



### **U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO , IL

#### **Description:**

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

#### **Requirements:**

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

**Work Status:** Full-Time or Moonlighter/Part-Time

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

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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=133939&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=133939&mode=)

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### **U-Haul Regional Marketing Offices**

Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO , IL

#### Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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:

Full-Time or Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=133841&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=133841&mode=)

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### **Activity Therapist**

Job Code: 123147

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: Bachelor's Degree

Category: Healthcare - Rehabilitation

FTE: 0.01

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

The primary responsibilities are as follows:

- Provide Expressive Therapy Services to children, adolescents and adults within the therapeutic milieu.
- Work as a member of a multidisciplinary team in planning, implementing and evaluating individualized treatment plans.
- Provide direct patient care under the supervision of a registered nurse.

The Hospital is seeking a non-benefited, Per Diem Activity Therapist to work with our child, adolescent and adult populations. As a Per Diem status the schedule for this position would be to work every other weekend, with the ability to pick up additional shifts throughout the week on an as need basis. This an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

Requirements:

- Bachelors Degree required; Master's Degree in an Expressive Therapy preferred. Music Therapy a plus!!
- Expressive/Recreation Therapy Certification (or is certification eligible) by the professional organization in the area(s) of expertise preferred.
- One year experience working with psychiatric mental health population, preferably in an inpatient setting.
- Knowledge of case management, discharge planning, group leadership skills, age specific growth and development, crisis and behavior management, family therapy theory and practice.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Business Development Representative**

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

**Position Summary:** The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs! This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of the facilities new Neuroscience and Trauma-focused CBT program.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, and executive presentations on hospital services.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

**Job Requirements:**

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

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**Collector**

Job Code: 121753

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Office/Clerical

FTE: 1.00

**Position Summary:**

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

The Hospital is seeking a full-time Collector to work within our Business Office. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Billing follow-ups and collection efforts for all patient accounts of the hospital.
- Assists the admitting department with insurance verification.
- Works with patients and their families in establishing financial arrangements.
- Attains and maintains outstanding Accounts Receivables.
- Prepares the daily cash deposit and assures the daily posting of cash to patient accounts' files.
- Assists the Utilization Review department in monitoring patient benefits, while also assisting the Business Office Manager in reviewing and selecting accounts to be placed with outside collection agencies.

**Job Requirements:**

- High School Diploma is required; some college experience preferred.
- Previous experience in hospital Patient Accounting required.
- Previous Medicaid collections in a psychiatric facility a strong plus.
- Computer literacy skills, organizational, filing and typing skills are required. Must be fluent in all Microsoft Office applications; experience with Midas and MedSeries 4 a plus.
- Must be self motivated, results-oriented individual who is customer focused.

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### **Patient Registration Rep**

Job Number: 164333044

Company Name: Lake Forest Hospital

Location: Chicago, IL

Career Focus: Clerical & Administrative

**QUALIFICATIONS:** Required, High school diploma. Minimum of one year experience in customer service or patient relations. Excellent interpersonal verbal communication skills. Excellent problem solving skills. Computer data-entry/typing experience. Desired, Degree or additional training in business, communication or healthcare. Experience in a healthcare setting. Knowledge of patient registration/ scheduling / billing systems. Experience with automated patient scheduling. Bilingual language skills. CHCertification Desired This is a casual opening and will require flexibility with scheduling requirements. Benefits are not offered for this opening. **ESSENTIAL FUNCTIONS:** Greets and establishes positive first impressions with department patients, establishing a role as patient advocate, in accordance with Patient's First service standards. Schedules studies for patients who walk-in but can not be immediately accommodated within the schedule. Obtains and verifies patient demographics, clinical data/orders, and financial and insurance information. Educates patients regarding hospital policies, procedures, expectations, and financial liabilities. Obtains, interprets, and documents all pertinent financial and insurance information regarding eligibility, verification, pre-certification and authorization requirements, and co-payments. Determines and assigns company/plan codes and completes assignment of payor priorities. Requests, accepts, and posts payments for services. Secures and balances collection of assigned bank; prepares and submits deposits. Encourages teamwork through interdepartmental communication. Identifies potential problems and notifies the manager. Organizes paperwork for patients by gathering the necessary materials and monitoring progress. As needed, guides patients to the changing rooms, identifies and communicates any special needs, demonstrates locker functionality and monitors patients while they wait for their service. Enters diagnostic and testing department orders within the NMH computer systems. Interacts with various hospital departments and physician's offices to effectively direct patients through the NMH system in a patient/customer-friendly manner. Identifies and minimizes financial risk to the Hospital. Promotes accuracy and timeliness of data processing. Maintains customer service objectives. Performs other duties as assigned. Shift 1 (Days) Expertise Clinical-Labs Education Bachelors Hours Casual (less than 20 per week) Work Location Chicago ? Main Campus Work Experience 1-3 years.

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=164333044&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3#>

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## **Receptionist**

HCR ManorCare - Hinsdale, IL

Job Number 170684189

About the Organization: EEO/Drug-Free Employer

### Description:

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team.

- Courteously greeting visitors and directing visitors appropriately.
- Operating switchboard and training others for relief purposes.
- Efficiently processing incoming and outgoing calls.
- Filing and copying documents as needed.
- Typing correspondence, written communication and reports from hard copy as needed.

In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED.

### Position Requirements:

Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.

Location: 468 - MCHS - Hinsdale, Hinsdale, Illinois

Category: Administrative - Clerical

### Company Description:

HCR ManorCare is a leading provider of short- and long-term medical and rehabilitation care. Care is provided through a nationwide network of skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home care agencies. The company operates primarily under the respected Heartland, ManorCare Health Services and Arden Courts names.

Apply online at <http://www.beyond.com/job.asp?id=170684189&src=ALRVIEW>

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## **Administrative Assistant**

Chicago, IL

Posted 6 days ago in Accounting/Finance

### **PURPOSE AND CONTEXT OF THE ROLE**

- This position is the first contact by most external department staff as to their initial perception of department.
- Serves as a conduit for the department monitoring, coordinating and sharing of events and communications.

### **ACCOUNTABILITIES**

- Utilizes Microsoft applications to develop reports, organize and maintain data, create presentations, and perform related miscellaneous projects.
- Performs various clerical duties including photocopying, filing, ordering supplies and forms, keeping records and faxing.
- Acts as a department point-of-contact with considerable contact with customers, business clients, and other senior professionals throughout the Investors organization.
- Performs full administrative support functions including routine correspondence, notarizing documents, meeting minutes, preparing detailed reports, reviewing invoices, updating phone lists and e-mail lists, sending/receiving/processing mail, and performing general fax/copier maintenance, schedule and coordinate meetings, appointments and travel schedules.
- Serves as the "point person" for organizing and managing projects and resources, including developing a critical path for project work, tracking projects, scheduling meetings, and arranging travel.
- Assists in preparing weekly, monthly and/or quarterly reports and/or meeting materials including.
- Assists with projects and perform other duties and functions as requests

### **SKILLS/KNOWLEDGE**

- MS Office
- Organizational skills

### **EXPERIENCE**

- One to three years of increasingly responsible administrative support experience.
- Project management experience.
- Experience with MS Office products such as Word and Excel.

Apply online at <https://www.ziprecruiter.com/job/Administrative-Assistant/17d15e07/?source=cpc-beyond>

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## **Mental Health Technician**

Job Code: 122813

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: Associate Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

### Position Summary:

Hartgrove Hospital is looking for individuals who want to pursue a career within behavioral health. The hospital is seeking entry level and experienced Mental Health Technicians who want to work with various populations including children, adolescents, and adults. This is great opportunity to launch and further ones career within the field of mental health! This is a chance to make a difference in the lives of the youth as well as adults. Make the choice to be a part of a winning team that is dedicated to helping others!

### The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions.
- Provide direct patient care under the supervision of a Registered Nurse.
- Daily supervision and monitoring of resident's safety
- Supervise patients while documenting and reporting patient information accurately and appropriately.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

### Qualifications

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working in a behavioral health setting preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Prefer strong customer service and organizational skills, accurate, thorough and timely follow-up with attention to detail.
- Must be self-motivated, professional individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

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### **Outpatient Receptionist - Part Time**

Job Code: 127293

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Part Time

Minimum Education Required: High School or equivalent

Category: Office/Clerical

FTE: 0.5

#### **Position Summary:**

The Hospital is seeking a part-time Receptionist for our outpatient facility, Austin Counseling Center located at 4909 West Division, Chicago IL. This position will consist of 20-25 hours per week allocated Monday thru Friday, primarily in the evening time. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### **The primary responsibilities are as follows:**

- Responsible for efficient and effective patient and telephone reception within the clinic.
- Provide courteous greeting and information to all callers and guests while monitoring the lobby and exits.
- Prepares billing ledgers, verification of insurance, data entry, maintains inventory, organizes medical record documents and medication requests.
- Requests medical records from Hartgrove Hospital.
- Maintenance of neat work environment and filing of charts while maintaining professional and helpful attitude towards therapist and Psychiatrist.

#### **Job Requirements:**

- Must possess a High School Diploma
- Excellent communication and organizational skills along with an exceptional level of professionalism.
- Must be computer literate along with general knowledge of Microsoft Suite applications.
- Bilingual in Spanish/English a strong plus!!

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### **Utilization Review Coordinator**

Job Code: 127051  
Facility: Hartgrove Hospital  
Location: CHICAGO, IL US  
Travel Involved: 0-10%  
Job Type: Full Time  
Minimum Education Required: Master's Degree  
Category: Healthcare - Rehabilitation  
FTE: 1

#### Position Summary:

The Hospital is seeking a full-time Utilization Review Coordinator who will aid Hartgrove Hospital in sustaining its tradition of excellence in the health care field. The ideal candidate will have extensive experience working with Managed Care cases in an inpatient hospital setting. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### The primary responsibilities are as follows:

- Conducts admission reviews and concurrent reviews in accordance with the hospital-wide Utilization Review Plan.
- Serves as liaison to 3rd and 4th party reviewers.
- Conducts focused reviews as determined by the Utilization Review and/or Quality Assurance Committees.
- Maintains all records/data pertaining to the Utilization Review Program.
- Participates in staff/M.D. education relative to medical record documentation.
- Actively participates in Utilization Review and Peer Review Committee meetings including presentation of reports, statistics, etc.
- To lead by example and champion the philosophy of Service Excellence.

#### Job Requirements:

- Masters Degree in a Healthcare related field strongly preferred; Bachelors Degree required.
- 3+ years experience within a Utilization Review role preferred; 2+ years experience within the mental health/psychiatric field.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused.

Apply online at

<http://www.hartgrovehospital.com/job-opportunities/>

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## **Bus Mechanic**

Job ID 79136

# Positions 1

Location US-IL-Chicago

Category Maintenance - Bus

### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Bus Mechanic position at our location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Basic duties of this position encompasses all aspects of bus maintenance from basic repairs to complete diesel engine and transmission diagnosis and repair. Additional responsibilities include electrical troubleshooting, oil changes, air brake and suspension service, air conditioning services, and performing preventative maintenance.

### Mandatory Requirements:

The successful candidate must have:

Must be at least 25 years of age

3-5 years bus repair experience

A satisfactory driving record and a valid driver's license

CDL with passenger and air-brake endorsements. Must have your own tools.

ASE certification preferred.

Ability to work days, nights and weekends required.

### Preferred Requirements :

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

Apply online at <https://usjobs-hertz.icims.com/jobs/79136/bus-mechanic/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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**Job Title WBBM-FM PT Board Operator (Pt)**

Auto req ID 19051BR  
Job Type Part Time  
CBS Business Unit CBS Radio  
Station WBBM-FM  
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** CBS Radio, WBBM-FM/B96 Chicago is hiring for a Part Time Board Operator. Candidates must be reliable, dependable, and able to work evening/night hours. In this position, you are responsible for producing all on-air transmissions, including running the station control board, following station format, arranging and playing commercials and IDs according to the program and commercial logs, and following applicable laws and FCC regulations. In addition, you may help administer contests, answer listener phone calls, take meter readings, conduct EAS test. This is a critical role in the on-air execution of the station.

**Required Qualifications** Candidates must have prior radio experience and be familiar with control room operations. The right candidate will be a team player, be computer savvy, and have the flexibility to work different shifts, if required. Audio Vault experience a plus.

**EEO Statement**

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online by clicking

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?SID=^AWgFgbTd0ZE59k omMOMThdqVAashd vx3VZABugtG\\_slp\\_rhc\\_S8uMPDvbVQrfLEwJHMJrCf5&jobId=484963&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=484963\\_5129&GQId=0](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^AWgFgbTd0ZE59k omMOMThdqVAashd vx3VZABugtG_slp_rhc_S8uMPDvbVQrfLEwJHMJrCf5&jobId=484963&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=484963_5129&GQId=0)

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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.

### Mandatory Requirements:

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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### **Utility Worker (Chicago - Hyatt)**

Job ID 74352

# Positions 2

Location US-IL-Chicago

Category Fleet Operations

#### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

#### Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

#### Educational Background:

High school diploma or equivalent education required.

#### 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

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## **Sales & Service Associate (Chicago, IL)**

Job ID 78994

# Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

As a Sales and Service Associate for Hertz you will provide world class service to customers at off-airport locations. This includes:

- Supporting achievement of location sales and margin goals by working closely with staff and Location Manager on assigned tasks and ad hoc duties or projects.
- Ensuring a positive customer experience by effective management of rental process to include qualifying the renter and completing contracts. Communicate to Location Manager all relevant customer feedback to facilitate on-going changes in our service and prices to drive continuous improvement within our Operations.
- Supporting and servicing accounts (body shops, car dealerships, etc.) by picking up and delivering cars and representing Hertz to customers of the accounts.
- Maximizing margin by up-selling customers to higher-priced services and ancillary products per region revenue-management goals. Protecting company assets through adherence to company policies and procedures. Providing support for the branch's business plan by assisting the location manager with billing issues and processing payments.
- Cleaning and servicing vehicles to current audit/quality standards to ensure high levels of customer satisfaction. This includes: no visible external dirt, inside is vacuumed and no trash from previous occupants, seats are clean of debris and stains, and fuel tank is full.
- Cleaning and servicing site facilities to ensure professional appearance and positive customer service.
- Contributing to Hertz Improvement Process (HIP) to discover new and more efficient ways to run our business and deliver the right products and services to our customers faster and at a lower cost.
- Driving change from within to improve customer satisfaction and uses teamwork to tackle problems.

**Mandatory Requirements:** Qualified applicants will have the following:

High school diploma (or equivalent)

A valid driver's license with record in good standing

Ability to drive and operate vehicles

Fluency in English

2-3 years of customer service and sales experience, preferably in the car rental or tourism industries.

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/78994/sales-%26-service-associate-%28chicago%2c-il%29/job?hub=20>

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## **Branch Manager Trainee (Chicago, IL)**

Job ID 79908

# Positions 1

Location US-IL-Chicago

Category Management - Entry-Level Management

### General Responsibilities:

Our program provides hands-on training in: sales, operations, customer service, finance & accounting management, revenue management, fleet management, and most importantly: people management. Hertz rewards its employees with competitive compensation packages including: hourly pay, overtime pay, and performance based bonuses. Our successful training employees have the ability to earn up to \$40,000k a year upon achievement of all company goals. You will also receive the use of a company car upon entry into the Branch Manager ranks. The Hertz program provides a clearly defined career path to a Branch Manager in as little as 1 year! Our promotions don't stop there; our top level management regularly comes from the Training ranks. Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

\*Successful candidates will initially be employed in our Branch Manager training program as a Manager Trainee.

### Mandatory Requirements:

To be successful in this role, our ideal employees typically have:  
Previous held Leadership roles i.e., Campus, Community or Sports  
Previous sales and/or retail customer service experience  
Strong communication and multitasking skills  
Ability to drive multiple types of vehicles  
Ability to read and understand driving directions and maps  
Proficiency in English  
Valid driver's license in good standing  
Minimum Associates Degree

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. All candidates with a college degree are encouraged to apply. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/79908/branch-manager-trainee-%28chicago%2c-il%29/job?hub=20>

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**RESIDENT RETAIL SALES / CUSTOMER SERVICE - CHICAGO LOOP - \$9.50 / HR + BONUS**

Downtown Chicago, IL  
Self Storage

**Job Description**

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

As the On-Site Resident Property Manager, you will be provided with an apartment which is attached to a property. Along with the apartment, all electric, gas and water utilities will be provided and paid for as well.

While in training, you will earn \$9.50 per hour. Once you are allowed to move into the on-site apartment, your total compensation package will change to \$7.75 per hour plus the use of the apartment and the basic utilities. After six (6) months of employment, you may be eligible for a \$.50 increase and participation in our performance-based incentive plan.

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one year of Customer Service and/or Sales experience
- Energetic, outgoing, customer oriented personality
- Strong communication, interpersonal and problem resolution skills
- Enjoys and easily operates independently or as part of a small team
- Detail oriented with strong organizational and time management skills
- Some knowledge of computers in a windows environment
- Valid driver's license with access to reliable transportation used during the work day
- Willingness to work in multiple locations
- Can work from 9:30am to 6pm any day of the week, including weekends and holidays
- Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
- Willing to submit to a pre-employment background check and drug test

Apply online at <https://publicstorage.jibeapply.com/jobs/141981/Downtown-Chicago-IL-RESIDENT-RETAIL-SALES-CUSTOMER-SERVICE-CHICAGO-LOOP-9-50-HR-BONUS?page=1>

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**RETAIL SALES / CUSTOMER SERVICE - CICERO, IL - \$9.50 / HR + BONUS**

Cicero, IL

Self Storage

**Job Description**

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

**BENEFITS**

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one (1) year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.jibeapply.com/jobs/141960/Cicero-IL-RETAIL-SALES-CUSTOMER-SERVICE-CICERO-IL-9-50-HR-BONUS?page=1>

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 824372  
Posting Date: 7/18/2014  
Shift: Flexible  
Status: Part Time

#### **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

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.

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