



Engineer

Description

Job overview

Maintain the Rooms Preventive Maintenance Program and consistently keep updated records on file. Respond to all guest's requests in a timely and efficient manner.

What you will be doing

Responsible for the Guest Rooms Preventive Maintenance Program.

Respond or perform duties of a groundskeeper, handle and double check guest requests in a courteous, efficient, safe manner.

Maintain proper records of the Rooms Preventive Maintenance Program and the Second Request Program.

Complete work order request forms on a daily and timely basis.

Maintain all mechanical areas in an orderly and clean condition.

Inspect all public areas daily for burnt light bulbs.

Participate in the hotel fire brigade.

Maintain department pass-on log book as required.

Requirements

General knowledge of technical fields, ie., carpentry, painting, electrical, etc.

Must have basic knowledge of building mechanical systems and controls, energy management and building maintenance skills

Must be available to work flexible hours including weekends and holidays and all hours of the day. Must be a IUOE Local 399 licensed Engineer.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Engineering/Facility Management

Req ID: 712348

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=712348&LangID=1>

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Bar Attendant-Banquet Beverage Part-Time

Description: The Bar Porter is responsible primarily for ensuring the bars are fully stocked. This person must have good communication skills as well as the ability to lift a moderate amount of weight. This is a fast paced position that will involve constant customer interaction.

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI007056

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007056&LangID=1>

On-Call Nail Technician/NoMI Spa

Description: We are seeking a Nail Technician to provide a great guest experience while providing nail services. Excellent communication skills as well as superior customer service are required. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether its career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Qualifications: A true desire to satisfy the needs of others in a fast paced environment
Flexible schedule

Property: Park Hyatt Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: On-call/Casual
Job Level: Hourly/Entry Level Employee
Job: Golf/Health Club/Recreation/Spa
Job Category: Spa
Req ID: CHI006636

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006636&LangID=1>

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Server - Events (B-List)

Description

Event servers are responsible for food and drink service at hotel banquet functions. They make sure function space visually appealing and present the menu offering for the event. This may include linen and table setting, food station design, and beverage service. Other duties include general banquet preparation, room refreshes, and maintaining a sanitary environment.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Must have physical stamina to lift moderate amounts of weight.

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Banquets

Req ID: CHI006853

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006853&LangID=1>

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Server- In-Room Dining

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. In Room Dining Servers are responsible for presenting guest food and beverage preferences timely and to temperature. Servers engage in casual conversation and enhance the experience by their style and service attributes. Other duties include general in room dining preparation, removal of serving trays, and maintaining a sanitary environment.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications: A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Room Service

Req ID: CHI007052

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007052&LangID=1>

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Job Title: 6-Month Temporary Highway Maintainer

Agency: Transportation
Closing Date/Time: Thu. 07/16/15 4:30 PM Central Time
Salary: \$3,575.00 - \$3,575.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: 2
Plan/BU: RC019
Bid ID#: IPR#40287

Description of Duties/Essential Functions Benefits Supplemental Questions

This position performs a variety of tasks related to the maintenance, repair and upkeep of roads, bridges and other related structures and features.

Minimum Requirements:

MUST POSSESS CLASS "A" CDL, WITH ENDORSEMENTS OF "N" (TANKERS) OR "X" (TANKERS WITH HAZOURDOUS MATERIALS) AND NON-RESTRICTIVE AIRBRAKES

Work Hours & Location/Agency Contact:
7:00 am to 3:30 pm Monday-Friday

BRIDGE MAINTENANCE, 604 CAMP STREET, EAST PEORIA, IL, TAZEWELL COUNTY

How to Apply:

APPLICANTS MUST SUBMIT CMS-100 APPLICATION TO Bureau of Personnel Management, 2300 SOUTH DIRKSEN PARKWAY, ROOM 113, SPRINGFIELD, IL 62764, FAX: 217/557-3134, BY: 4:30 P.M. ON THE CLOSING DATE OF THIS POSTING.

PLEASE INDICATE ON YOUR APPLICATION: BRIDGE MAINTENANCE/TAZEWELL COUNTY IPR#40287.

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Job Title: Administrative Assistant I - Opt H4

Agency: State Fire Marshal
Closing Date/Time: Tue. 07/14/15 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 50-50-SFM15-006

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as staff assistant for the Division; serves as coordinator of the Electronic Data Collection System for the Division of Elevator Safety; conducts studies and performs special projects; serves as liaison to the Elevator Safety Board in the Division Director's absence.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration.
Requires two years of professional experience in a public or private organization.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 AM to 3:30 PM, Monday through Friday
WORK LOCATION: Office of the Illinois State Fire Marshal
Elevator Safety Division, 100 West Randolph Street, Chicago, IL 60601

AGENCY CONTACT: Lloyd Peterson

Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794 PHONE: 217-557-6015

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 H4 - Off State Fire Marshal

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Job Title: Executive Assistant

Agency: Executive Inspector General *
Salary: \$3,333.50 - \$4,166.67 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 01-220

Minimum Requirements:

- bachelor's degree or demonstrated knowledge, skill, mental development and equivalent experience to four years of college;
- two years of professional experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

Work Hours & Location/Agency Contact:
9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General
69 W. Washington Street, Suite 3400
Chicago, Illinois 60602

Division of Human Resources
312-814-1789

How to Apply:

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

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Job Title: Health Facilities Surveyor I - Opt 3

Agency: Public Health
Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDPH 80401

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general direction of the Region's Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires ability to travel and possession of a valid Illinois Drivers License.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations
4212 W. St. Charles Rd., Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl., Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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 3 – Dietitian

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Job Title: Office Administrator III - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDJJ27-17-15-1433

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor; directs the Records Office staff engaged in processing of clinical documents and the management of work systems in the department; reviews and projects unit workload; establishes work priorities; interprets policies and complex record procedures for use by other employees.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and three years of Office Assistant experience; or, three years of independent business experience; or, two years of secretarial/business college and one year of office experience; requires working knowledge of agency's program policies and operations; requires working knowledge of office procedures and programs; working knowledge of elementary mathematics and grammar; requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS & LOCATION / AGENCY CONTACT

WORK HOURS: 8:00 am - 4:00 pm Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, Illinois 60612

TEL.: 312-633-5219 x-4080 FAX: 312-633-5229

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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Job Title: Office Assistant - Opt 2

Agency: Corrections

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,993.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0369

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position #30010-29-82-442-36-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm 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

Phone: (815) 727-3607 extension 6693

Fax: (815) 727-0838

Email: Diana.wysocki@doc.illinois.gov

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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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Wed. 07/15/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1513049-133791

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex specialized clerical support services for licensing operation; including case file maintenance; typing, records processing and other office support functions; exercises independent judgment and a command of legal, social, and medical terminology to review documents.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires extensive knowledge of office practices, procedures, and programs; requires knowledge of composition, grammar, spelling and punctuation.

Work Hours & Location/Agency Contact: Department of Children & Family Services
Day Care Licensing, Glen Ellyn Office, 800 Roosevelt Road, Bld. D-10
Glen Ellyn, IL 60137
Supervisor: Debbie Pimentel
Work Hours: 8:30 AM -- 5:00 PM / Monday thru Friday
Contact Person: Zackary Booher
Email Address: Zackary.Booher@illinois.gov
Mailing Address: 10 Collinsville Ave, Room 301, East St. Louis, IL 62201
Office#: 618.583.2193 / Fax#: 618.583.2059

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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Job Title: Private Secretary II

Agency: Veterans Affairs

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$3,136.00 - \$6,412.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 34-00-16-91772

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval, performs a variety of highly responsible sensitive and confidential administrative/secretarial duties for the Director of the Department of Veterans' Affairs; confers with executive staff, administrative staff, institutional heads, other departments and the public with regard to departmental programs, operations and policies.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college, preferably in courses in public or business administration, and four years of secretarial experience, or completion of high school and six years of secretarial experience. Requires working knowledge of manual and automated office equipment, requires thorough knowledge of principles of office management; requires thorough knowledge of composition, grammar, spelling, and punctuation; requires ability to type accurately at 55 wpm.

Work Hours & Location/Agency Contact: Hours: Monday - Friday 8:30am-5:00pm
1 hour unpaid lunch
Location: James R. Thompson Center 100 W. Randolph, Suite 5-570, Chicago, IL 60601
Contact: Human Resources, 833 S. Spring Street, Springfield, IL 62794
217-785-4574 Fax: 217-557-7235

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Rehabilitation/ Mobility Instructor

Agency: Human Services
Closing Date/Time: Tue. 07/21/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 10-56-71285

Minimum Requirements:

Requires a Master's degree with major course work in Orientation and Mobility or a Bachelor's degree in orientation and mobility plus two years supervised experience in the instruction of persons with visual impairments. Requires one year professional experience in orientation and mobility as gained from completion of an agency-sponsored training program. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Division of Rehabilitation Services
Bureau of Blind Services
Illinois Center for Rehabilitation and Education-Wood
1151 South Wood Street, Chicago, IL 60612

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

How to Apply:

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

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Job Title: Stationary Engineer

Agency: Central Management Services
Closing Date/Time: Wed. 07/15/15 5:00 PM Central Time
Salary: \$43.94 - \$45.70 hourly
Job Type: Full-Time Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: PR000 Bid ID#: CMS 10791

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession of a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance). Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or an ability to travel. Requires working rotating shifts, including weekends and holidays. Requires ability to utilize agency supplied equipment (i.e., cell-phone, blackberry, pager, etc.).

Work Hours: Rotating Shifts & Days Off, Including Holidays & Weekends; Shifts are 6:00am-2:00pm, 2:00pm-10:00pm, 10:00pm-6:00am

Work Location: Central Management Services

Property Management/Facilities Management/Chicago/Northern Region/Chicago Developmental/Mental Health Centers / Chicago Read Mental Health Center
4200 N. Oak Park Ave., Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Veterans Service Officer

Agency: Veterans Affairs
Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: 1
Plan/BU: RC028 Bid ID#: 34-25-16-92172

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

The veteran must have served a total of at least 6 months. The veteran served for the duration of hostilities regardless of the length of engagement. The veteran was discharged on the basis of hardship. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact:

Days: Monday-Friday Hours: 8:30am - 5:00pm 1 hour lunch break
Location: IDVA, 401 Main, Suite 650, Peoria, IL 61602
Contact: Ellen Myers, 833 South Spring Street, Springfield, IL 62704
Phone: (217) 785-4574 Fax: (217) 557-7235

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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Bell Attendant

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Bell Attendants are in constant communication with the Front Office and Valet to ensure guests are escorted and their luggage and personal items are transported to and from the guest rooms efficiently. It's important to ensure that guests are comfortable with accommodations and are familiar with room offerings and features. This highly visible role gives opportunity for casual conversation and hotel or local recommendations.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you. This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight. Ability to tolerate moderate amounts of walking.

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Front Office/Guest Services/Transportation

Job Category: Guest Services

Req ID: CHI007028

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007028&LangID=1>

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Server Assistant- Stetsons Modern Steak + Sushi

Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest.

This person must have good communication skills as well as the ability to lift, pull and push moderate weight.

This is a fast paced position with continual customer contact.

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI007031

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007031&LangID=1>

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Administrative Assistant, Design Services

Description

Provides administrative assistance to the Vice President, Americas Design Services. Under general guidance, this person will be responsible for providing a variety of administrative assistance in the form of, but not limited to, managing calendars, scheduling meetings, preparing travel itineraries, compiling and analyzing basic information for inclusion in reports or presentation materials, prepares charts, graphs, or tables as necessary, and monitoring email and incoming correspondence as well as mail flow in and out of the office. This person will facilitate communications to the staff and gather information as needed as well as liaise with a variety of functions throughout the organization. The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Experience: Minimum three years of Receptionist/Administrative Assistant experience
Excellent written and verbal communication, proofreading, grammar and math skills
Proven ability to project a professional image and shown capability of working independently. Able to interact professionally with external partners, managers and all levels of staff. Ability to manage and prioritize multiple, and at times competing, projects/ tasks and solve deadline conflicts effectively. Possess a positive attitude, take initiative, problem solve and work well within a team setting; in a lively and energetic work environment. Experience in the A/E industry a plus, as is past experience working in a fast paced, deadline-oriented environment
Computer Skills: Excellent computer skills required: Microsoft Office, Excel, Power Point and Outlook, Adobe Professional. For PowerPoint, the ability to adeptly create slides, presentations and charts is required a strong plus

Education: HS Diploma required, some college coursework preferred

Property: The Americas

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Administrative

Job: Administrative

Req ID: CHI007036

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Assistant Executive Housekeeper

Description

The Assistant Executive Housekeeper is responsible for assisting in the oversight of the entire housekeeping area, to include public areas and night cleaning. This requires a solid understanding of housekeeping and laundry supplies and pars and will assure all safety and security policies and procedures are followed. Experience with turndown service, special needs of VIP Guests, foreign dignitaries, etc. is helpful. These responsibilities may also include staff training, development and scheduling. The Assistant Executive Housekeeper will promote an atmosphere that insures customer and associate satisfaction. This position reports directly to the Executive Housekeeper and requires a strong attention to detail and the ability to effectively deal with guests, other departments and team members.

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Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal and written communication skills. Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds. 2-3 years of progressive hotel Rooms Management experience
Service oriented style with professional presentations skills. Hotel/Hospitality degree an asset. Must possess the following strengths: high energy, entrepreneurial spirit, motivational leader, effective communicator, effective in providing exceptional customer service and ability to improve the bottom line
Must be proficient in Microsoft Word and Excel
Must have excellent organizational, interpersonal and administrative skills

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Entry Level Manager
Job: Housekeeping/Laundry
Req ID: CHI007048

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Human Resources Coordinator

Description

The Human Resources Coordinator will assist with greeting all visitors, employees and applicants while maintaining the day-to-day administrative function of a highly active Human Resources office. Responsibilities will include maintenance of incoming calls, walk in inquiries, special projects, coordination of certain employee relations events, maintenance of the office environment including administrative responsibilities and assisting with general benefit issues. Additionally this person will support and assist with the welcoming of new hires, maintaining files and providing support for the employment process.

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Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal and written communication skills.
Must be proficient in general computer knowledge

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Human Resources

Req ID: CHI007064

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007064&LangID=1>

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