



Job Title: Office Coordinator - Opt 1

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CS3004

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 & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; 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 of 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 travel.

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

Location: Division of Child Support Services Cook County - Southern Region

6221 South Emerald Drive Chicago, IL 60621 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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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Job Title: Office Coordinator - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Thu. 08/07/14 4:00 PM Central Time

Salary: \$3,305.00 - \$4,942.00 monthly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Bid ID#: IDJJ-27-15-14-0046

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Educational Facility Administrator, Public Service Administrator, functions as unit administrative secretary in the preparation of technical educational reports and contractual agreements. Utilizes software applications, Juvenile Tracking System and Microsoft Office Suite, prepares budget related reports and correspondence from hand written, prerecorded dictation; functions with a wide latitude of independence in communicating and complying with school district educational and institutional policies and procedures. Provides supervision to youth and/or contractual clerical support staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of basic mathematics; requires working knowledge of the logic of computer programs/language; requires the ability to follow oral or written instructions; requires the ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires the ability to type accurately at 30wpm.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 7:30AM-3:30PM Off Days: Saturday/Sunday

Ms. Dinalois Hamilton-Human Resources

3825 Campton Hills Road St. Charles, IL 60175

630-584-0516 (O) 630-584-1014 (F)

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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APPLICATIONS TEAM MEMBER - ERP

Facility Presence Health - Corporate Office
Department ERP OPERATING MANAGEMENT
Schedule Full-time
Shift Day shift
Hours 8:00 - 4:30 p.m.
Location Chicago, IL
Req Number 128060

Job Details

Applications Team Member - ERP

SUMMARY

Participate in standardization and implementation of applications by process design, application design, build conversion, testing, training and rollout.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working knowledge of applications & implementations

Exhibits excellent oral and written communication skills

Ability to work collaboratively with project team, senior leadership, functional managers and external stakeholders

Ability to resolve risks and challenges, or to elevate issues to appropriate stakeholders for resolution

Education and/or Experience

Bachelors degree in Computer Science, Information Systems or related discipline required and five years of applications experience. Or 9 years of experience as a programmer, analyst or super user.

Strong process knowledge in the respective domain (HCM, Finance, Supply Chain)

Computer Skills

Strong functional and application competency of computer applications and data programs

Knowledge of Microsoft suite (Word, Excel, Outlook, PowerPoint, etc.)

Previous PeopleSoft experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=846048>

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BUS MGR HOSPITAL OPS

Facility Presence Saints Mary and Elizabeth Medical Center
Department ADMINISTRATION
Schedule Full-time
Shift Day shift
Hours 8 - 5
Location Chicago, IL
Req Number 130014

SUMMARY

Provide planning and development administrative direction for all aspects of Presence Saints Mary and Elizabeth Medical Center (PSMEMC) service lines and business opportunities.

Responsible for all aspects of Centers program development, budget support, and project management. Working with administrative, clinical and physician leaders within the Centers Service Lines, leads the development and execution of PSMEMCs new and emerging strategies and regional expansion opportunities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Prior program development experience required, 3+ years in strategic planning, program or business development preferred.
Bachelors Degree with a MSN or MBA

Computer Skills

Required: Excel, PowerPoint, Word, Outlook
Preferred: Epic, Horizon Performance Manager
EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=412894>

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CLINICAL AIDE

Facility Presence Saint Joseph Hospital - Chicago
Department TRANSPORTATION
Schedule Registry/PRN/Flex
Shift Day shift
Hours 12:00pm-8:30pm
Location Chicago, IL
Req Number 129886

*SAINT JOSEPH HOSPITAL- CHICAGO
CLINICAL AIDE
REGISTRY/PRN/ FLEX SCHEDULING
TRANSPORTATION*

Provides transportation services of patients and ancillary equipment to and from all areas of the hospital departments. This individual must have strong communication and customer service skills.

Requirements: -Preferably 1 year of experience in Clinical Aide. -High school diploma is preferred. -Must be flexible to help cover vacations, illness, etc.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=153825>

ENV SERVICE WORKER

Facility Presence Our Lady of the Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 3pm-11:30pm, variable days
Location Chicago, IL
Req Number 130005

Job Details Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Will be responsible for trash collection as well. and must be able to lift 21-50lbs. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=610723>

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LINEN DISTRIB TECH FLOAT

Facility Presence Health - Corporate Office

Department LINEN DISTRIBUTION SERVICE

Schedule Full-time

Shift Day shift

Hours Rotates between 4:00am-12:30pm, 5:00am-1:30pm, 6:00am-2:30pm

Location Chicago, IL

Req Number 126207

Job Details

Provides quality linen items for patients, staff and internal customers. Provides appropriate linen par levels to end users and assists in process improvement programs at multiple locations. The Float Linen Tech is required to work in multiple Linen Distribution Departments and to assimilate to all the processes and procedures unique to every site. The Float Linen Tech is required to provide coverage for all shifts/ hours as assigned. Must have valid Illinois Drivers license and own vehicle.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=709338>

MATERIALS HANDLER I

Facility Presence Health - Corporate Office

Department OLR - CENTRAL SUPPLY

Schedule Full-time

Shift PM shift

Hours 2:00-10:30

Location Chicago, IL

Req Number 130509

Job Details This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed.

Requirements: * Six month's experience in supply distribution or stockroom, preferred.

* High School Diploma or equivalent, and must have valid IL. drivers license.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=793137>

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CODER

Facility Presence Medical Group - Chicago & North Suburbs
Department RMC HEART RHYTHM SPECIALIST - 7447 TALCOTT, STE 466 - CHICAG
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 9am - 5pm
Location Chicago, IL
Req Number 129216

SUMMARY:

Coder will function as a knowledgeable resource in all aspects of coding and be able to effectively instruct office and professional staff in the use of correct CPT or ICD-9 codes. Will help in the audit/review of the office practice clinical record to meet requirements of accrediting agency (AAAHC). Review clinical documentation to determine achievement of quality performance standards, i.e. NCQA. Previous experience with Cardiology and Electrophysiology billing is desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include assisting with the ongoing development of a chart audit process to make sure that chart documentation and use of CPT and IDC-9 codes are appropriate. Meet with office staff to present educational information or material. Performs chart audits to monitor compliance of documentation to AAAHC accreditation standards to include timeliness, continuity or quality of care. Will be expected to review and meet quality standards as determined by physician and administrative leadership.

ADDITIONAL PREFERRED QUALIFICATIONS:

Ideal candidate will be a Certified professional Coder (CCP) with at least 2 years of health care experience. Knowledge of ICD & CPT coding is required. Experienced working within an office setting is a plus. Must possess solid customer skills and be able to multi-task. High School diploma or equivalent required, some college experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=768834>

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Driver Local Route Beverage Delivery FULL TIME-1406912

Salary Information: The salary for this position is \$103.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30am.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

Position Responsibilities

Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Service vending machines with products, collects monies and records meter reading for each vendor, places point of sales material, fills change dispenser, adjusts and cleans mechanism as needed.

Assure that each vendor is maintained with proper brands, maximizing productivity for space to sales ratio. Maintain assigned vehicle in accordance to applicable safety regulations. Cover routes and provide sales and / or merchandising services as assigned. Stack and store merchandise in the appropriate area of the warehouse according to established sequences and procedures and load trucks with propane or battery-operated forklift and/or pallet jack as assigned.

Qualifications

High school diploma or general equivalency diploma (GED); 21 years of age or older
Lift, push, and pull a minimum of 50 pounds repeatedly; Valid CDL and driver's license

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Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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Part-Time Driver - Chicago - Mount Prospect

Job ID 2014-109047

Category Customer Service/Support - Driver

Location US-IL

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 400 Dempster St. Mount Prospect, IL.

Benefits included with this position are: *Fun and friendly environment *401k and Profit Sharing with employer contribution *Car Rental Discounts *Vehicle Purchasing Discounts *Earned Paid Days Off (after one year of cumulative service) professional customer service.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Mon/Fri: 8:00am-5:00pm & Sat: 8:00am-1:00pm

Weds/Thurs: 8:00am-5:00pm & Sat: 8:00am-1:00pm

Mon/Tues/Fri: 8:00am-1:00pm

Apply online at https://us-erac.icims.com/jobs/109047/*part-time-driver---chicago---mount-prospect/job

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Part Time Service Agent (car detailer) - Midway Airport Evenings

Job ID 2014-116654

Category Customer Service/Support - Customer Service/Support

Location US-IL-Chicago

Area Chicago Midway Arpt

Overview: National and Alamo has an exciting opportunity for a Service Agent. The Service Agent prepares and services vehicles prior to rental including: refueling, cleaning and washing, checking fluids and pressure levels of all vehicles. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights. Inspect vehicles for unidentified body damage. Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk. Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable. Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary. Refuel the vehicle and log identification number with fuel needed and mileage. Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number. Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area. Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://us-erac.icims.com/jobs/116654/part-time-service-agent-%28car-detailer%29---midway-airport-evenings/job>

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Job Title: Plumber

Agency: Corrections

Closing Date/Time: Wed. 08/06/14 11:59 PM Central Time

Salary: \$48.58 - \$48.58 hourly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-14-0830

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Stationary Engineer - Chief, performs journeyman work in the installation, maintenance, and repair of sanitary fixtures, fluid transmission systems and sewage systems for Stateville Correctional Center.

Position Number: 32900-29-82-350-40-01

Minimum Requirements:

Requires no formal education. Requires experience necessary to qualify as a journeyman plumber; requires possession of a valid certificate of license as a journeyman plumber; requires working knowledge of the tools, equipment, materials methods and practices of the trade; requires elementary knowledge of the laws relating to sanitation and public health.

WORK HOURS: 6:30am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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Job Title: Office Coordinator - Opt SS2

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS3002

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 Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; translates information into Spanish for people who cannot read or speak English; 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 of related office experience, or two years of independent business experience. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel to various sites to obtain child support information.

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

Location: Division of Child Support Services Cook County - Southern Region

6201 South Emerald Drive Chicago, IL 60621 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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 SS2 - Spanish Speaking/Typing

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Title Associate .NET Programmer Analyst

Job Description If you are a .NET Developer with excellent coding ability and have a desire to work the many Visual Studio features, please read on!

The Associate .Net Programmer Analyst can be based out of either our Green Bay, WI or Chicago, IL offices. In this position you will participate in the full software lifecycle to create internal applications utilizing Microsoft technologies (ASP.NET, VB.Net, SQL, WCF, and Workflow Engine), object-oriented programming, agile development methodologies and specific integrated development tools (Visual Studio, Team Foundation Server).

Minimum Qualifications

- Associate Degree in Management Information Systems, Computer Science, Computer Engineering, Networking Technologies or Related.
- 1+ years Information Technology Systems (ITS) experience developing and maintaining IT applications
- 1+ years experience applying application architecture concepts
- Less than 1 year experience developing applications using Software Development Life Cycle Methodologies

Preferred Qualifications

- Bachelors Degree preferred
- 1+ years experience in developing, testing, and maintaining Windows applications using Visual Studio with VB.Net or C# and/or 1+ years experience of .NET web development using ASP.NET
- 1+ years Object Oriented Analysis/Design
- 1+ years experience with Microsoft's Team Foundation Server (TFS)
- 1+ years experience with Microsoft SQL Server or other Relational Database Management System
- Excellent communication skills, both written and verbal

Equal Opportunity/Affirmative Action Employer

All qualified candidates, including minorities, women, veterans and people with disabilities are encouraged to apply.

Request Type Regular
Location(s) IL-Chicago
WI-Green Bay
Requisition ID 648BR
Removal Date 11-Aug-2014

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eBZSwRFp2cG7srH11TxMqCM5JhOibiKBAs%2f1ctvDPwqc081Od8aW35yftvIV7xylp&jobId=110335&type=search&JobReqLang=1&recordstart=1&JobSiteId=5130&JobSiteInfo=110335_5130&GQId=354

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Title Manager-Workforce Planning

Job Summary:

Overall responsibility for the development and management of PGL/NSG Gas Operations Workforce Planning. Manages across the system to ensure identification, prioritization and efficient and effective resource allocation. Provides strategic and operational leadership for the Accelerated Main Replacement Program (AMRP). Functions as the Gas Operations liaison to Human Resources stakeholders and service areas engaged in Gas Operations workforce implementation strategies and processes.

Minimum Qualifications

- Bachelors Degree in Engineering, Business or similarly named disciplines
- 5+ years Providing strategic, tactical and operational leadership for a business unit or department.
- 5+ years Developing and implementing long term business strategies.
- 5+ years Building and maintaining relationships with multiple layers of internal management.
- 5+ years Creating, maintaining and managing business processes.
- Valid Driver's License

Preferred Qualifications

- Prior experience in workforce planning and/or headcount forecasting and financial budgets
- Experience presenting reports and results to senior executives
- Experience in talent management and organizational development
- Experience using workforce analytics and metrics to develop business resource plans
- Experience working with complex data and translating it into actionable recommendations
- Prior negotiations experience
- Strong understanding of human resources management principles

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Management Trainee Intern - Chicago (Loop)

Job ID 2014-105010

Category Internships - All Internships

Area Chicago City: Loop/Gold Coast/Bucktown

Overview: Our interns go at a highly energized pace. From day one as a paid intern with Enterprise, you'll learn what it takes to run a successful business and acquire highly marketable skills and experience pertaining to every aspect of operating a business. And it's learning by doing, not by getting coffee or filing all day. Our college interns take on the same challenges as our first and second year full-time professionals. It's a team-based environment where the Enterprise employees are supportive and fun to work with.

Responsibilities:

When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

At Enterprise, you won't be a glorified gopher getting coffee or filing all day. Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees. Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards. The business training you'll receive will be an amazing jumpstart to your career.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18. Must have a high school diploma or GED. Must be currently enrolled in a bachelor's degree program at a college/university. Students who have completed a minimum of two years preferred. Experience in sales, customer service, leadership and management preferred. Must have a valid drivers license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 5 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/105010/management-trainee-intern---chicago-%28loop%29/job>

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FT Sr. Customer Assistance Representative - Sales Position - Evenings

Job ID 2014-116921

Category Customer Service/Support - Customer Service/Support

Area Chicago Midway Airport

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentive or commission based sales, this is a great opportunity for you!

The CAR Sr provides a superior, friendly and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process of verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our quality standards. Must be able to work flexible schedules including nights and weekends.

The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience

Must have a minimum of 1 year of commission based sales experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to work for \$10/hour

Must be able to work flexible schedules including nights and weekends

Apply online at <https://us-erac.icims.com/jobs/116921/ft-sr.-customer-assistance-representative---sales-position---evenings/job>

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Part Time Building Support Staff / Custodian Day Shift and Weekends

Job ID 2014-109775

Category Other - Other

Location US-IL

Area Chicago O'Hare Airport

Overview:

Enterprise Holdings has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service.

Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work day shifts including weekends: shifts will include an 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/109775/part-time-building-support-staff---custodian-day-shift-and-weekends/job>

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Shuttle Bus Driver Part Time O'Hare International Airport

Job ID 2014-111985

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

DOT Requirements: We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment
Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
Provide appropriate local information, distribute maps and handouts as required
Communicate with office and other drivers via 2-way radio or cellular phone
Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 25 years of age.

Must have a high school diploma or equivalent.

Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred
Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the following shifts: Friday, Saturday, Sunday from 5am - 1pm or Friday, Saturday, Sunday 5pm-1am for a total of 24 hours.

Must be willing to work for \$9.00/hour

Apply online at <https://us-erac.icims.com/jobs/111985/shuttle-bus-driver-part-time-o%27hare-international-airport/job>

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Part Time Service Agent (car detailer) - Midway Airport Evenings

Job ID 2014-116654

Category Customer Service/Support - Customer Service/Support

Location US-IL-Chicago

Area Chicago Midway Arpt

Overview: National and Alamo has an exciting opportunity for a Service Agent. The Service Agent prepares and services vehicles prior to rental including: refueling, cleaning and washing, checking fluids and pressure levels of all vehicles. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights. Inspect vehicles for unidentified body damage. Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk. Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable. Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary. Refuel the vehicle and log identification number with fuel needed and mileage. Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number. Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area. Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://us-erac.icims.com/jobs/116654/part-time-service-agent-%28car-detailer%29---midway-airport-evenings/job>

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