



**School Security Officer (Security Services ,Security Services)
(Job Number: P015588)**

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=23620>



The Original Pancake House has the following openings: Cashier/Host. Day shift only. Both full and part-time positions are available. Must be available to work nights and weekends. Apply Monday – Friday, 8am – 3pm at 22 East Bellevue PL Chicago, IL.

External Job Title: Cashier PT-Marianos

Qualifications/Requirements: Ability to provide friendly and fast customer service.

External Job Description: Cashiers/Cash Handlers are the goodwill ambassadors for the store, as you are the critical last point of contact for our customers. “Friendly” and “fast” are key to this position as customers look for those attributes at checkout most often. All cashiers are trained to perform checkout procedures including the proper handling of groceries and operation of an electronic scanning point of sale register. As a cashier, you will be expected to sincerely greet each customer, speak with them while efficiently scanning items, announce the total, take payment, provide correct change and POS-generated paper/receipts and bag the customer’s groceries. Additionally, cashiers may perform other duties such as ordering, bagging, stocking and displaying merchandise.

Apply online at

<https://www1.apply2jobs.com/Roundys/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=444&sid=88>

Cashier Team Member

Date: 07/15/2014

Location: Chicago, IL

Job Number: 3736451

Description: Provide fast, fun and friendly checkout service. | Resolve guest concerns in a positive, helpful manner. | Work as part of a team. | Know REDcardSM messaging and solicit guest registrations. |

Requirements: Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/us/chicago/store-hourly/jobid5690904-cashier-team-member?apstr=26src%3DJB-10182>

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Job Title: Security Station Attendant

Agency: Illinois Courts/Supreme Court

Salary: \$27,965.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 088

Minimum Requirements:

Education/Experience & Skill: Individual must have a minimum of three (3) years of working experience and certified training within the security or law enforcement field. Certification in CPR/AED is preferred or ability to obtain a certification within six (6) months of hire. Must possess a valid Illinois driver's license. Individual must demonstrate strong interpersonal skills, be able to maintain confidentiality and work in a team environment. This is an UNARMED position.

Physical Requirements: Ability to stand and sit for extended time periods. Ability to patrol floors on foot and deliver packages/mail to different areas of the building and the downtown Chicago area. Some lifting to set-up/take down chairs, tables and equipment for meetings is required. Office work environment requiring business attire.

Work Hours & Location/Agency Contact: 8:30 a.m. - 4:30 p.m.

Supreme Court of Illinois
Michael Bilandic Building
160 North LaSalle Street
Chicago, Illinois 60601

Patrick Cronin (312) 793-6303

How to Apply:

Applicants must submit resume and cover letter to:

Supreme Court of Illinois
Michael Bilandic Building
Attention: Patrick Cronin
160 North LaSalle Street, 18th Floor
Chicago, Illinois 60601

Applicant's information must be received by 4:30 p.m. on July 23, 2014.

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Job Title: Training Manager

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$58,676.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 087

Minimum Requirements:

Education, Experience & Training Requirements: A minimum of two (2) years progressively responsible professional experience, preferably post J.D., and preferably in an educational or training environment, or in the development and administration of adult education or training programs, or other relevant legal related work environment. A J.D. from an ABA accredited law school is strongly preferred. Successful candidate must possess organizational, project management, oral and written communication skills, and have a demonstrated knowledge of standard office technologies and legal research products including at a minimum, Microsoft Office 2007 (Word, Excel, Publisher, Outlook), Adobe Reader, PowerPoint, LexisNexis and Westlaw research tools, and a familiarity with Word Perfect, Keynote (Apple), online meeting technologies (GoToMeeting, WebEx, etc.) and distance learning technologies.

Physical Requirements: Ability to sit and stand for extended time periods. Lifting, carrying and transporting of office-related equipment and materials to-and-from meetings and event sites expected. Normal office working environment requiring extensive use of a personal computer, telephone, facsimile, copier, scanner and other office technologies, in addition to the management of off-site facilities and technologies during judicial education events and meetings.

Work Hours & Location/Agency Contact: Monday - Friday 8:30 a.m. - 5:00 p.m. with additional work hours and occasional state-wide travel to-and-from training events and meetings, including some weekend, early morning and evening travel, and overnight stays.

Administrative Office of the Illinois Courts
Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601
Gloria Evans (312)793-2125

Applicants must submit a completed Judicial Branch Employment Application, letter of interest and resume to: Cyrana Mott, Assistant Director

Administrative Office of the Illinois Courts
Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601

Position will remain open until filled; those persons submitting materials by July 31, 2014 will be given earliest consideration.

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Career Opportunities: Cashier (87635)

Req ID 87635 - Posted 07/14/2014 - Store - Midwest - IL, Chicago - Lakeview (10040)
Part-Time - Store - Team Member - United States

SUMMARY:

Your role will include assisting customers during the checkout process, performing all cash register functions, bagging groceries, and working at customer service desk on occasion. Additionally you will work to maintain attractive Customer Service displays and support the regional Customer Service vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

Essential Job Functions:

Stand and walk for extended periods of time.

Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.

Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.

Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.

Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

Close Date: 08/11/2014

Apply online at

https://career4.successfactors.com/career?company=WFM&career_ns=job_listing&navBarLevel=JOB_SEARCH&career_job_req_id=87635&jobPipeline=Indeed

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Title: Cashier

Business Unit: Boston Market

Location: 2520 - Chicago - IL

City: Chicago

Metro Area: Chicago/Gary/Kenosha

State: IL

Postal Code: 60657

Description:

For many of our guests, you are the person they will remember from Boston Market.

Your interaction may leave a lasting impression on our guests. As a result, your role is one of the most important roles in our restaurant.

It's true that our guests are counting on you to ring up their order quickly and correctly, and to make sure that they are receiving everything they intended to receive (including any additional food items such as cups for drinks, flatware, napkins, etc).

But THE most important thing you may do to leave a positive, lasting impression on our guests is to smile, greet them warmly, and THANK them for coming to Boston Market.

Our guests have many lunch and dinner options, and they chose Boston Market to spend their hard earned money.

We know they've made this choice because Boston Market is special and offers awesome food that is served quickly at a reasonable price, but it is extremely important that you let them know how much we appreciate their business.

With your warm smile and sincere "thank you," we believe they will come back soon.

Apply online at

<https://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=908&cjbc=513372&positionPositionTypeId=109680&companyGeographyId=126746&languageId=1&locationSequenceNumber=176&src=727596&job=413791%3A1-126746&src=727596>

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Retail Associate

Crestwood, IL (USA)

Post Date: 07/14/14

Company: Ross Dress for Less

Job Type: Full Time

Education: High School / GED

Experience: 6 months - 2 years

Reference: ILcO8a4qYs

Job Description

Greets and responds to all customers in a courteous and friendly manner. Ensures proper merchandise presentation. Operates cash register in accordance with policies and procedures. Maintains a clean work area at all times. Provides customer service according to the Star Service program guidelines. Associate may assist in specialized areas of store including, Cash Office, Front End, Fitting Room, Stock Room, Fine Jewelry or Customer Service.

RESPONSIBILITIES:

Maintains good quality customer service at all times

Ensures proper merchandise presentation is maintained in accordance with company standards. Execution of cashier responsibilities within in company policies and procedures. Responsible for controlling shortage through personal awareness and compliance with company standards and theft deterrents

Additional tasks and responsibilities as assigned by store management

COMPETENCIES: Customer Service; Adaptability; Communication; Teamwork

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

Ability to interact with customers and co-workers in a friendly, cooperative and pleasant manner. Good communication skills. Able to meet normal store demands which includes standing, lifting, loading and unloading trucks, and unpacking merchandise
Ability to work variety of shifts

SUPERVISORY RESPONSIBILITIES: None

Ross is an equal employment opportunity employer committed to the hiring, acceptance and appreciation of every individual. FULL STATEMENT .

Apply online at <http://www.allretailjobs.com/cgi-local/search.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=7903741&from=indeed2organic&Source=indeed-sponsored>

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Job Title: Assistant General Counsel

Agency: Public Health

Closing Date/Time: Mon. 08/04/14 5:00 PM Central Time

Salary: \$4,178.00 - \$7,627.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 76343

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction and supervision of the General Counsel, Represents the Board as an attorney in administrative hearings and compliance matters; prepares notices, motions, complaints, orders, settlement documents, and similar legal documents; prepares and presents oral and written evidence in administrative hearings. Prepares recommendations, impact analysis statements, interpretations of proposed legislation and administrative rules changes; interprets case law and legal principles affecting the Board; drafts proposed legislation/amendments to administrative rules, resolutions, regulations and statutes.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in pre-law. Requires three years of professional experience in the practice of law. Requires thorough knowledge of common law, judicial and quasi-judicial and administrative procedures. Requires the possession of a license to practice law in Illinois.

Work Hours & Location/Agency Contact:

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

Office of the Director Legal Services 69 W. Washington Chicago, IL

Agency Contact: Office of Human Resources

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

Phone: 217-785-2031 Fax: 217-524-0220

How to Apply: Send Resumes to:

IL. Dept. of Public Health

Attn: Human Resources

535 West Jefferson 4th Fl

Springfield, IL 62761

Resumes will be accepted through August 4, 2014.

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1433025-333960

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. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office 500 N. Green Bay Road Waukegan, Illinois 60085

Supervisor: J. Cummings

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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: Child Welfare Administrative Case Reviewer

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 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: RC063

Bid ID#: 1400020-000225

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to a Master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare. Requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of State and Federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel.

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: Administrative Case Review 2020 W. Roosevelt Chicago, Illinois

AGENCY CONTACT: Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

Phone: 217-785-0364 Fax: 217-557-0690

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: Civil Engineer IV Northern Construction Quality Specialist

Agency: Transportation

Closing Date/Time: Mon. 07/28/14 4:30 PM Central Time

Salary: \$5,685.00 - \$9,045.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#38008

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for conducting on-site and desk compliance reviews of departmental quantity measurement records and to conduct on-site quantity checks; and assists the Construction Quality Engineer to ensure construction inspection, documentation and quality of materials complies with project requirements and departmental policies and procedures. Additionally, this position requires the ability to interpret contract language, plan documents, material designs/testing and other relevant documents for state and federally-funded projects.

Minimum Requirements:

The following criteria is required: • A current Illinois Professional license • Valid driver's license • Considerable travel throughout the northern portion of the state

The following criteria is desired: • Six years experience in civil engineering of which five years should be transportation construction and material inspection • Effective oral and written communication skills • Possession of the IDOT construction documentation training certificate or equivalent construction documentation experience
• Proficiency in spreadsheet and document creation as well as database usage

Work Hours & Location/Agency Contact: 8:00 am -4:30 pm / Monday – Friday
Office of Quality Compliance and Review/201 West Center Court, Schaumburg, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Monday, July 28, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.dot.il.gov/techapp/vacancy.html>

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Secretary

Location: Foster Medical Pavillion
FTE Status: Full-time
Hours per week: 32 or 40=72 biweekly
Shift: Day
Department: Ambulatory Surgery Dept
Job Code: 2949
of Openings: 1

JOB SUMMARY

Performs the overall clerical functioning of the chronic pain clinic office, including clerical and secretarial duties throughout the department. Schedules outpatients, as well as inpatient procedures. Reviews and acquires external approvals for care. Performs frequent telephone and personal contact with patients, families, managed care approval personnel, referral parties and other external customers. Does billing functions for the department and the physicians. Demonstrates excellent diplomatic awareness, written and oral communication abilities and personal interactive skills.

ACCESS TO PROTECTED HEALTH INFORMATION

Computer system access is assigned based on managers access level request and on the minimum necessary as described in this job description. Approval for level of access is given by the system administrator or manager of the department that has ownership of system/module. See Computer system Access controls policy.

Access level: name, demographic, service specific clinical

QUALIFICATIONS / BASIC JOB REQUIREMENTS

High School diploma or equivalent. Completion of business or secretarial courses is desirable. Minimum of one or more years satisfactory experience as a secretary, in a medical setting preferred. Word processing skills and general computer skills required. Efficient and accurate typist.

Operation of business machines; CRT, printer, fax and general office equipment. Organizational skills, ability to interact with all levels of staff, flexibility related to assigned tasks with regard to work-load requirements.

Apply online at

<https://ch.tbe.taleo.net/CH06/ats/careers/requisition.jsp?org=SCHOSP&cws=1&rid=2949&source=Indeed>

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Receptionist

Company Taxback.com

Location Chicago, IL 60601

Industries Financial Services

Job Type Full Time Employee

Years of Experience: 1+ to 2 Years

Education Level Some High School Coursework

Career Level Experienced (Non-Manager)

Salary 33,000.00 - 34,000.00 \$ /year

Job Reference Code FMcG/RECEP/001

Role Overview:

We are looking for a Receptionist to join our Chicago office. The receptionist is responsible for handling the front desk operations as well as providing support to Management.

Requirements:

1. Excellent spoken and written English (grammar, spelling and pronunciation).
2. Intelligence, responsibility, reliability, professionalism, diplomacy, self-possession, flexibility, resourcefulness and friendliness.
3. Telephone skills and etiquette.
4. Effective office, time management and organizational skills.
5. Attention to detail and ability to perform work despite interruptions.
6. Computer literacy. – knowledge of Word, Excel, Outlook and PowerPoint required (or able to learn).
7. Ability to work independently.

Additional Responsibilities:

As part of the role you will be designated administrative assignments and tasks by the Management team. These tasks will be varied in nature but will form an integral part of the role of receptionist.

Apply online at http://jobview.monster.com/Receptionist-Job-Chicago-IL-US-136842113.aspx?WT.mc_n=Indeed_US&from=indeed

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Job Title: Human Resources Representative

Agency: Juvenile Justice

Closing Date/Time: Mon. 07/21/14 4:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ-27-15-14-2248

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Superintendent (SPSA), serves as Personnel Generalist for IYC-St. Charles; provides a variety of professional services in administering the State of Illinois personnel system; coordinates with facility management staff and agency officials in actions involving the personnel rules, classification plan, pay plan, contracts, retirement programs and other personnel administrative programs and assignments

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional human resources experience; requires working knowledge of Illinois state government Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies and procedures.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm (Monday-Friday) Days Off - (Saturday -Sunday)

Work Location: Illinois Youth Center-St. Charles

Illinois Department of Juvenile Justice

3825 Campton Hills Road St. Charles, IL 60175

Agency Contact: Max Blackburn, Administrative Assistant

Illinois Youth Center-St. Charles / Illinois Department of Juvenile Justice

3825 Campton Hills Road St. Charles, IL 60175

630-584-0506 x 510 Fax: 630-584-1014

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: Human Services

Closing Date/Time: Thu. 07/17/14 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-83365

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, psychological and legal terminology.

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

Broadway Central Office FCRC 5050 North Broadway Chicago, IL 60640

Please submit applications to: Krissie Buss / Bureau of Employee Services

100 S. Grand Avenue 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).

Option 2 – Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1400022-009104

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures, and programs; extensive knowledge of composition, grammar, spelling, and punctuation; extensive knowledge of basic mathematics; ability to follow oral and written instructions; ability to operate and perform routine maintenance on commonly used manual and automated office equipment and knowledge of computer software; requires the ability to type accurately at 30 wpm; requires travel; requires possession of an appropriate valid driver's license, access to an operating automobile, and proof of insurance.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: Administrative Case Review 15115 S. Dixie Harvey, Illinois

AGENCY CONTACT: Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

Phone: 217-785-0364 Fax: 217-557-0690

How to Apply:

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Clerical Assistant

Home About Clerical Assistant (TWO POSITIONS)

El Centro

Qualifications: High school graduation or equivalent, AND, ability to keyboard accurately at a rate of 25 net words per minute, AND, 6 months of work experience performing routine clerical/secretarial work, including use of computer systems, OR, 12 semester hours of college or university course work in Office Occupations, Business Administration, Business Education or closely related fields, OR, 6 months of vocational training which provides a knowledge of generally accepted clerical procedures, OR, 24 semester hours of college or university course work in any curriculum, OR, A combination of work experience and education that equals 6 months

Specialty Factors: Candidate must have demonstrated oral and written communication experience in Spanish and English.

Salary: \$12.31 - \$12.60 per hour

Hours: Monday through Friday, 11:00 a.m. – 7:00 p.m.; Flexible schedule for recruitment, one day off during the week to accommodate Saturday schedule and one day rotating schedule, 1:00 p.m. – 9:00 p.m.

(Hours may vary depending on departmental needs) Appointment: 100%

Responsibilities:

Under direction of the El Centro Director, this position will perform routine supportive tasks which require knowledge of standard office procedures, the ability to operate a variety of office equipment, and the ability to operate computer systems, using work processing, database, and software packages. Bilingual English/Spanish required.

To apply:

In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following:

- Employment Application • Statement of Annuitant Status • Cover letter
- Resume • Official transcript(s)

You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application and Statement of Annuitant Status Form. You must complete, sign and date the application and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied.

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FRONT DESK CLERK

ID 2014-3457

Hotel Name Hilton Garden Inn Chicago

Type Full-Time

Bonus/Incentive Pay Yes

EEO/AA Employer Disclosure Crestline Hotels & Resorts is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

The Front Desk Clerk will serve as ambassador to the hotel handling all check-in and check-outs, answering incoming calls while upholding Guest Service Standards. Responsibilities: Anticipate guests needs, respond promptly and acknowledge all guests, however busy and whatever time of day. Maintain positive guest relations at all times. Resolve guest complaints, ensuring guest satisfaction. Maintain complete knowledge at all times of: a) all hotel features/services, hours of operation. b) all room rates, special packages and promotions. c) daily house count and expected arrivals/departures. d) scheduled daily group activities. Obtain assigned bank and ensure accuracy of contracted monies. Keep bank secure at all times. Answer department telephone within 3 rings, using correct greeting and telephone etiquette. Process all guest check-ins. Verify registration card information with the guest. Obtain back-up information for guest credit/payment method and input into system; collect cash when designated. Direct Bell Person to escort guest and transport their luggage to the room. Handle overbooked or walked in guests. Accept and record wake-up call requests. Monitor, send and distribute guest faxes. Communicate pertinent guest information to designated departments/personnel (i.e., special requests, amenity delivery). Resolve discrepancies on the room status report with Housekeeping. Match the bucket check to in-house guest ledger report; report discrepancies to Manager. Process all check-outs. Process adjustment vouchers, paid-outs, correction vouchers, miscellaneous charges.

Qualifications: Education & Experience: High school graduate or equivalent vocational training certificate. Compute basic arithmetic. Must have good understanding of the English language. Good communication skills both verbal and written. Provide excellent customer service and maintain a professional demeanor. Ability to input and access information in the property management system/computers/point of sales system. Some college or training in Hospitality Industry. Previous experience as Front Desk Agent is preferred but not required.

Apply online at <https://careers-crestline.icims.com/jobs/3457/front-desk-clerk/job?mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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School Clerk I (School Office Services)(Job Number: P015574)

ESSENTIAL FUNCTIONS: Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. **Knowledge, Abilities, and Skill.** General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable. Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=23606>

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