



Job Title: Employment Security Specialist II - Opt SS

Agency: Employment Security
Closing Date/Time: Fri. 07/24/15 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: RCRA 11602

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences and one year professional experience; or requires five years of work experience in program research, evaluation, or design with three of the years at the professional level. Requires working knowledge of program research techniques and design of operational systems; agency programs, service goals, activities and operational systems. Requires elementary knowledge of state and federal regulations impacting on the design or operation of programs. Requires the ability to establish cooperative working relationships, communicate verbally and in written form, use mainframe and automated computer systems and related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office
Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION
33 S. State Street - 8th Floor
Chicago, IL 60603

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: Health Services Investigator II, Option A - General - Opt A

Agency: Financial & Professional Regulation

Closing Date/Time: Mon. 07/27/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 10342

Minimum Requirements:

*Requires bachelor's degree, preferably with coursework in law, government, and health related fields. *Requires three years progressively responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education and one year of responsible investigatory experience. Requires extensive knowledge of the modern law enforcement investigatory concepts and techniques; the Illinois State Statutes, rules and regulations concerning administrative law; and, the methods and procedures of office management. Requires working knowledge of the functions and interrelationships of state agencies. Requires ability to think logically and objectively to analyze and evaluate facts, evidence, and related information and arrive at a sound conclusion; oversee the preparation of written reports and to organize and coordinate the activities of the investigative staff; recognize appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions; review prepared reports for referral to regulatory staff and/or prosecuting agencies; exercise discretion and judgment in making decisions concerning the status of cases, and recommend what action the department should initiate; and, apply and interpret agency policies and procedures to the investigative program. Requires valid, appropriate valid driver's license. Requires the ability to travel. *Education and experience requirements are mandatory minimums in accordance with the Medical Practice Act of 1987 (225 ILCS 60/7 [1992]) and the Illinois Dental Practice Act (225 ILCS 25/41 [1992]). Work Hours: 8:30 A.M. - 5:00 P.M.

Work Location: Department of Financial and Professional Regulation

Professional Regulation/State-wide Enforcement/Health Related Enforcement/Health Related Inv - Team I, 9511 Harrison Street, Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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

Option A - General

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Job Title: Licensing Investigator Iv

Agency: Financial & Professional Regulation

Closing Date/Time: Mon. 07/27/15 5:00 PM Central Time

Salary: \$4,585.00 - \$6,710.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: DFPR 10831

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of high school and four years investigative experience in law enforcement, or, requires completion of four years college or equivalent training and experience as a licensed professional in one of the "designs professions," i.e., architect, engineering and land surveying. Requires extensive knowledge of the State's designs professions licensing laws; of the Illinois criminal code and the enforcement statutes of same as pertains to the enforcement of licensing violations; and of Judicial Rules of evidence for the collections and accrual of evidence. Requires ability to effectively communicate with members of the design professions and their boards and committees; to understand technical terminology and to implement instructions/directions suggested by these committees; to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution or for use as basis for license revocation proceedings; to understand, interpret and explain statutory requirements, rules, regulations and procedures; to develop and maintain satisfactory working relationships and to conduct tactful interrogations and investigations; and to provide leadership, work guidance and training to lower level investigators. Requires the ability to travel and to travel state-wide on short notice. Requires possession of valid driver's license. Prefers experience in accounting.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial & Professional Regulations

Investigations/Detective/Design/Collections Investigations/Upstate

9511 West Harrison Street, Des Plaines, IL , Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702

217-558-0987 217-782-9925 Fax

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

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Job Title: Office Associate - Opt 2

Agency: Financial & Professional Regulation

Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DFPR 10855

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Department programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to move, on a regular basis, boxes, office equipment and furniture weighing a maximum of 60 pounds. Requires possession of an appropriate valid driver's license. Requires the ability to type accurately at 45 wpm. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Department of Financial and Professional Regulation
Administrative Services/Office Support-Cook/Vehicles/Mail/Messenger
9511 W. Harrison Street, Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply:

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Option 2 – Typing

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Job Title: Public Service Administrator - Opt 2

Agency: Employment Security

Closing Date/Time: Fri. 07/24/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: BB-00

Bid ID#: RA 02062

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Mathematics, Accounting or related skill; three years of progressively responsible administrative experience in a public or business organization with at least one year at the supervisory level. Requires thorough knowledge of the principles and practices of public and business administration, Revenue programs and services; working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics and procurement. Requires ability to: supervise and train staff; communicate effectively in oral and written form; analyze administrative problems and adopt effective courses of action; develop, install and evaluate new and revised methods, policies and procedures and to use a PC with related software packages including word processing, spreadsheets, and e-mail.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

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

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Option 2 - Fiscal Mgt/Acct-Insur---

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Job Title: Unemployment Insurance Special Agent

Agency: Employment Security
Closing Date/Time: Fri. 07/24/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: RCRA 11599

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of Illinois and Federal Department of Labor. Interacts with claimants, employers, government agencies and the general public to detect and investigate overpayments, fraud and other violations of the state and federal laws. Travels as required to complete investigations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of local office automated systems , programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing and to use a personal computer with related software programs. Requires the ability to travel to complete investigations.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

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

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor , Chicago, IL 60603

How to Apply:

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Job Title: Administrative Assistant

Department: Corporate Giving and Sponsorship

Status: Full Time

Responsibilities:

The Administrative Assistant reports to the Director of Corporate Giving and Sponsorship. This individual provides departmental support with responsibilities that include, but are not limited to, the following:

Manage departmental calendars and schedule appointments for team as needed.

Produce and maintain financial spreadsheets, project reports and presentation documents. Read and route incoming mail.

Answer and screen incoming calls, and respond or direct to others as appropriate.

Receive and accurately process philanthropic/sponsorship gifts and prepare acknowledgement letters.

Draft and/or finalize correspondence, reports and other complex documents.

Support the Corporate Membership Program's benefit fulfillment and solicitation activities. Assist with prospect research; compile and prepare reports.

Organize and maintain department file systems, including electronic records in the Raiser's Edge database. Maintain departmental budgets.

Manage purchase order process; prepare and process invoices and expense reports.

Maintain department operations by receiving and distributing communications.

Maintain supplies and equipment; pickup and deliver items.

Arrange travel plans and itineraries; prepare meeting briefs as requested.

Act as a liaison with other departments and outside vendors as needed.

Assist with special events. Perform other administrative duties as assigned.

Qualifications:

Bachelor's degree from four-year college or university; five years of related experience and/or training; or equivalent combination of education and experience.

Experience in a non-profit setting preferred. Knowledge of Blackbaud Raiser's Edge fundraising software preferred. Familiarity with grant and proposal preparation and writing, including online applications. Excellent verbal and written communication skills, including superior composition, typing and proofreading skills. Excellent planning and organizational talent. Ability to work as part of a team as well as independently.

Knowledge of Microsoft Windows, Word, Excel, PowerPoint and Outlook. Ability to interact in a courteous and productive manner with all levels of staff and volunteers.

Ability to work with confidential information in a professional and ethical manner.

The Museum of Science and Industry is an AA/EOE/ADA employer.

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Job Title: Administrative Assistant

Department: Individual and Major Giving

Status: Full Time

The Administrative Assistant will provide administrative support to the Director, External Affairs and to members of the Individual and Major Giving Team.

Responsibilities include, but are not limited to, the following:

Manages Director's calendar and schedules appointments.

Assists with preparing department budgets. Produce and maintain financial spreadsheets, project reports and presentation documents.

Schedules and coordinates meetings, agendas, and events for IMG team.

Reads and routes incoming mail.

Prepares outgoing mail, acknowledgements, and correspondence.

Answers and screens incoming calls on the donor line.

Organizes and maintains file system.

Processes gifts, coordinates correspondence, and manages RSVPs for the Columbian Ball.

Manages purchase order process/supply needs.

Assists with projects and events for the External Affairs team and institution as a whole.

Serves as liaison with other departments.

Other duties as assigned.

Qualifications:

Bachelor's degree.

Relevant software experience: should have knowledge of database software and fluency in Microsoft Office;

Excellent verbal and written communication skills, including superior composition, typing and proofreading skills, ability to reason and interact well with others;

Excellent planning and organizational talent;

Some event experience is a plus;

Ability to work as part of a team as well as independently;

Ability to assess situations and independently develop a plan of action;

Ability to interact in a courteous and productive manner with all levels of staff;

Ability to work with highly confidential information in a professional and ethical manner.

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Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

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Job Title: Maintenance Tech III-Plumber

Department: Facilities & Operations

Status: Full Time

Hourly \$18.00/hr

The Plumber is a member of the Museum's facilities department, responsible for maintaining, protecting and preserving our historic building and creating a welcoming environment for our guests. This individual will be responsible for assembling, installing and repairing pipes; fittings; and fixtures of heating, water and drainage systems. Detailed duties are listed below:

Qualifications:

Associates degree (A. A.) or equivalent from two-year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience.

Recommended to have a City of Chicago Stationary Engineers license or be able to get one within 60 days of start date.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints and procedure manuals. Ability to write routine reports and correspondence. Effective speaker with strong customer service skills. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. While performing the duties of this job, the employee is regularly required to use hands to finger, handle and feel. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

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Facilitator II

Location: Chicago, IL

Job Title: Facilitator 2 - TEMPORARY

Department: Guest Experiences

Status: Temporary Full Time (anticipated end date: September 7, 2015)

This individual will perform all core activities of the Facilitator 1 role, including engaging guests with the Museum's scientific content, providing compelling and customized experiences, and performing core operational functions of the Museum.

In addition, this person will also provide leadership and guidance to Facilitator 1 staff during periods when the Senior Coordinator Guest Experiences is unavailable.

Qualifications:

One year of college, or one to two years of related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content of museum exhibits in both one-on-one and group situations in an engaging, compelling, energetic manner.

Ability to learn math related to science content.

Ability to learn and engage guests with science content.

Ability to anticipate guests' needs and solve guest issues.

Positive attitude required, as is a love for working with people in a fun, educational atmosphere.

Prior museum educational, science or theatre experience is important.

Ability to guide other Facilitators in the absence of formal reporting relationships.

Ability to talk with guests engagingly for long periods of time is required.

Ability to handle several activities at one time.

Must be available to work some evening hours; must be able and willing to work weekends and holidays.

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Merchandiser Full Time-1508037

Description

Merchandiser

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$10.00 per hour, plus reimbursement for usage of your personal vehicle.

Schedule and Shift This position is Full Time. This shift typically starts at 6:00 am. Must be available to work weekends and holidays.

Assigned Territory

This position will merchandise stores located in Champaign, Illinois.

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Stocker Merchandiser-1505190

Description

Merchandiser

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.65 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift

This is a Part Time, day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday
Additional hours will be scheduled during the week, averaging 16-24 hours per week.

Assigned Territory: This position will merchandise stores located in and around Naperville, Glen Ellyn, and Wheaton.

Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly

Valid driver's license. Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Naperville

Other Locations: United States-Illinois-Wheaton

Organization: Packaged Beverages

Schedule: Full-time

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Delivery Driver Home Every Night-1506854

Description: The Delivery Driver is responsible for delivering product to both large and small format accounts on a route for advance product sales. In addition, maintaining strong customer rapport, ensuring quality service and effective merchandising of Dr Pepper Snapple Group brands.

Required: Must have a full CDL Class A

Salary and Benefits Information: The pay for this position will start out at an hourly rate. After the training period, the pay rate is hourly plus commission, averaging \$33,000 to \$39,000 per year. Company uniforms and cell phone provided.

Attractive benefits package to include Medical, Dental, Vision, and more.

Schedule and Shift: Tuesday - Saturday. 5:30 am until finished.

Must be able to work overtime, weekends, and holidays as needed.

Position Responsibilities

Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Maintain assigned vehicle in accordance to applicable safety regulations.

Qualifications

High school diploma or general equivalency diploma (GED). 21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid Commercial Driver's License (CDL) and driver's license

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Job: Operations

Primary Location: United States-Illinois-Rockford

Organization: Packaged Beverages

Schedule: Full-time

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Driver Trainee-1500510

Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Salary Information: The salary for this position is \$105.00 per day.

Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30 a.m.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

Position Responsibilities: Provide shelf merchandise to stores upon request by manager or customer. Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period. Accountable for cash/credit proceeds and products removed from inventories. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

Qualifications

High school diploma or general equivalency diploma (GED). 21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Current Valid Driver's License with Class B CDL or CDL Class A Permit

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Operations Accounting Admin

Accounting | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent.

We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents.

In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

Apply online at <https://www.pangeare.com/careers>

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Full Stack Developer

Computers/Software | Chicago, IL, United States

Some of the problems you'll be working on.

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.

- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.

- Use GPS & Geolocation Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model

- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue! All while helping revitalize troubled neighborhoods and serve the community. Read for yourself:

Only those interested in writing code that changes industries and changes lives need apply.

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Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Are you that type of person who enjoys locating new places for you and your friends to experience? Are you the go to person who enjoys resolving conflicts? Are you the friend that is the conversationalist of the group? Well if you answered yes to all the following questions, you might want to keep reading on.

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Here at Pangea Real Estate we are currently seeking great people as yourself to join our team here at for our Leasing Advisor Department.

Duties of a Leasing Advisor:

Conduct Inbound/Outbound calls daily

Search for Pangea Units in the Chicagoland, Indianapolis and Baltimore area

Schedule appointments for potential tenants to view desirable unit

Data entry

Be knowledgeable on South & West side neighborhoods

Must be able to multitask and adjust quickly to company updates

Requirements:

Some college

1-2 years of call center experience

1-2 sales

****Fluent in Spanish Speaking****

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$14 per hour, plus Bonus Tier

One week of Temp full-time schedule during training, with chance for full-time employment afterwards

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Resident Care Representative

Contact Center - Resident Care | Chicago, IL, United States

Are you the type of person to quickly analyze a problem and give a rapid response? Do you enjoy being able to help others? Want to be apart a growing company located in the Downtown Chicagoland area, where you're allowed to be comfortable and wear jeans each day? We are currently seeking individuals who able to handle multiple calls on a daily bases to assist with our Tenants in our Residential Care Department.

Duties of a Resident Care:

Interact frequently with field employees to resolve resident issues

Efficiently and accurately navigate the company's online Customer Relationship Management system

Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians

Assess situations and deescalate the issue.

Conduct outbound survey calls to gauge resident satisfaction with Work Order completions

Eviction Calls

Billing Inquires

Requirements:

- Some college
- 2 years of call center experience

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. -- 5 P.M.

Compensation: \$14

- One week of Temp full-time schedule during training, with chance for full-time employment afterwards

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Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- * Schedule, coordinate, and conduct unit showings with prospective tenants
- * Meet and exceed monthly leasing targets
- * Work flexible hours as needed to show units
- * Navigate, update, and work effectively in PropertyWare software environment
- * Any projects or additional duties as requested

Qualifications:

- * 2-year Associates degree highly desired
- * Good working knowledge of Microsoft Excel and Word
- * Willing to work very hard, and flexible schedule as needed
- * Access to reliable automobile - REQUIRED
- * Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

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