



Customer Service Representative

Adecco Employment Services Chicago, IL

Posted 4 days ago

A local steel company is looking for qualified candidates for a Customer Service Representative position within the (AMI) department. The position will work out of our downtown Chicago office.

Responsibilities:

Communicates with mill contacts by responding to requests and ensuring overall customer satisfaction for all major service centers in the U.S.

Gathers and forwards proper shipping documentation for vessel entry within the US, Canada, and Mexico.

Analyzes purchase orders from customers for entry into SAP, and follows the order through to delivery at port for customer pick-up. Rep will also send regular status updates and order confirmations to customers.

Supports Flat Carbon Europe and Long Carbon Europe sales teams within the Midwest, Northeast, and Southeast regions exhibiting flexibility when needed to get the job done. Coordinate shipping with logistics staff in the mill and Antwerp to ensure a timely delivery and customer satisfaction.

Responsible for ensuring that customers receive invoices for shipments no more than 10 days after vessel arrives.

Track and monitor inventory levels to reduce stock, as well as enter and complete technical and commercial claims as instructed by management and CTS rep.

Work closely with the technical staff to ensure technical specs of orders are entered accurately on orders. All other duties assigned 10%-15% travel.

Minimum Requirements:

- Bachelors degree
- 3 + years of corporate customer service experience
- SAP experience
- Proficient in Microsoft Office software, especially Excel

Preferred:

- Experience in the steel industry, international shipments, and customs
- Strong ability to multitask and meet deadlines while still servicing the customers effectively.

Apply online at <https://jobs.ziprecruiter.com/job/Customer-Service-Representative/30e34452/?source=email-candidate-job-alert&zat=U7K7nH8AAAEAB6Xw@sAAAAU>

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Executive Assistant / Administration

WGN-TV is searching for a dynamic, highly organized and proactive individual to join our team as an Executive Assistant to our President/General Manager.

In this role, you will perform varied and confidential administrative work in a fast-paced environment, requiring a high degree of judgment and knowledge of the organization's policies and practices.

Job responsibilities include calendar management, business communications, customer service, arrangements for meetings/travel, event coordination and performing a variety of special projects to support the President/General Manager's successful completion of goals and objectives.

Other general responsibilities include providing general administrative support, communicating with departments, preparing presentations, and answering and screening calls, greeting guests and assisting various station departments with their administrative needs

The candidate must be a self-starter with sound judgment and proven performance in high-level administrative positions.

Accuracy, poise, discretion in handling sensitive and confidential matters, excellent written and verbal communication with customers, visitors and employees are also required.

The successful candidate will also possess proficiency in Word, Excel and PowerPoint.

Equal Opportunity Employer

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

Apply On-line: Please go to www.tribjobs.com and search for keywords "Executive Assistant"

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Senior Accountant

WGN-TV's finance department is seeking a Senior Accountant.

This individual will be responsible for overseeing accounts payable, analyzing and recording financial activity during the monthly & quarterly close process, performing account reconciliations, and preparing financial reports for management.

Other responsibilities include assisting with the annual operating plan, preparing sports profit & loss statements, assisting with monthly forecasting, reviewing sales & use tax compliance, ensuring Sarbanes-Oxley compliance, and helping with various projects as needed.

Qualified candidate should have a Bachelor's degree in accounting or finance and 3-5 years of related experience.

CPA a plus. Excellent PC skills including Microsoft Excel and Word.

Experience with PeopleSoft and Essbase preferred.

Strong communication and analytical skills.

Must be able to manage multiple priorities in a deadline-oriented environment.

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Chicago, IL 60618

Fax: 773/528-1387

Apply On-line: Please go to www.tribjobs.com and search for keyword "Senior Accountant".

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Account Executive

WGN-TV is seeking individual with a minimum 2-4 years of Spot Television sales experience. Strong proven track record of new business development, sport sponsorship and online sales. Strong client service/relationships and computer skills. Knowledge of LPM's and CMR a plus. Seeking candidate with strong management potential in 3-5 years. Looking for a self-motivated individual who is willing to work hard and make a difference.

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2501 W. Bradley Place, Chicago, IL 60618
Fax: 773-528-1387

Apply On-line: Please go to www.tribjobs.com and search for keywords "Account Executive".

General Assignment Reporter (2 Positions Available)

Responsible for collecting, writing and narrating information regarding news events. Includes interviews, covering news conferences, news events and enterprise assignments. Must develop and organize facts for presentation on WGN News, CLTV, and our websites in a concise clear manner consistent with station goals and good journalistic practices; conduct live reports and interviews during newscasts; represent station in certain public functions, as assigned; and recommend and develop stories for coverage by station. Performs fill-in anchor duties as needed. College degree required. Television reporting, including live on-the-scene reporting, is necessary; anchoring experience a plus; internet production skills are necessary. Knowledge of Chicago area preferred. Please submit a non-returnable dvd/tape with your resume.

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

Apply On-line: Please go to www.tribjobs.com and search for keywords "General Assignment Reporter".

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Administrative Assistant / Engineering

WGN-TV is searching for a highly organized and proactive individual to join our team as an Administrative Assistant for our Engineering Department.

Administrative Assistant will be responsible for various tasks that support various department activities including but not limited to; processing Engineering Department time sheets, attendance, premium time, and vacation reports and related documentation; processing and maintaining purchase orders, capital project files and related spending documentation; assisting the station's designated FCC Chief Operator in the timely completion and filing of transmitter logs; assisting with administrative tasks in relation to both routine and special department activities as assigned by the Director of Engineering and VP of Technology.

Qualified applicants must have a High School Diploma, demonstrated knowledge and the ability to utilize personal computers employing both Microsoft business suite software and task specific programs.

Excellent verbal and written communication skills and the ability to work closely and successfully with fellow employees, vendors and department managers is required.

Must be detail oriented, able to work under the pressure of deadlines and must demonstrate the ability to make sound judgments while handling multiple tasks. Self-motivation and the ability to focus on task completion while handling interruptions and distractions is critical.

Position requires moderate lifting, stretching, carrying, and related physical activities.

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Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Job Search link and search for keywords "Administrative Assistant".

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Receiving Associate

Location: Chicago, IL

Requisition ID: 838-817862

Shift: Flexible

Status: Part Time

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION:

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

FOCUS OF POSITION:

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

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4523266>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 557-815257
Shift: Flexible
Status: Part Time

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 500 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

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

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers. Communicate customer requests to management
Enter all media from register into the tally program
Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4515329>

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Markdown Associate

Location: Chicago, IL
Requisition ID: 557-815064
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

FOCUS OF POSITION:

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

RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team. *Must be able to start at 6am*

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-4513965>

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Merchandising Team Associate

Location: Chicago, IL

Requisition ID: 557-815062

Posting Date: 6/10/2014

Shift: Flexible

Status: Part Time

GENERAL PURPOSE OF POSITION: The Merchandising Team Associate (MTA) will be responsible for the timely flow of merchandise from the receiving area to the sales floor, ensuring the sales floor is continuously well-stocked with new receipts and merchandised according to company standards. The MTA will ensure proper presentation of all new and clearance merchandise and assist with the placement of tables and fixtures for promotional events.

RESPONSIBILITIES:

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation

Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times. Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty. Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines

Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events

Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged. Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty. Participate in year-end inventory and cycle counts

Understand the causes of shortage and how to prevent it

Any other tasks as assigned from time to time by any member of the management team. Must be able to start at 6am, Monday through Saturday.

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Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4501516>

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Complete ticket purchase transactions by:
Greeting each guest and identifying tickets requested
Reading a computer screen, operating a keyboard or dispensing manual tickets
Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
Thanking the guest
Ensure the security of all box office cash and tickets
Keep box office clean and well organized and update box office signage
Distribute and understand how to operate assisted moviegoing equipment
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Perform daily box office maintenance duties and complete various reports as needed
Answer questions from guests and resolve any concerns
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:
Proficient guest service, administrative and follow-up skills
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
Ability to communicate and work effectively with guests in high-volume setting
Good verbal communication skills as well as math and cash handling skills
Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Dishwasher

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Customer Service Supv

Location: Chicago, IL
Requisition ID: 474-808809
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER

SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

FOCUS OF POSITION:

POSITIVELY DEMONSTRATE THE COMPANYS CORE VALUES BY DEVELOPING TRUST AND RESPECT AMONG PEERS AND MANAGEMENT, WORKING IN TEAMS AND PARTNERING WITH OTHERS THROUGH COLLABORATIVE WORK ETHICS, AND DRIVING BUSINESS RESULTS BY PLACING A HIGH PRIORITY ON DETAIL AND ACCURACY TO SUCCESSFULLY COMPLETE ALL TASKS DELIVER EXCELLENT CUSTOMER SERVICE AND DEMONSTRATE A HIGH DEGREE OF PROFESSIONALISM

RESPONSIBILITIES:

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES.

EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERV

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Shoes Associate/Clerk

Location: Chicago, IL
Requisition ID: 557-807591
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

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

RESPONSIBILITIES:

- Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock
- Aid customers in locating merchandise
- Communicate customer requests to management
- Assist in completing price changes as a member of the mark-down team
- Participate in year-end inventory and cycle counts
- Assist in ringing up sales at registers and/or bagging merchandise
- Any other tasks as assigned from time to time by any manager

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Youth Associate/Clerk

Location: Chicago, IL
Requisition ID: 205-800745
Shift: Flexible
Status: On Call

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
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Any other tasks as assigned from time to time by any manager

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Job Title Account Executive

Auto req ID 19080BR
Job Type Full Time
CBS Business Unit CBS Radio
Station WJMK-FM
Location CBS Radio IL-Chicago

Job Description 104.3 KHITS Chicago is looking for experienced sales professionals to develop and sell integrated marketing solutions to new and existing clients. Responsibilities include soliciting new business through prospecting and cold calling, managing and growing existing assigned accounts/budgets, identifying clients' advertising needs and developing and presenting customized solutions to meet those needs. These individuals are also held accountable for achieving sales budgets and collecting on the accounts.

Required Qualifications Successful candidates must possess exceptional communication, presentation and negotiation skills. They must be self motivated, goal driven, and creative, with the ability to multi-task in a fast paced environment, To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive.

Achieve sales goals as defined by management
Sell and service existing accounts. Develop customized presentations of the highest quality for new and existing accounts
Develop and grow relationships at multiple levels of the customer's organization in order to guarantee. Maintain call volume of no less than 10 face to face meetings per week. Understand and be knowledgeable of all CBS Radio Chicago capabilities including but not limited to everything on air, online, promotions/events, and mobile.
Accurately forecast revenue on a rolling three-month basis
Entertain clients, including some weekend and evening work
Adhere to station policies regarding pricing, merchandising, commercial content, competitive product protection, etc. and monitor competition with the highest degree of integrity and ethics

EEO Statement - Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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Job Title Assignment Desk Assistant

Auto req ID 18181BR

Job Type Temporary/ Per Diem

CBS Business Unit CBS Television Stations

Station WBBM-TV

Location IL-Chicago

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

PURPOSE OF POSITION:

To assist assignment editor, reporters and producers in daily news coverage.

PRIMARY ACCOUNTABILITIES: Work at direction of assignment editor to follow up on story tips and make beat checks. Answer questions from public on matters related to news programming. Conduct interviews, as needed. Organize printed scripts for production staff and talent. Run assignment desk, as needed Other duties, as assigned.

CORE COMPETENCIES: Results-Oriented, Dependable, Detail-Oriented, Courteous
Required Qualifications-Please see preferred qualifications.

Preferred Qualifications

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in journalism or related field

Prior internship in broadcast newsroom, desirable

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Job Title Hair/Makeup Artist

Auto req ID 18727BR

Job Type Temporary/ Per Diem

CBS Business Unit CBS Television Stations

Station WBBM-TV

Location IL-Chicago

PRIMARY ACCOUNTABILITIES: Experience working on a variety skin tones and must understand lighting and age appropriate makeup. Experience working on different hair textures and lengths. Must be able to achieve desired styles, blow dry, use the appropriate hair products and use techniques to create specific looks. Has an eye for style and feels confident in ability to offer fashion advice to talent, providing guidance and wardrobe planning for anchor team. Ability to achieve clean looks for HD camera shots under unique lighting environments. Required to standby on set to touch up makeup and hair between takes, address extra shine on face or perspiration, etc. Performs additional tasks as required which may include additional time for promo shoot makeup, hair and wardrobe styling. Comfortable offering recommendations and feedback tailored to each individual. Accepts and welcomes feedback from management and talent on the results. Artist will provide all materials (makeup, styling products, and equipment) necessary to perform duties.

CORE COMPETENCIES:

Results-oriented and innovative

Excellent time management

Ability to work under deadline pressure and time constraints

To perform this job successfully, an individual must be able to perform each job duty satisfactorily and in a timely matter. The requirements listed above are representative of the knowledge, skills and/or ability required.

Required Qualifications-Please see "Preferred Qualifications."

Preferred Qualifications-MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Television/film experience, preferably five years in top 20 market.

Online portfolio or demo reel demonstrating a variety of looks on screen.

Maintain current knowledge, skills, and standards of available makeup, beauty, and styling products and techniques.

Available to work irregular hours, weekends, and holidays

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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