



Sportswear Associate

Location: Chicago, IL
Requisition ID: 824375
Posting Date: 7/18/2014
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.

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

SKILLS AND COMPETENCIES:

Ability to provide outstanding customer service
Ability to maintain consistent merchandising standards
Ability to follow through on projects in a timely manner with minimal supervision
Ability to adjust priorities and manage time wisely in a fast-paced environment
Ability to function effectively in a team environment
Ability

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/sportswear-associate-chicago-illinois-job-4586645>

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Youth Associate

Location: Chicago, IL

Requisition ID: 822232

Posting Date: 7/18/2014

Shift: Flexible

Status: Full 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

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.

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Customer Service Supv

Location: Chicago, IL

Requisition ID: 820870

Posting Date: 7/4/2014

Shift: Flexible

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

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/customer-service-supv-chicago-illinois-job-4556888>

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Merchandiser-1407203

Description

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

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: Part-Time averaging 16-24 hours per week.

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

Must be available to work both weekend days, including Saturday and Sunday.

Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in Harvey IL and the southern suburbs of Chicago.

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

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Part-time

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

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Warehouse Loader-1406594

Description

The Commission Picker is responsible for building product orders and loading delivery trucks, while maintaining cleanliness and organization.

Salary Information

The salary for this position is \$0.07 per case commission. Minimum guarantee \$90.00 per day.

Schedule and Shift

Part-Time averaging 16-20 hours per week.

This is an afternoon (2nd) that typically starts at 5:00pm.

You can expect to work 2 days per week, typically Monday and Friday.

Position Responsibilities

Pick and audit orders by working from order sheets to build loads for transport, bulk and/or route trucks, using a forklift and/or electronic pallet jack with accuracy.

Load trucks, stock floor and maintain return product and empties pallets and shelves.

Maintain the stability of the pallet by properly stacking and shrink wrapping the built pallet. Unload returned product and pallets. Perform general housekeeping duties in the warehouse.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

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Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Part-time

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

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Maintenance Manager-1404868

Description

The Maintenance Manager responsibility will include the supervision of 22 maintenance technicians that cover 1st, 2nd, and 3rd shift as well as three Maintenance Supervisors, and will be responsible for day to day activities of directing, controlling and coordinating all phases of the Maintenance Department. This includes supporting plant facilities and equipment maintenance to produce quality products in an efficient and profitable manner; troubleshooting as well as all maintenance and repairs of equipment; Preventative/Predictive Maintenance Plans; managing the supply room; leading, developing, and training staff members; providing a team environment; working closely with other disciplines in providing world class manufacturing; assuring equipment reliability to maximize production line productivity; implementing process enhancements to improve package and flavor changeover efficiency; utilizing visual factory concepts to maximize asset utilization and plant performance; tracking standard manufacturing and warehouse measures and prioritizing plant maintenance opportunities; maintaining P&L responsibility over maintenance cost centers, repair and maintenance, maintenance labor, utilities and capital improvement plans.

Qualifications

High school diploma or general equivalency diploma (GED)
Five years of maintenance experience
Two years of manufacturing maintenance management or supervisory experience
Two years of PLC programming experience
One year of Preventative Maintenance Software Program Experience

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Job: Operations

Primary Location: United States-Illinois-Northlake
Organization: Supply Chain
Schedule: Full-time

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

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of South Loop
500 W Cermak Rd
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=136482&mode=

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services

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

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

\$37,392.00 - \$117,180.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-91-83330

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, performs highly responsible administrative duties as Assistant Local Office Administrator; supervises subordinate supervisory staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization. Requires ability to speak, read and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
IL Dept of Human Services / Office of Family & Community Services
West Suburban FCRC 2701 W Lake Melrose Park, IL 60160
BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES ATTN: JERI BOND
100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762
FAX: (217) 524-3826

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 6 - Health & Human Services

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Job Title: Registered Nurse I

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-13-Cont. 2

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients. Responsible for assigned nursing care activities on a health care unit, utilizing professional training and experience in the field of nursing. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Make regular rounds of patients in relation to nursing duties and physician rounds. Consults with physician and other professional staff regarding patient treatment and care.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois
Contact: Jeri Gulli 815/468-6581 ext 328

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: Senior Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Thu. 07/31/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

\$51,540.00 - \$145,536.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-90-62838

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to the executive approval of the Associate Director, Division of Family and Community Services, DHS, plans, develops, coordinates and supervises the administration of programs related to the improvement of child, adolescent and family health and well being and self sufficiency . Directs and supervises the administration of various Child and Adolescent Health programs and the Healthy Families Illinois program.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college. Requires working knowledge of child health programming including pediatric primary care and school health programs. Requires knowledge of the relationships between programs and at least five years experience in the health and human services field and two years supervision of child health or related programs.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
IL Dept of Human Services / Office of Family & Community Services
Bureau of Child and Adolescent Health 401 Clinton Chicago, IL
BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES ATTN: CHRIS PRYER
100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762 FAX: (217) 524-3826

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 6 - Health & Human Services

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Job Title: Social Services Career Trainee

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

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

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

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

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

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Job Title: Accountant I

Department: NCHL

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-1279

Job Description:

Are you interested in joining a leading health care organization? Do you have previous accounting experience?

If this describes you, then this is the job for you! We are seeking a dynamic Accountant I who exemplifies professionalism to join the National Center for Health Leadership at Rush University Medical Center.

Position Highlights:

Provides accounting services for the National Center for Healthcare Leadership in collaboration with an external director of finance.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree in accounting or related field

A minimum of 3-5 years' experience in financial positions, which may include accountant, financial analyst, or accounts payable/accounts receivable clerk in a small-to-mid size organization. Must include experience in preparation of journal entries and account reconciliations, charts and graphs, trend analysis, and forecasting.

Excellent MS Excel and MS Word skills

Experience with accounting software required; QuickBooks experience preferred

Able to work in a fast-paced office environment, with periodic need for long hours to meet a variety of stakeholder deadlines

Must have strong verbal and written communication skills

Must be very organized and detail-oriented; must be able to prepare and implement detailed project plans

Can peel back layers of a problem and can use several analytical techniques to break down complex problems and can use analytical techniques to identify several solutions

Can conduct in-depth investigation from unusual sources; can ask a series of probing questions to get at the root of a problem; does not stop with the first answer and seeks to comprehend information

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140722163839&

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Job Title: Administrative Assistant 2

Department: Anesthesia

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1388

Job Description:

Rush University Medical Center seeks an exemplary and experienced Administrative Assistant to join our Anesthesia Support Department!

Position Highlights:

Act as Administrative Assistant in the Department of Anesthesiology. Provide full administrative support, including acting autonomously within authorized limits, when necessary. Take, refer and follow-up messages, either from phone or e-mail.

Compose and deal with correspondence of routine and non-routine nature. Transcribe letters, minutes and/or various types of confidential and non-confidential documents for Chair of Anesthesiology, as well as for other attending anesthesiologists.

Maintain and operate the web-based scheduling database. Appropriately handle a wide variety of caller issues on phone or in person.

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred

Fast accurate typing skills

Excellent computer literacy with competency in a wide variety of programs and applications and willingness to learn new applications as required

Excellent organizational skills

Detail oriented

Ability to prioritize and to maintain high level of confidentiality

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140722163936&

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Job Title: Administrative Assistant II (Academic Affairs)

Department: Academic Affairs

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1241

Job Description:

Are you a well-organized and proficient Administrative Professional with exceptional writing and computer skills that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant II position in the Academic Affairs Department at Rush University Medical Center.

Position Highlights:

The Administrative Assistant II will provide administrative support for daily office operations and will have interaction with all members of the Office of Academic Affairs including director of the Mentoring Programs.

This individual is also responsible for communicating and interacting with the Offices of University Affairs, Student Affairs, Fund Accounting, Communication and Marketing, Administration and Philanthropy.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required

Minimum 2-3 years' administrative experience required.

Excellent writing and communication skills required.

Strong organization, problem-solving and interpersonal skills required.

Strong computer skills required, including working knowledge and experience with MS Office Suite and databases.

Ability to work independently, maintain sound judgment and communicate effectively with a variety of individuals including students, staff, faculty, community partners and political representatives.

Ability to work in cooperative and interactive group setting.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140722164022&

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Job Title: Administrative Fellow - Executive Office

Department: President's Office

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1321

Job Description: Rush Administrative Fellowship Program 2014-2015

The Rush University Medical Center Administrative Fellowship Program is geared toward individuals who classify themselves as leaders, self-starters, and those who are interested in building a better understanding of health care management in an academic medical center. For a full and complete description of the Rush fellowship program and education requirements, please visit the administrative fellowship program website at the link below: www.rush.edu/adminfellowship

Minimum Qualifications: MHA, MS, MHSA, MPH or MBA degree with a health care concentration from a program accredited by the Commission on Accreditation of Health Management Education (CAHME).

NOTE: We accept those applicants with an outstanding residency requirement. All applicants must have completed their coursework prior to the start of the fellowship. We will work with the individual program to ensure that all requirements can be fulfilled.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO YOUR ONLINE APPLICATION AT THE TIME OF SUBMISSION, NO LATER THAN SEPTEMBER 29TH, 2014 AT 11:59PM

CST: Cover letter; Resume or curriculum vitae

Personal statement (a 1-2 page summary of your professional goals within health care and how our fellowship will help achieve these goals); Transcript of undergraduate coursework; Transcript of graduate coursework completed to date

Document stating the name and title of all three individuals expected to submit reference letters on your behalf. In addition to these documents, three letters of recommendation are required. Please refer to the official website (see link above) for further instructions on how to submit these letters.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140722164059&

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Manager

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager>. You could end up working in show business.

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Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre
Complete necessary repairs and schedule any repairs with vendors as needed
Report facility problems that can't be immediately repaired to the General Manager
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
Observe, direct and follow-up with janitorial service provider about cleaning duties
Manage the theatre's variable operating expenses for maintenance, repairs and supplies
Uphold AMC's high standards and deliver entertaining company-wide programs
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
Extreme attention to detail to perform and document facility inspections
Proficient guest service, administrative and follow-up skills
Safe use of all cleaning materials in the theatre
Experience safely completing tasks with tools, ladders and lifts
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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Part Time Seasonal Position (Job Number: 140000LT)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

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

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Assistant General Counsel (Job Number: 14000KD)

Description

Under the direct supervision of the Deputy General Counsel, the Assistant General Counsel represents the Board and its agents in federal and state, as well as in various administrative forums, such as the EEOC, IDHR, HRC, CCCHR and CCHR. The Assistant General Counsel will be held accountable for the following responsibilities:

- Has the ability to exercise independent judgment on complex issues in employment and civil rights litigation.
- Collaborates with other attorneys in the division who represent co-defendant(s) in any of the assigned charges or litigation.
- Develops a professional and efficient relationship with all Board Departments and agents, which maintain data or information necessary to defend the Board and/or its agents in assigned charges and state and federal litigation.

In order to be successful and achieve the above responsibilities, an Assistant General Counsel must possess the following qualifications:

Type of Education and License Required: B.A. or B.S. and Juris Doctorate. Must be licensed to practice law and in good standing in the State of Illinois, and a member of the federal trial bar.

Type of Experience and Number of Years: Seven or more years of employment and/or civil rights litigation. Jury trial experience in federal court preferred. Experience in Special Education Law preferred.

Knowledge, Skills, and Abilities:

- Is a strong communicator; writing, speaking and listening.
- Ability to quickly analyze a problem/question and decide the level of importance and when higher level intervention is necessary.
- Ability to build trusting relationships and function effectively with Board agents whose decisions are being challenged in federal and state, as well as in various administrative forums, such as the EEOC, IDHR, HRC, CCCHR and CCHR.
- Organizational skills and ability to manage numerous cases and charges simultaneously under pressure.
- Demonstrated ability to take ownership of and solve problems, to expeditiously assess issues, and provide sound legal advice.

Application: Resume, recent writing sample of a dispositive motion in federal court, and three references due no later than August 8, 2014.

Inquire at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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School Clerk I (School Office Services)(Job Number: P016150)

CHARACTERISTICS OF THE CLASS:

Under the general direction of the school principal, performs any of several specialized clerical functions in a large public school facility, or performs a variety of responsible clerical functions in a small public school facility; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skill. General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment.

Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable.

Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Physical Requirements.

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

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

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