



Dishwasher

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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

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

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

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

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

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner. Verify guests that purchase alcohol are at least 21 years of age. Coordinate and assist with reserved seating tactics. Consistently use suggestive selling techniques. Collaborate with kitchen staff to ensure that food orders are accurate. Deliver food and beverage orders within established time frames once the entire order is completed.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Good verbal and written communication skills.
Obtain any necessary alcohol service licensing requirements.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

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

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Usher

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

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

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

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

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

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

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

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Job Title: Corrections Identification Technician

Agency: Corrections

Closing Date/Time: Tue. 08/05/14 11:59 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-14-0363

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Corrections Identification Supv., participates in a program of fingerprint and photographic identification at the Stateville Reception & Classification Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

Position Number: 09801-29-82-410-20-01

Minimum Requirements:

Requires completion of an approved training program in the taking and classification of fingerprints; requires completion of an approved course in guard training within six months of employment; requires working knowledge of modern methods and procedures used in fingerprints classification and identification work; requires working knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of photographic techniques.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm Monday through Friday, with days off of Saturday and Sunday.

LOCATION/AGENCY: 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:

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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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

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Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll. Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary. Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel. Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

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Business Support Specialist

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

Job Description: Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues, capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

Qualifications: Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

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Facility Maintenance Project Manager

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description: Under the direction of the Section Manager, Facilities Maintenance, directs activities related to facility maintenance work at Pace owned facilities. Reviews all construction work scopes prepared by others outside the department and approves all engineering plans and shop drawings for these scopes. Develops overall replacement/repair plans and cost estimates for repairs and replacement of facility equipment and buildings. Directs and approves all proposed construction work to Pace owned facilities not under the control of the Design and Construction Section. Reviews may include but not be limited to shop drawings, electrical, mechanical drawings, etc. Performs reviews of all QA/QC design planning developed by the Department's Design and Construction staff. Reviews all Quarterly Inspection Reports prepared by the Facilities Maintenance Specialists and follows up with them regarding issues needing to be addressed. Oversees special life safety inspections to ensure compliance with regulations and codes. Examples include - structural steel, fire protection systems, roofing, etc. to ensure the warranties are in place and not negated. Ensures consistent maintenance and repair methods for all building components. Responsible for developing and implementing facility management best practices including asset management practices, preventative and reactive maintenance, long term capital planning and life cycle asset management strategies. Directs and enhances current PM programs. Serves as a key member of emergency response team when building systems fail. Estimates cost and determines maintenance priorities in the development of annual budgets. Investigates system malfunctions of failures to diagnose and locate the root cause of the issue.

Qualifications: Engineering Degree or 10 years of experience in Facility Management and Operations. Internal Code Counsel (ICC) Property Certification desired. Prior experience in electrical and mechanical work, construction field work, and factory/industrial maintenance and installations. Experience in reading and interpreting building drawings and specifications, writing maintenance procedures and practices particularly for bus maintenance garages. Good written and oral communication skills. Work is primarily done at Pace owned facilities. Must be able to climb to roofs and work on properties with construction work underway. Must be available on-call 24/7 for facility emergencies. Must be proficient in computer word processing programs, excel and other computer applications to the extent required by specific job functions. Experience in Oracle work order system a plus.

Apply online at

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

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Payroll Accountant II

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations. Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred.

General knowledge of a report writer such as Crystal Reports is also preferred. The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=682

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Temporary Sign & Shelter Technician

Location: Arlington Heights
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park. May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision. Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=592

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Transportation Engineer

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

Job Description: Under the direction of the Section Manager, Long Range Planning, serves as engineering advisor to Pace. Engineer provides technical guidance and support for transit related design elements to regional planning agencies, municipalities, developers, and Departments of Transportation. Reviews IDOT, ISTHA, county and municipal roadway projects for transit accommodations, pedestrian improvements and transit supportive design recommendations during phase I and phase II design. Lead the detailed review process for Pace of IDOT, ISTHA, county and municipal roadway preliminary and final contract plans to ensure the satisfactory delivery of transit related design elements into Phase III construction. Conducts site plan and development reviews pertaining to transportation improvements including transit supportive guideline designs and pedestrian access. Administers the multi-modal Development Review Assistance for Transit (DRAFT) program. Develops sketch plans and reviews plans for transit facility designs, bus stop and station locations. Performs traffic and safety analyses on transit projects. Submits bus stop and shelter location designs for approval, coordinates with contractors and consultants on bus stop construction issues. When required by permitting authority submits P.E. approval on construction permit applications for bus stop locations. Provide technical guidance adhering to engineering design standards and Best Management Practices (BMPs) during the development of multi-modal construction projects including Pace's Bus on Shoulder (BOS), Arterial Bus Rapid Transit (ART), park & ride facilities, express bus network, station development, queue jump lanes, conversion to posted-stops-only operation, transit access lanes and Transit Signal Priority (TSP) programs. Assists the Supervisor Transit Engineer ITS. Other duties as assigned.

Qualifications: Bachelor's Degree in civil engineering or related field with emphasis on traffic and transportation engineering. Masters Degree preferred. Professional Engineer License for the State of Illinois is required. Three to five years progressively responsible experience as a Transportation Engineer or similar position. Demonstrate familiarity with USDOT, FHWA, IDOT regulations, project management experience, roadway design, construction and managing consultants. Provide an understanding of transit planning and facility design. Must have good communication and interpersonal skills and have experience with software including AutoCAD, Microstation, Synchro and GIS. Qualified candidate must have a good work history and possess a valid driver's license in order to use Pace owned vehicles for field work, attending off-property meetings or to travel to Pace facilities.

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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Q

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville**
2601 S LaSalle St
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 6pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 9pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135655&mode=

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General Manager - Trainee

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

Description:

In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center. Learn cash management policies and procedures necessary to direct a profitable center. 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

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

- Sun - 6am to 7pm
- Mon - 6am to 7pm
- Tue - 6am to 7pm
- Wed - 6am to 7pm
- Thu - 6am to 7pm
- Fri - 6am to 8pm
- Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=133149&mode=

Coder II

Department: MED RECORDS CHI MKT
Schedule: Full Time
Shift: Days

Job Details:

The Coder II codes and abstracts patient records in order to meet billing and data collection needs of the hospital. Works closely with hospital staff with regards to coding and assignment of a MSDRG/APC. Must be RHIA, RHIT, or CCS. Two to three years of in-patient and/or out-patient coding experience required.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetail&template=dsp_job_details.cfm&cJobId=320254

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Job Title: Workers Compensation Insurance Compliance Investigator

Agency: Workers Compensation Commission

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

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC-50-14-0009

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of 4 years of college, preferably with courses in business, public administration or law enforcement. Requires thorough knowledge of effective investigative methods, techniques and procedures. Requires ability to apply and interpret laws and regulations relating to workers' compensation and insurance. Requires basic computer skills. Requires ability to extract and interpret information and ascertain facts by personal contacts and analyzing documents. Requires ability to follow written and oral directions. Requires ability to observe and record facts accurately about persons, objects and events. Requires possession of an Illinois Drivers License, insured motor vehicle, and the ability to travel with same. Requires ability to establish and maintain effective working relationships with professional and lay groups, local governmental officials, employers and the general public. Requires thorough knowledge of public and/or business administration principals and practices. Requires excellent communication skills including phone and person to person conversation. Prefers individual with experience as an integral team member.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission

100 W Randolph Chicago, Illinois 60601

Human Resources (312) 814-0702

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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Facility Maintenance Helper

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

Description:

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

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

Perform clean-up duties at renovation site.

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

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 6pm

Mon - 7am to 6pm

Tue - 7am to 6pm

Wed - 7am to 6pm

Thu - 7am to 6pm

Fri - 7am to 6pm

Sat - 7am to 6pm

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

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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=

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Junior Data Engineer - Chicago

Location: Chicago, IL

Responsibilities:

Provide reporting and performance monitoring to various departments.
Monitor data quality and resolve issues.
Write ad hoc SQL reports.
Conduct data studies to provide new insights for senior management.

Qualifications / Minimum Skills to Apply:

Extensive experience handling large amounts of data and presentation of quantitative and qualitative data.
Intermediate skills in writing SQL (Postgresql preferred).

Excellent technical ability (ability to learn new technology solutions on the fly).
Experience working with a scripting language (Ruby or Python preferred) and working knowledge of OOD principles.

Attention to detail.
Ability to manage multiple projects at a time.

Familiarity or working experience in Agile environment.
Bachelor's Degree in STEM or other quantitative majors.

Compensation and Benefits:

Pay will be commensurate with experience and qualifications
Company 401k
Company cell phone
10 paid vacation days plus 5 days of paid sick time
Flexible work hours & casual dress code

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkjgez9b>

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