping. They will be responsible for taking orders, coordinating activities in the Center, providing pricing and product information, and recommending appropriate FedEx Office products and services. The Center Consultant will operate and maintain a wide variety of equipment, move boxes and equipment, stock materials, manage the production queue and output, manage complex projects, manage retail supply, and complete assigned tasks based on priority.

Responsibilities: (This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

High School diploma or equivalent education

6+ months of specialized experience

Excellent verbal and written communication skills

For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check

For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs-fedexoffice.icims.com/jobs/93487/center-consultant/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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Title: Customer Service Associate

EOE Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Req Number FIE-14-01951

Category Field Service Operations

Exempt/Non-Exempt Non-Exempt

Country US

Schedule / Hours 1st shift: 40 hours per week

Description

Novitex Enterprise Solutions delivers innovative document and communications management solutions that help companies around the world drive business process efficiencies, increase productivity, reduce costs and improve customer satisfaction.

Summary of Position: The Customer Service Associate will be based in Chicago, IL. The right candidate will be an integral part of our talented team, supporting our continued growth.

Position Requirements

QUALIFICATIONS:

Minimum of 6 months customer service related experience required

High school diploma or equivalent (GED) required

Excellent customer service background

Demonstrated communication skills both oral and written

Intermediate computer skills

Must be self-motivated and capable of working in a high-pressured environment

Must be able to read, write, and comprehend job instructions

Must be able to clearly communicate and respond to questions from management, clients, and the general public

Significant walking and standing for long periods of time, able to lift up to 50 pounds

Apply online at

https://www.appone.com/maininforeq.asp?Ad=333424&R_ID=878520&Refer=http://www.indeed.com/jobs&B_ID=87

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School Security Officer (School Security Personnel)(Job Number: P013386)

Description

CLASS TITLE: School Security Officer

CHARACTERISTICS OF THE CLASS: Under supervision, performs routine security functions to ensure the protection of property and the safety of students and staff at an assigned school; and performs related duties as required.

ESSENTIAL FUNCTIONS: Observes playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, and loitering to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; monitors lunchroom areas to maintain order among students and to prevent vandalism; may assist in the supervision of students on school busses and in school in order to maintain discipline and order.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent). Previous work experience in safety and security is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of basic methods of providing site security and safety, knowledge of basic safety rules and procedures.
Ability to exercise good judgment when responding to safety and security violations and emergencies, ability to work with school-aged children in enforcing safety and security rules and procedures, ability to follow written and oral instructions.
Good oral communication skills, good human relations and interpersonal skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects.

Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=21893>

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Job Title: Administrative Assistant I-Neurology

Department: MSP Neurology

Shift: 1st

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

Specialty: Neurology

Job Number: 2014-1249

Job Description:

Are you a well-organized and proficient Administrative Professional with exceptional customer service and computer skills that is looking for a new opportunity to join a great team?

Position Highlights:

The Administrative Assistant provides direct administrative support and acts as a member of the administrative support team; organizes all travel/meeting arrangements, maintain databases, and assist with presentations when needed. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma required, college graduate preferred.

At least three years' of administrative experience required, experience with medical terminology highly preferred.

Must have excellent computer skills, i.e., proficient in Microsoft Office.

Must have excellent organizational skills and the ability to react calmly and effectively in stressful situations.

Excellent interpersonal communication skills. Ability to communicate effectively when representing The Neurology Department to other departments.

Must have strong team orientation and be able to work independently.

High degree of accuracy in data input and other written communication is required

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140710171432&

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Job Title: Administrative Assistant II (Philanthropy)

Department: Philanthropy

Shift: 1st

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

Specialty: Philanthropy

Job Number: 2014-1035

Position Highlights:

The Administrative Assistant II provides project management, communications and administrative support for the Associate Vice President (AVP), the Director of Alumni Giving and the Associate Director of Auxiliary Groups in the Office of Philanthropy, supporting their work in management, major gift fundraising and leadership volunteer board initiatives. This role will have regular interaction with alumni association leaders and giving society chairs, Women's Board members and senior administrators at Rush. This role will be responsible for organizing and interpreting data, managing projects and developing communications for electronic and print vehicles. The individual will exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required. Minimum three to five years' administrative experience required. Extensive knowledge of modern general office methods and equipment. Thorough understanding of database programs with the skill to segment data for productivity analysis.

Proficient in Microsoft Office: Excel, PowerPoint, Word and Outlook.

Experience with proposal writing highly preferred. Excellent communication, organizational and interpersonal skills, including English grammar, spelling, punctuation and composition. Pleasant phone manner and strong interpersonal skills when dealing with colleagues, supervisors, volunteers, and donors desired.

Ability to effectively and accurately manage multiple schedules.

Ability to establish and maintain effective working relationships using a collaborative and respectful approach to problem solving.

Ability to independently prioritize workload, meet deadlines and work effectively in a fast-paced environment with multiple demands.

Ability to conceptualize and manage complex projects, engaging resources from inside and outside the department as necessary.

Self-motivated, reliable and resourceful with a commitment to excellence in every aspect of work.

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Job Title: Food Service Assistant 1- Dietary Cafeteria (Part-time)

Department: Dietary Cafeteria
Shift: 4th (Rotating)
Full/Part: Type 2 (40-64 Hrs/PP)
Job Number: 2014-1263

Job Description:

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards

Position Qualifications Include:
H. S. Diploma or GED required.

Foodservice experience preferred
Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Note: On the Job Training Competency will be evaluated

Able to perform as an active team player,
Good interpersonal skills, outgoing personality
Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.
Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.
Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.
Must be able to tolerate working close to hot equipment.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140710171609&

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Food Service Worker- University Of Chicago

Location: Chicago, IL

Description

University of Chicago Medicine physicians are members of the University of Chicago Physicians Group, which includes more than 700 physicians and covers the full array of medical and surgical specialties.

Our physicians are faculty members of the Pritzker School of Medicine. The University of Chicago Medicine has been at the forefront of medical care since 1927, when we opened our doors to the first patients.

Located in historic Hyde Park on the South Side of Chicago, the medical campus includes the Center for Care and Discovery, Comer Children's Hospital, Bernard A. Mitchell Hospital for adult inpatient care, Chicago Lying-in Hospital, and the Duchossois Center for Advanced Medicine.

JOB SUMMARY

Responsible for receiving, transporting, storage, and inventory of all departmental supplies, including food items.

Responsible for cleaning and maintaining sanitary conditions in all Food Service areas. May assist in the preparation and service of food.

SHIFTS

10:00AM-4:00PM

8:00PM-12:00AM

5:00PM-10:00PM

JOB QUALIFICATIONS

High School Graduate or equivalent.

Must be able to read, write, use simple math, and follow oral and written instructions.

On-the-job training provided.

Ability to work harmoniously with a variety of people.

Must show courtesy and tact, confidentiality and reasonable speed in performance of duties.

Successfully pass the OSHA Respiratory Fit Test

Apply online at

<https://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CCT&cws=48&rid=481&source=Indeed>

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DIETARY AIDE

Seeking a full-time dietary aide.
Schedule includes weekends and some holidays.

Responsibilities include: delivery of meals, tray line, dishwashing and food prep.
Educational Requirements
High School graduate.

Facility Information
Alden Village North
7464 N. Sheridan Road
Chicago, IL 60626

How to Apply
[Either Online or In Person](#)

Transportation Manager

Black Horse Carriers - Chicago, IL
Transportation Manager

JOB REQUIREMENTS

Extensive knowledge of DOT and OSHA regulations and the ability to operate in compliance with these regulations as well as within company guidelines
Solid Managerial experience in the Transportation and Distribution disciplines
Exceptional customer service skills
Ability to analyze daily operational metrics to monitor operational efficiency, equipment utilization, performance and profitability
The ability to motivate and lead both drivers and operating personnel to meet and exceed the customers' expectations and the goals of the company
Ability to work with little or no supervision
Ability to manage, reward and discipline all employees, equitably
Adept at problem solving and conflict resolution
Strong knowledge of MS Office applications
Ability to alter work schedule as needed

Apply online at <http://www.indeed.com/viewjob?cmp=Black-Horse-Carriers&t=Transportation+Manager&jk=f43c8bfe5e98a1ca&sjdu=QwrRXKrQZ3CNX5W-O9jEvYGq7mnUsVAvmYvHhvu7xC779286f1A85sfysdNI64abGyh-OkXGtZKcBKJUvCSHT6YzusZSMJ8I403kiwdmJ9s>

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Human Resource Assistant

Location: Chicago, IL Category: Human Resources

Job Type: Temporary/Contract

Reference: USEN72073739840525

Salary: N/A

We are currently hiring for a Human Resource Assistant Job in downtown Chicago, IL.

You must have a minimum of one year of experience in this role.

You will be responsible for recruitment, payroll, and some benefits administration.

This is a contract opportunity looking to start immediately.

The Human Resource Assistant job responsibilities include:

Provide administrative support in HR and Project Management

Maintain employee files

Respond to employment verification requests

Schedule and coordinate new hire orientation

HR reporting in Excel

Schedule meetings and prepare meeting agendas

Assist with recruiting

Qualifications:

Bachelor's degree preferred

Minimum of one year of experience

MS Office proficiency in Word, Excel, PowerPoint, and Outlook required.

If you are interested in this Human Resource Assistant Job in downtown Chicago, IL or other HR positions through Ajilon Professional Staffing, please submit your resume today at www.ajilon.com.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Human Resources Recruitment Assistant

Chicago Transit Authority - Chicago, IL

Job Number 168188180

Job Description

SALARY TARGET IS \$19.00 PER HOUR. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Assists the human resources staff in the administration of routine human resources tasks and activities. Provides administrative support for the team and assists on project teams under direction, as required.

Assists team members by providing administrative support as directed in the administration of various human resources activities. This may include, but is not limited to: processing new hire information, conducting tests used for candidate selection, updating job descriptions, and processing benefits data. Produces correspondence, reports and presentations using the appropriate software for word processing, spreadsheets and graphics. Provides general administrative support such as answering phones, setting up appointments, distributing mail, ordering supplies, etc. Performs related duties as directed.

EDUCATION/EXPERIENCE REQUIREMENTS

Minimum of high school diploma. Bachelor's degree, college coursework in Human Resources and/or minimum of one year experience in Human Resources preferred.

PHYSICAL REQUIREMENTS

Normal demands of an office environment.
Traveling to job fairs, carrying supplies and long periods of standing.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to handle multiple tasks simultaneously.
Excellent written and oral communication skills.
Ability to use a variety of computer applications including applicant tracking systems and Microsoft Office.

Location: Chicago, IL, US

Job Type: Full - Time Temporary

Amount of Travel: No Travel

Apply online at <http://www.beyond.com/job.asp?id=168188180&aff=8B28C702-BA7B-4DC5-B22D-30265CCD6517>

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Data Entry Operator I - Billing

Quest Diagnostics Incorporated

Bensenville, IL

Job Description:

At Quest Diagnostics Incorporated, we understand urgency. But more than speed, we focus our energies on accuracy. Currently, we seek a Data Entry Operator to join our Billing Team in Bensenville, IL.

Hours are Monday-Friday 7am-3:30pm (flexible)

Pay rate: \$13+ (based on experience)

JOB SUMMARY:

In an environment where the patient is at the center of everything we do, individuals in this position are primarily responsible for data entry of information as it related to patient, client or 3rd Party Insurance carrier transactions.

JOB RESPONSIBILITIES:

- Data entry of billing mnemonics and all required billing information that appears on imaged requisitions - Maintain Compliance and HIPAA regulations at all times
- Ability to work in a fast-paced environment.
- Ability to meet quality and production standards.
- Must be detail-oriented with independent work habits

JOB REQUIREMENTS:

- * Ability to key a minimum of 10,000 alphanumeric keystrokes/hour with minimal errors
- * HS diploma or equivalent
- * 1 year stable work experience; preferably doing primarily data entry, billing or banking
- * PC skills, with proficiency in Microsoft Office and Web preferred
- * Excellent communication skills
- * Excellent attention to detail
- * Good organizational skills
- * Ability to work independently and as part of a team
- * Ability to work overtime as needed, based on department needs

Please Log In or Register to Upload a Resume and complete the online Application. Because of the large number of applicants to job openings, Quest Diagnostics will only contact candidates to be interviewed

Quest Diagnostics is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled.

Apply online at

<http://www.ihiresecretarial.com/ppc/dp/03/32445742?ispd=1&Campaign=IndeedPPC>

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