



### **Maintenance Tech - Chicago**

Reports to: Maintenance Supervisor

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets. Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures. Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim. Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish.

Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits: Base pay starts at up to \$20/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkj3hj07>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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### **Resident Care Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkjz7yfx>

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### **Property Manager - Chicago**

Reports to: Zone Leader

Location: Chicago, IL

#### Responsibilities

Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)

Show, walk through, and sell units to prospective residents

Manage paperwork flow between prospective residents and corporate office

Follow-up on maintenance / repair requests and ensure properties stays in excellent condition

Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction

Collect monthly rents and administer collection procedures when needed

Successfully pass annual CHA Section 8 unit screening to ensure continued revenue

Perform routine drive/walk by of properties at various times throughout the day/night

Treat the portfolio and tenants as if they were your own

#### Qualifications/Minimum Skills to Apply:

2-year Associates degree

Demonstrable conflict management and problem solving skills

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Willingness to invest time outside of normal business hours to ensure the zone prospers

#### Desired Qualifications

Property management a plus, but NOT required; training is provided

Experience running/managing a multiple-site retail store/chain

Sales or management experience

Face-to-face customer service experience

#### Compensation

Base pay depending on experience, starting at \$40,000 annually

Bonus plan has potential to pay up to \$3,000 annually

Full benefits available for full-time employees

Gas and phone allowance available for full-time employees

Company stock potential for top performers

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkjaejpu>

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### **Evictions Prevention Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

#### Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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**Zone Leader - Chicago**

Reports to: Regional Manager

Location: Chicago, IL

**Responsibilities**

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units

Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone

Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition

Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending

Oversee the zone's other monthly purchasing costs

Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy

Audit apartment buildings in zone to ensure high level of quality

Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections

Recruit, train, assess, and cultivate talent on all zone teams

**Qualifications/Minimum Skills to Apply:**

2-year Associates degree

Customer service experience

Management experience

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Property management or entrepreneurial background a plus

Previous experience running/managing a multiple-site retail store/chain desired

**Compensation and Benefits**

Base pay starts at \$50,000, commensurate with qualifications and experience

Medical, dental, vision, life, and 401(k) available.

Company stock may be available for top performers.

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkj9ikwo>

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**Sales Associate (Base + Comm) Sales Associate (100% Comm.)  
job in CHICAGO**

Requisition ID: 363878BR

Job Function: Sales

Employment Category: Regular, Part-time

Location: 4730 W IRVING PARK RD, FLS- SEARS SIX CORNERS IL, CHICAGO, IL 60641,

Post Date: 07/25/2014

Business Unit: Stores - Sears Hourly

Store: 01380: Sears Six Corners IL

Jobs in this category are responsible for: selling and servicing customers in one or more departments, including Home Appliances and Footwear; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is 100% commission; however, the compensation structure may vary by department or store.  
EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/324864/Sales-Associate-Base-Comm-Sales-Associate-100-Comm-Illinois-IL-Chicago>

**Dietary Attendant I**

Department: Food & Nutrition Services

Schedule: Registry

Shift: Day/PM rotation

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Experience is preferred

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight. Shift can start as early as 6:00am. Last shift ends at 7:00pm. Apply online at [https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=263165](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=263165)

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**Loss Prevention Associate job in CHICAGO**

Requisition ID: 359397BR

Job Function: Asset Protection/Loss Prevention

Employment Category: Regular, Part-time

Location: 4730 W IRVING PARK RD,FLS- SEARS SIX CORNERS IL,CHICAGO, IL 60641

Post Date: 07/16/2014

Business Unit: Distribution - Sears

Store: 01380: Sears Six Corners IL

Jobs in this category are responsible for protecting company assets from loss or damage through activities in safety training & monitoring, inventory management and property surveillance. Some essential duties include conducting periodic fire, insurance, safety and OSHA inspections, admitting and inspecting inbound & outbound merchandise deliveries, conducting security patrols and monitoring security and surveillance systems. • Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/320402/Loss-Prevention-Associate-Illinois-Il-Chicago>

**Consultative Sales- Home Improvement job in CHICAGO**

Requisition ID: 363867BR

Job Function: Sales

Employment Category: Commission - Part-time

Location: 4730 W IRVING PARK RD,FLS- SEARS SIX CORNERS IL,CHICAGO, IL 60641

Post Date: 07/25/2014

Business Unit: Stores - Sears Hourly

Store: 01380: Sears Six Corners IL

Jobs in this category are responsible for: selling and servicing customers within one or more departments including Home Improvement, Lawn and Garden, Tools, Sporting Goods; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay plus potential commissions based on sales; however, the compensation structure may vary by department or store.

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/324876/Consultative-Sales-Home-Improvement-Illinois-Il-Chicago>

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## **Sales Associate (Commission) job in CHICAGO**

Requisition ID: 364480BR

Job Function: Sales

Employment Category: Commission - Part-time

Location: 1900 W LAWRENCE AVE, FLS- CHICAGO LAWRENCE IL, CHICAGO, IL 60640

Post Date: 07/27/2014

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

- Takes ownership for enhancing the customer experience, assisting customers by utilizing approved consultative selling practices and guidelines to identify customer needs and provide appropriate solutions
- Consistently meets or exceeds associate performance standards
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience and provide customer solutions when the product is not available in the store
- Maintains current knowledge of merchandise lines; product features, benefits and availability; Sears Advantages, such as the price match and price protection policies; and, if applicable, delivery, installation and/or service options to respond to customer needs
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Sears Purchase Protect, delivery, installation and other miscellaneous income opportunities)
- Processes customer transactions in the Point of Sale system, including sales, returns and exchanges in accordance with authorized procedures
- Completes required training in the expected timeframe, and participates in ongoing learning opportunities
- Partners with other selling and sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones and ring register)
- Maintains merchandise standards and ready all day standards within assigned departments, including replenishment and housekeeping for associates in all departments (and ad set up/take down for associates in Home Appliances, Fine Jewelry and Footwear; pad set up for associates in Home Improvement)
- Uses basic internet navigation to access and print information and reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/325657/Sales-Associate-Commission-Illinois-II-Chicago>

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

**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](http://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](mailto: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 Clerk - Opt 2**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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:**

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**Option 2 - Typing**

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**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Coordinator - Opt 2**

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#: CS3005

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; types letters, forms, records and other documents; 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 type accurately at 30 words per minute. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00  
Location: Division of Child Support Services / Cook County Judicial Operations (54)  
6221 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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**Job Title: Public Service Administrator - Opt 1**

Agency: Human Rights Department

Closing Date/Time: Thu. 08/07/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 14-08

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of 4 years of college preferably with courses in Labor Relations, personnel, business or public administration. Requires 3 years of progressively responsible administrative experience in a public or business organization; requires extensive knowledge of public business administration, principles and practices; requires extensive knowledge of agency programs and service objectives, activities and operational systems; requires extensive knowledge of staff utilization and employee motivation; requires extensive knowledge of labor and employment development; requires extensive knowledge of agency policies and procedures; requires ability to clearly communicate ideas, methods and principles, both verbally and in writing.

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

Department of Human Rights

100 West Randolph Street, Suite 10-100

Chicago, IL 60601, Contact

Person: Bobbie Wanzo, 312/814-6245; Fax #312/814-1436

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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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#: 10-91-83331

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, performs highly responsible administrative duties as assistant to the 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.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of 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.

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  
Western FCRC 3910 W. Ogden  
Chicago, IL 60623

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](http://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](mailto: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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### **Facility Maintenance Technician**

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

#### Description:

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

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

Responsible for all routine roof and signage inspections.

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

#### Work Status:

Full-Time or Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 7pm

Sat - NA

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

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### **Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK , IL

#### Description:

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

Work Status: Moonlighter/Part-Time

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

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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=136759&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=136759&mode=)

### **Exercise Room Attendant**

Department: Fitness Center

Schedule: Part Time

Shift: Days

Hours: 3:45pm-7:15pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified. Experience is preferred. Westlake Hospital Fitness Center is looking for a responsible part-time Exercise Room Attendant to provide customer service assistance to Fitness Center members and Outpatient Therapy patients. Duties include equipment and class instruction, facility maintenance, and clerical support. Must have current CPR certification or be willing to obtain it within one month of hire. Strong customer skills and computer knowledge a must. Exercise related degree or working towards degree preferred

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=395421](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=395421)

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### **Hitch Professional**

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

Description: Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Moonlighter/Part-Time

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

Sun - 7am to 3pm

Mon - 7am to 3pm

Tue - 7am to 3pm

Wed - 7am to 3pm

Thu - 7am to 3pm

Fri - 7am to 3pm

Sat - 7am to 3pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=135004&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135004&mode=)

### **PHARMACY TECHNICIAN (certified)**

Department: Pharmacy

Schedule: Registry

Shift: Rotation

Job Details: Under direct supervision, assists Registered Pharmacists to fill prescriptions by preparing, stocking and delivering drugs, intravenous solutions and pharmaceutical supplies.

Job Specifications: Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=982182](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=982182)

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### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, 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 - NA

Mon - NA

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=136513&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=136513&mode=)

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### **Traffic Control Manager**

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

Description: Coordinate all reservations (one-way and in-town) to ensure they are filled and that all customer reservation needs are met. Establish plan to always maintain a balanced rental equipment inventory at centers and dealers to balance customer requirements with rental equipment supply. Utilize and manage traffic boards to be aware of location or rental equipment at centers and dealers. Direct, coordinate and train marketing company reservation managers.

Work Status: Full-Time

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

Sun - 8am to 6pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 9pm

Sat - 6am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=135398&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135398&mode=)

### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

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**Storage Facility Housekeeper**

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

**Description:**

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins.

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

Prior cleaning service or custodial experience is preferred.

Work Status: Moonlighter/Part-Time

**Hours Needed:**

(These hours may change based on business needs)

Sun - 6am to 9pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=129803&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=)

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