



Job Title: Boiler Safety Specialist

Agency: State Fire Marshal

Closing Date/Time: Tue. 08/05/14 5:00 PM Central Time

Salary: \$6,514.56 - \$6,514.56 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: 1

Plan/BU: RC008

Bid ID#: 50-50-SFM14-012

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs technical duties of an inspectional and consultative nature in the administration of the Illinois Boiler and Pressure Vessel Safety Act.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as a mechanical engineer, operating engineer, or boilermaker. Requires Certificate of Competency as boiler inspector by qualifying for and successfully completing the examination by the National Board of Boiler and Pressure Vessel inspectors.

PLEASE NOTE: APPLICANT MUST RESIDE IN PEORIA COUNTY WITHIN 90 DAYS OF HIRE.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:30am to 4:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal Peoria County Field Office

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

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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Hotel Front Desk

Quality Inn & Conference Center - Burr Ridge, IL

Current openings for hotel front desk agents with previous hotel front desk experience. Ability to resolve guest issues, provide above average customer service and ability to multi-task.

Long periods of time standing, pushing, pulling and typing. Multi line phone and computer experience required.

Shifts 7am-3pm and 3pm-11pm. Previous Choice hotels experience helpful.
\$11hr.

Apply online by clicking http://www.indeed.com/viewjob?cmp=Quality-Inn-%26-Conference-Center&t=Hotel+Front+Desk&jk=17a5fc2510d7dd18&sjdu=QwrRXKrqZ3CNX5W-09jEvSNSX3bks0EIyk4UymD3grcoFQSQggRqXEjRg4nTf3ZjFKbC_j43zUEucYerQpg-g

Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - NA
Mon - 6am to 3pm
Tue - 6am to 3pm
Wed - 6am to 3pm
Thu - 6am to 3pm
Fri - 6am to 3pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=136759&mode=

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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

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

EEO Statement

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online by clicking

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^82LS2x4FAIoJISgWRSks77iMqaHSaW_slp_rhc_OZeRGGWYHD4gBzmyCSZ01bg27Ezcs87UR&jobId=458363&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=4583635129&GQId=0

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Assistant General Manager

Campus Advantage, the nation's leading student housing management corporation, is seeking an Assistant Property Manager to join our team in Chicago, IL.

The Assistant General Manager provides support to the General Manager, and will act as a "Generalist" to learn all aspects of property management in order to develop skills to become a property manager. The AGM will be responsible for assisting with all aspects of managing the community, including leasing oversight, general staff oversight, delivery of customer service standards, and maximizing the collection of rents and monies due while maintaining resident records and property financial data.

Essential Duties and Responsibilities for AGM's who also serve as the Bookkeeper for the Property

- Maintain accurate resident data base and property financial data
- Ensuring all applicants, new move-ins, and renewals are entered into the database
- Collect and accurately post rent and other income
- Make daily bank deposits
- Process account payable invoices and checks for approval by General Manager
- Assist residents with the move-in and move-out process
- Assist General Manager in preparation of weekly and monthly reporting
- Implement and monitor aggressive collection process for delinquencies
- Participate in property inspections, quarterly, move-in and move-out
- Maintain key control of occupied and vacant units
- Address complaints and resolve issues in a timely and professional manner.
- Onesite experience preferred but not required

Requirements

- High school diploma or equivalent; Bachelors Degree preferred
- Minimum of 1 year experience as an Assistant Property Manager, Bookkeeper, Leasing Manager, or Resident Director
- Previous bookkeeping experience in both A/R and A/P preferred
- Computer literacy required – Strong Excel knowledge a must
- Must possess strong arithmetic ability
- Must have excellent communication, customer service, and organizational skills

Apply online at

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?k=Job&c=qHw9Vfw1&j=oUVgZfwO&s=Indeed>

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Accounts Receivable Clerk

Job Number: 106876

Offered Through: Brilliant Financial Search

Job Location: Chicago, IL

Job Type: Direct

Job Post Date: 07/17/2014

Job Description:

Our client, located in Chicago, is in need of an Accounts Receivable Clerk. The Accounts Receivable Clerk will support the credit, billing, and collection functions through direct collaboration with the Sales, Customer Service, Distribution Services, and Finance Teams.

Accounts Receivable Clerk Roles and Responsibilities:

Leveraging technology to optimize processing customer deductions, e.g. shortages, damages, fines, violations, etc.

Being an advocate for both the customer and the Sales Team to resolve customer deductions.

Developing relationships with customers to expedite deduction resolution, including customer chargebacks.

Partnering with the Sales Team to understand customer incentive programs and how these programs effect customer collections and the Company's net revenue and balance sheet.

Collaborating with the Distribution Services Team to resolve freight claims, damages, and shortages, including developing strategies to reduce these occurrences.

Processing daily customer payments received via ACH, wire, and lockbox.

Maintaining customer pricing programs in cooperation with the Marketing Team.

Assisting the Credit Supervisor with month-end close responsibilities.

Assisting the Controller with continuous process improvement initiatives and optimization strategies.

Assisting the Finance Team with other duties as required.

Ideal Candidate Requirements:

Personable attitude with the ability to build strong and trusting relationships

Highly organized with strong verbal and written communication skills

3 to 5 years within a credit department in the retail industry

ERP/MRP software experience (JDE Edwards), and all Microsoft Windows applications

Ability to successfully and independently work within a rapidly changing environment

High school diploma or equivalent

Interested and qualified candidates only. Please apply now.

To learn more about BrilliantTM, visit www.brilliantfs.com.

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Clerk

Archer Daniels Midland - Illinois

For more information about ADM and its products, visit www.adm.com

Clerk – Havana, IL

This is a non-exempt level position.

Job Requirements:

Track record of exceptional achievement with a demonstrated desire and ability to proactively take on challenging work

A strong spirit of teamwork, cooperation, and a proven ability to cultivate and maintain positive working relationships with people at all levels inside and outside of the organization. Excellent organizational and time management skills with an attention to detail and follow-up

Demonstrated ability to work under pressure to meet deadlines

Ability to maintain a positive attitude and adapt to changes in environment and responsibilities. Commitment to continuous learning

Good working knowledge of Microsoft applications (Word, Power Point, Excel)

Ability to make good independent decisions

Willingness to participate in training to enhance skills related to leadership and office management

Excellent organizational skills and strict attention to detail

Ability to manage diverse activities and concurrent projects

Ability to resolve routine problems independently

Excellent interpersonal, leadership, and communications skills are required, including creative problem-solving abilities when called for

Ability to prepare routine administrative paperwork; analyze and solve problems; organize and coordinate; foster a cooperative work environment; and maintain efficient office workflow

Willingness to participate in safety culture and safety programs at ADM Grain Co.

Associates degree preferred or minimum experience in related field required

This position offers a complete benefit package, including 401K/ESOP, pension, health, life and dental insurance.

ADM requires the successful completion of a pre-employment drug screen and a background check.

ADM is an EOE for minorities, females, protected veterans and individuals with a disability

Apply online by clicking

http://www.indeed.com/viewjob?jk=450d1a74484deeff&q=Customer+Service&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_state_wide

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Job Title Promotions Coordinator

Auto req ID 19088BR
Job Type Part Time
CBS Business Unit CBS Radio
Station WUSN-FM
Market Chicago
Location IL-Chicago

About Us CBS RADIO, a division of CBS Corporation, is one of the largest major-market radio operators in the United States, with stations covering news, sports, talk, rock, country, Top 40, classic hits, and urban formats, among others. Reaching nearly 70 million unique over-the-air listeners on a weekly basis, the division operates 126 radio stations across 27 markets, including all of the Top 10. The overall mix of each radio station's programming is designed to fit the station's specific format and serve its local community. Carson Daly, Boomer Esiason and Craig Carton, Mike Francesa, Danny Bonaduce, Kevin and Bean and Ryan Cameron are among the most popular talent on CBS RADIO stations across the country.

Operating within CBS RADIO is CBS Local Digital Media, a unique brand responsible for the convergence of the division's new and traditional media platforms through creative original content and advanced delivery methods.

Job Description WUSN-FM is looking for an outgoing, hard working and creative individuals to join our Promotions team. Responsibilities include working on location at radio station events, live broadcasts, interacting with listeners and some clerical duties. Ideal candidate is energetic, efficient and capable of multi-tasking in a lively fast paced environment. Candidates must be 21 years old with a valid driver's license.

Required Qualifications The right candidate will be a team player who takes initiative with excellent written and verbal communication skills. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive and to perform other such duties as may be required for the efficient operations of the stations. To perform this job successfully, you must be able to perform each essential duty satisfactorily.

Preferred Qualifications Must be proficient in Microsoft Office (i.e. Word, Excel, Outlook, Power Point). Must be a professional and a proven team player with customer focus. Must be able to work days/evenings/weekends. Excellent driving record required. College Degree preferred, marketing or communications a plus.

Additional Information All applicants must apply through www.CBSRadio.com
EEO Statement Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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Vehicle Transporter

Job ID 77462

Positions 50

Location US-IL-Chicago

Category Sales

General Responsibilities:

Hertz, an industry leader is seeking high-charged, high-energy, team driven individuals to work as a vehicle transporter.

As a transporter you will have the opportunity to drive Hertz cars while getting paid!

This is an On-Call, Part-Time position not to exceed approximately 25 hours per week. It is not meant for those who need Full-Time employment or benefits.

Your general responsibilities include but are not limited to;
Transports vehicles safely within the airport to various service areas.
Safely moves vehicles between airport and off-airport locations.

Provide outstanding customer service.
Maintain courteous and professional behavior & appearance.
Follow all company safety policies and procedures and protect company assets.
Ability to work with minimal supervision while maintaining high energy.

Requirements:

Valid driver's license

Must be at least 20 years of age

Flexibility in scheduling which may include nights weekends and holidays

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/77462/vehicle-transporter/job?hub=20>

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 9pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 6pm
Mon - 7am to 6pm
Tue - 7am to 6pm
Wed - 7am to 6pm
Thu - 7am to 6pm
Fri - 7am to 6pm
Sat - 7am to 6pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=136732&mode=

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Part-Time Research and Data Assistant

Posted Date 7/22/2014 Requisition # 18183

Functional Title Part-Time Research and Data Assistant Position Type Part-Time Salaried/Hourly Hourly Category Other – Other

Department Institute for Housing Studies Campus Loop Campus

General Summary: This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued.

Principal Duties and Responsibilities

- Develop business requirements for tools to improve extraction of data from IHS's housing data warehouse.
- Assist in the execution of developing data extraction tools and data dashboards in conjunction with DePaul Information Services and IHS staff.
- Work with IHS staff to develop additional applications to improve IHS data access.
- Contribute to other data development and research projects as opportunities develop.
- Perform other duties as assigned.

Minimum Requirements •Bachelor's degree in computer science or a related field or at least one year of relevant, related work experience. •Experience translating business user needs to technical requirements. •Experience with developing reporting tools for accessing data reports from databases. •Strong verbal communications skills. •Self-motivation and strong attention to detail.

Position is grant funded. Hours for position will be allocated on a project by project basis.

Preferred Requirements: •Experience developing web-based applications. •Background in housing and/or community development policy. •Knowledge of Tableau, Oracle, and Informatica.

Required Background Screening:

All final candidates extended an offer of employment will undergo background screening. Final candidates selected for Public Safety Officer positions are also required to undergo a fingerprint-based criminal history background check.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18183/part-time-research-and-data-assistant/job>

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Part-Time House Manager

Posted Date 7/16/2014 Requisition # 18145

Functional Title Part-Time House Manager Position Type Part-Time

Salaried/Hourly Hourly Category Theatre

Department Merle Reskin Rental Campus Lincoln Park Campus

General Summary

The Part-Time House Manager will report to the Theater Manager for The Theatre School, DePaul University. The Part-Time House Manager is a member of the administrative staff and shall work with the Theatre Manager and other front-of-house staff with services which relate to the operation of the theatre spaces for rentals in The Theatre School.

This position will not begin until September; Interviews will be held during July/August.

Principal Duties and Responsibilities

- See to the safety and comfort of patrons, including maintenance and cleanliness of all front-of-house facilities, keep aisles clear, exit doors unlocked, etc.
- Work with DePaul Public Safety and Chicago Police Department to insure the safety of the audience.
- Supervise the house crew, use of the infra-red listening system and other access equipment, program distribution, ticket collection, ticket audit, lost and found, etc.
- Implement Customer Service Policy and greet patrons in a warm and welcoming manner, handle questions and complaints.
- Facilitate post-show discussions in the theatre and other post-show activities.
- Work with the box office, group sales staff and stage management to assure prompt curtain times.
- Work with DePaul Public Safety officers at performances to ensure security of everyone in the theatre.
- Inform the Theatre Manager and Production Support Staff of maintenance needs of the theatre space; including working with the Production Support Staff with regard to temperature control.
- Perform other duties as assigned.

Minimum Requirements

- Informed about security issues and health-related emergencies.
- Knowledgeable about first aid and willing to take instruction in CPR and be certified as a Fire Guard for the theatre.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18145/part-time-house-manager/job>

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Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services

Closing Date/Time: Wed. 07/23/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1448026-483303

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 & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Team 6C0271 Supervisor: B. Duminie

Location: DCFS 1026 S Damen Chicago, IL 60612

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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 SS - Spanish Speaking

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Job Title: Drug Compliance Investigator

Agency: Financial & Professional Regulation

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

Salary: \$6,465.00 - \$9,659.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: DFPR 9501

Minimum Requirements: Requires graduation from a four year college or university and shall have: 1) at least two years of investigative experience; 2) or have two years responsible pharmacy experience; 3) or be a licensed pharmacist. Requires extensive knowledge of the enforcement provisions of state and federal laws. Requires working knowledge of the state and federal statutes regulating the manufacturer, distributor, wholesaler, analytical labs, research facilities, chemical analysis and instructional activities; judicial rules of evidence. Requires ability to understand and explain statutory requirements, rules and procedures; examine and evaluate premises and records for evidence of violations; quickly and reliably identify and classify drugs; maintain satisfactory relationships and to conduct tactful, productive interrogations and investigations; and prepare accurate technical reports. Requires the ability to travel and to travel state-wide on short notice. Requires possession of an appropriate valid driver's license. Prefers proficiency in Microsoft Office Suite, Word, Excel and Outlook.

*Education requirements are mandatory minimums, in accordance with the Pharmacy Practice Act, (225 ILCS 85/11(e)).

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

Work Location: Illinois Department of Financial & Professional Regulation

Professional Regulation/Medical Cannabis/Investigations

100 W. Randolph St - Thompson Center Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 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 Assistant - Opt 1

Agency: Veterans Affairs

Closing Date/Time: Fri. 08/01/14 4:00 PM Central Time

Salary: \$2,020.00 / Month

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-00-15-84126

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to operate a computer with a working knowledge of Microsoft Windows programs; and to operate commonly used manual and automated office equipment; document scanner, shredder, copier, fax machine, micro-film reader, and perform routine maintenance on equipment.

Work Hours & Location/Agency Contact:

Monday - Friday 8:30 am - 5:00 pm (1 hour unpaid lunch)

Location: IL Dept. of Veterans' Affairs, Prince Home,
1 Veterans Drive, Manteno, IL 60950

Contact: IL Dept. of Veterans' Affairs, Human Resources
833 S. Spring Street Springfield, IL 62704
Phone : 217-785-1788 Fax : 217-557-7235

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 1 – General

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Maintenance Supervisor / Greyhound

Location: CHICAGO

Department: Maintenance

Application Deadline: Friday, July 25, 2014

Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

Additional Information:

Basic Summary The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage. This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Greyhound Lines, Inc is accepting driver applications.

Please apply online and choose the hiring location. * You must be able to report to work location within two hours to apply for any hiring location.

As required by law, we will make reasonable accommodations for known physical or mental limitations of an otherwise qualified applicant or employee. We will diligently recruit, select and place in our workforce, qualified minority group members, women, disabled veterans and other individuals with disabilities. If you are unable to utilize the online system, please contact the Greyhound Corporate Receptionist at 214-849-8000. Potential applicants may also visit the nearest Greyhound location to inquire about potential job openings at the respective location.

Qualifications - To qualify, you must: Be at least 22 years of age
Pass a DOT physical, criminal background check and drug screening
Have a valid driver's license; Have a good driving record
Must be able to obtain a passport to cross the Canadian border
Successfully complete Greyhound's driver training program
Standards are high at Greyhound and safety is our number one value.
If you cannot do it safely, don't do it!

Professional Driver Training Program: Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training.

Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills. <https://www.greyhound.com/en/drivingcareers.aspx>

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Morton Grove
9009 Waukegan Rd
MORTON GROVE , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 3pm

Mon - 7am to 3pm

Tue - 7am to 3pm

Wed - 7am to 3pm

Thu - 7am to 3pm

Fri - 7am to 3pm

Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135004&mode=

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Traffic Control Manager

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
435 Mannheim Rd
BELLWOOD, IL

Description:

Coordinate all reservations (one-way and in-town) to ensure they are filled and that all customer reservation needs are met.

Establish plan to always maintain a balanced rental equipment inventory at centers and dealers to balance customer requirements with rental equipment supply.

Utilize and manage traffic boards to be aware of location or rental equipment at centers and dealers.

Direct, coordinate and train marketing company reservation managers.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 6pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 9pm

Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135398&mode=

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: Lake County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2998

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare and Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issue referrals for accounts in need of adjustment; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.
Location: Division of Child Support Services Lake County Satellite Office (55)
227A North Genesee Waukegan, Illinois 60085
Contact Person: Kathy Hunter / Division of Child Support Services
509 South Sixth Street Springfield, Illinois 62701
217-557-3900 Office 217-557-1676 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 2 - Typing

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