



Part Time Seasonal Position (Job Number: 14000WZ)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions. Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

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

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=32763>

TAXI DRIVERS WANTED

First Call Cab Co LLC - Oak Lawn, IL

Local Taxi Cab company seeking experienced, English speaking drivers!

Drivers MUST be at least 25 years old and be willing to work 12 hour shifts. A clean driving record is preferred. Knowledge of the Chicagoland/South Suburban area is also preferred.

Please apply in person at 5530 W. 110th Street Unit 1B Oak Lawn with a current MVR Report and Drivers License.

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Part-time Sales Associate

Sherwin-Williams - Glenview, IL

The Sherwin-Williams Company, ranked among Fortune Magazine's Top 100 Companies to Work For, has a part time sales associate position (20-28 hours/week) available at our Glenview, IL store.

Candidates who apply will be trained in our Glenview location but once our Long Grove location opens they will then transfer there

Would prefer someone who is familiar with color combinations, needs someone who has the ability to match interior/exterior decor and color schemes, will perform administrative duties, labor intensive, tint/mix paint, maintain store displays/inventory, and deliver products. Prefer candidates with a background in construction, retail sales, and facilities work.

Competitive hourly rate and advancement opportunities available.

Careers

When you join Sherwin-Williams you'll be a part of a company that has a strong commitment to its employees. From our professional work environment to our excellent benefits, to our ongoing training, we take care of the people that make us strong.

Requirements

- All applicants must be at least 18 years of age and possess a valid drivers license
- Be able to lift 50-75lbs and clean driving record
- Experience in paint a plus
- Have good communication/customer service skills
- Have an ability to work all scheduled hours
- Have a dependable nature
- Those under consideration for this position will be subject to a background check.

VEVRAA Federal Contractor and An Equal Opportunity Employer M/F/H/V

Please apply in person:

Manager: Shawn

Address: 1835 Waukegan Rd Glenview, IL 60025

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Machine Operator

Castwell Products, LLC - Skokie, IL

Several positions available.

Full time, Health/Dental, paid vacation, paid holiday, 401K.

\$11.00 is training rate - Wage Increases after training.

- 1) Obey plant safety rules which include wearing all required personal protective safety equipment (PPE) and following applicable lockout/tagout procedures.
- 2) Perform general housekeeping duties to keep the work area clean and orderly.
- 3) Operate a shell mold machine to make shells for the casting of a wide variety of castings.
- 4) Operate a liquid bonder and bonding press and assemble the cope to the drag with cores where required. May have to touch up or apply bond using a bulb.
- 5) Clean machine and work area at end of shift.
- 6) Proceed with minimum supervision on standard work following standardized procedures and methods; supervision and instructions given on new work and variations.

Must be able to pass a drug screen and Criminal Background Check

Please apply in person between 9am and 3pm at:

Castwell Products, LLC

ATTN: Veronica

7800 N Austin Ave.

Skokie, IL 60077

Paratransit CDL Driver

First Transit - Glenview, IL

First Transit is an international corporation that provides transportation services for a wide range of clients. Our Glenview, IL location is contracted by PACE to provide paratransit services for North Cook County. This is an excellent opportunity to work for a company that provides crucial services for people in need.

The driver position does require a Class C CDL license with passenger endorsement. Applicants must obtain the initial permit on their own by taking the written exams provided by the Illinois Secretary of State's Office. Applicants must also undergo DOT mandated drug and alcohol testing, as well as a pre-hire MVR and background check. If selected for hire, certified First Transit instructors will provide professional training in all aspects of the job, including ADA requirements, defensive driving, service area driving, and customer service.

Please apply in person at 2075 Johns CT, Glenview, IL 60025. Ask for Peter Schweke.

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"Lead Desk Clerk"

Company: Mercy Housing Location: Chicago, IL Date Posted: Aug 5, 2014

FUNCTIONAL RESPONSIBILITIES 1. Keep accurate logs of all visitors to the complex by recording the full name of visitor(s). 2. Convey accurate information to the appropriate authorities as necessary. 3. Answer telephones and takes messages. 4. Conduct patrols of the entire complex and surroundings according to a schedule outlined by Site Manager and other appropriate supervisory staff and report malfunctioning equipment to maintenance staff. 5. Respond to emergency situations by calling the appropriate emergency service (e.g. police, fire department, ambulance, paramedics) and contact appropriate on-call staff if needed. 6. Enforce the appropriate building policies and house rules and the "No Loitering Policy" of the complex. 7. Keep front gate, front door, and lobby areas and elevator floor clean and neat. 8. Inform Site Manager of any unusual activity in a timely manner and submit Incident Reports as necessary. 9. Monitor Parking White Zone in front of building and enforce policy. 10. Attend staff meetings as scheduled. 11. Provide support with filing systems; create new files and archive old files. 12. Support staff with copying, faxing, and mailing as directed and assist in tenant data entry. 13. Distribute memos, notices, documents, and monthly newsletters to residents. 14. Check trash rooms to prevent safety and fire hazards. 15. Prepare weekly Desk Clerk schedule and arrange replacement if needed. Ensure that scheduling does not result in unauthorized overtime.

Job Requirements : Education: High school diploma or equivalent preferred.
Experience: General office experience including one year of experience as a Desk Clerk.
Abilities: • Ability to answer telephone and greet residents and guests clearly. • Ability to ensure that doors and gates are closed and locked. • Ability to treat a variety of people with respect and compassion. • Ability to maintain confidentiality. • Ability to decide when an incident is an emergency and take appropriate action. • Ability to provide coverage when no one else is available. • Ability to write messages in a legible fashion.

Equal Opportunity Mercy Housing is an equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

Apply online by clicking http://tourismjobinsider.com/job_detail/apply/?id=D-1361b7083c0f61e32bcbd7f316&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=tour-LP23mvmb-ON2_43&utm_term=D-1361b7083c0f61e32bcbd7f316#page=entryPage

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Forklift Operator

Castwell Products, LLC - Skokie, IL

Several positions available.

Full time, Health/Dental, paid vacation, paid holiday, 401K.

\$11.00 is training rate - Wage Increases after training.

- 1) Obey plant safety rules which include wearing all required personal protective safety equipment (PPE) and following applicable lockout/tagout procedures.
- 2) Perform general housekeeping duties to keep the work area clean and orderly.
- 3) Working from verbal or written instructions, or the charge make up sheet, obtain and combine the designated amounts of materials required for charging into any melting furnace.
- 4) Coordinate activities with the melters and crane operators in order to minimize downtime.
- 5) Drive fork lift truck to deliver charges to and from the make up area and furnace area dump charges into preheaters when required.
- 6) As time permits, maintain and clean the scrap area.

Must be able to pass a drug screen and Criminal Background Check

Please apply in person between 9am and 3pm at:

*Castwell Products, LLC
ATTN: Veronica
7800 N Austin Ave.
Skokie, IL 60077*

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Civil Engineer IV Soils Analysis Engineering Supervisor

Agency: Transportation

Closing Date/Time: Tue. 08/26/14 4:30 PM Central Time

Salary: \$5,685.00 - \$9,045.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#37965

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for the evaluation, analysis and review of soils related information and the development and recommendation of solutions to soils related problems encountered in the design, construction and operation of area highways and highway related structures, including federal and local improvement projects.

Minimum Requirements: The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license

The following criteria is desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- A minimum of three years experience directing geotechnical investigations for roadways and structures; performing settlement, slope stability and subgrade stability analyses, and preparing and roadway geotechnical reports
- Knowledge in soil mechanics and foundation engineering
- Leadership ability and strong communication skills

Work Hours & Location/Agency Contact: 8:00 am – 4:15 pm / Monday-Friday
Highways/District One/Bureau of Materials/201 W. Center Court, Schaumburg IL

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, August 26, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-84490

Description of Duties/Essential Functions Benefits Supplemental Questions
Under directions of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

WORK HOURS: Monday – Friday 8:30 am – 5:00 pm

WORK LOCATION: SNAP E & T 1642 W. 59th St. Chicago, IL 60635

WHERE TO APPLY: DHS – BES Hiring Unit

100 South Grand Avenue 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).

Option H7 - Dept Human Services

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Job Title: Natural Resources Coordinator - Opt 4

Agency: Natural Resources

Closing Date/Time: Fri. 08/22/14 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 12-00-4764

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the program manager, as a professional staff assistant, provides assistance in developing and implementing highly complex and comprehensive restoration ecology program for the general service area within the coastal zone from the Chicago city limits to the Indiana border.

Minimum Requirements: Requires a bachelor's degree in natural resource management or a related biological science (biology, zoology, ecology, conservation biology) supplemented by one year of experience in natural resource management. Requires ability to prepare and maintain records and written narrative reports. Requires ability to deliver planned and impromptu informational presentations. Experience with the following is highly desirable: natural resources aspects of urban and regional planning and programming; storm water practices; environmental education; federal grant management; grant writing, and GIS mapping.

Work Hours & Location/Agency Contact: WORK HOURS

Monday - Friday: 8:30 am - 5:00 pm, 1 hour lunch. Saturday & Sunday off.

WORK LOCATION Illinois Coastal Zone Management

160 N. LaSalle S. 700 Chicago, IL 60601

WHERE TO APPLY Illinois Department of Natural Resources ATTN: Diane Tecic

160 N. LaSalle S. 700 Chicago, IL 60601 Phone: 312.814.0665

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 4 - Natural Heritage

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Job Title: Office Assistant - Opt 1

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84584

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, review case eligibility and payment level documents in Medical Consultant area for internal consistency prior to processing by other staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment.

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

South Loop 1112 S. Wabash Chicago, IL 60605

Please submit applications to: Contractual Rights Hiring Unit

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-2116

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS:

Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84794

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties in the medical area, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical terminology.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Roseland 11203 S. Ellis Ave. Chicago, IL 60628
Please submit applications to: Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue 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).

Option 2 - Typing

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Career Opportunities: HERSHEYs Part-Time Retail Sales Merchandiser (Orland Park, IL) (36797)

Requisition Number 36797 - Posted 08/11/2014 - Illinois
Job Location: Orland Park, IL

** To be considered for this role, candidates must reside in Orland Park, Tinley Park, Oak Forest or Midlothian, IL. When applying, please attach your most up-to-date resume to your application!

This position is considered "Continuous Part-Time" working 20-25 hours per week on a regular schedule of Monday – Thursday, 9am – 2pm. On average, an RSM will visit between 6-10 accounts per day. No car allowance is provided; however, mileage for travel will be reimbursed at 53 cents per mile.

An RSM earns \$13.50 per hour to start plus a 2% annual cash bonus target, 401k and paid vacation.

QUALIFICATIONS:

Valid driver's license without restrictions and personal vehicle in sound operating condition. Proof of Insurance indicating minimum coverage of \$300,000 per person / \$300,000 per accident / \$100,000 property damage. The position also requires that you name The Hershey Company as an additional insured on your coverage PRIOR to the date of hire. Availability to work 20-25 hours per week. Regular work hours are Monday through Thursday, 9:00 a.m. - 2:00 p.m. Must reside within the territory boundaries established by the Hershey District Sales Supervisor. Ability to use a mini iPad and access to land line or wireless internet. High School Diploma or GED equivalent. 3 - 4yrs food merchandising preferred but not required

If so...apply today online by clicking

https://career4.successfactors.com/career?career_ns=job_listing&company=Hersheys&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&site=VjItZy84VGQ5U1B5c09CRGIJeTlzUHdlZz09&career_job_req_id=36797&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=jIz%2bMc1D9e%2bekxg9mZ8FXfjbs7o%3d or ! We'd love to hear from you!

The Hershey Company is an Equal Opportunity Employer. The policy of the Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's age, race, color, sex, religion, national origin, disability, protected veteran status, sexual orientation, genetic information or any other protected category recognized by state and federal laws.

The Hershey Company is an Equal Opportunity Employer -
Minority/Female/Disabled/Protected Veterans

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Career Opportunities: Maintenance Technician - 2nd / 3rd shift (36947)

Requisition Number 36947 - Posted 07/14/2014 - Illinois

Job Location: Robinson, IL

Minimum Qualifications:

Must be at least 18 years of age

Must be flexible to work all shifts which could be 8, 10 or 12 hour shifts (1st, 2nd and 3rd shift). Must be available to work weekends, holidays and overtime

Must be able to lift up to 50 lbs

Must be authorized to work in the United States

Must be able to achieve a passing score on both a written and practical NOCTI exam in the respective discipline (part of the selection process)

Must have basic understanding of PCs and basic computer skills

Preferred Qualifications:

Food manufacturing experience is preferred

Experience with Safe Quality Food (SQF) practices is preferred

Experience with Total Productive Maintenance (TPM) is preferred

Experience with Autonomous Maintenance (AM) is preferred

Experience with Single-Minute Exchange of Die (SMED) is preferred

Experience with Continuous Improvement methodology is preferred

1-2 years hands on electrical or mechanical work in manufacturing systems maintenance.

Any offer of employment is contingent upon successful completion of the background check results consistent with The Hershey Company's employment policies. Background checks may include, but are not limited to the following: education verification, employment verification, criminal check, social security number verification, and / or drug test.

The Hershey Company is an Equal Opportunity Employer. The policy of The Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's age, race, color, sex, religion, national origin, disability, Veteran Status, sexual orientation, genetic information or any other protected category recognized by state and federal laws.

Apply online by clicking

https://career4.successfactors.com/career?career_ns=job_listing&company=Hersheys&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&site=VjItZy84VGQ5U1B5c09CRGIJeTlzUHdlZz09&career_job_req_id=36947&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=jIz%2bMc1D9e%2bekxg9mZ8FXfjbs7o%3d

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Customer Sales Executive (Adjacencies) (36771)

Requisition Number 36771 - Posted 08/08/2014 - Illinois

Job Location: Chicago, IL

This position is located in the Midwest United States. You must be willing to live in the Midwest area

Responsibilities

Achieve net sales, market share, trade spend, sales activity margin targets for assigned customer(s) through simulating and planning incremental volume, pre and post analysis, and displaying core competencies and behaviors. Judiciously manage and allocate trade funds (maintaining compliance with all Sarbanes Oxley policies) to achieve profitable sales growth. Effectively utilize the company's analytical tools (e.g. Trade Winds, Nielsen, TradePoint, Demand Tech) and processes to drive profitable & predictable sales results.

- Build and maintain appropriate sales plans in Trade Winds
- Manage trade fund budget to include clearing deductions
- Monitor and control customer expenses to include WASTE and supply chain costs.
- Provide category analysis and consumer insights to customers as well as other category tools/consultation with CSI partnership.
- Develop and provide resources and tools to the retail team.

Achieve appropriate levels of account penetration.

Alignment with retail team through participation in retail meetings as well as field visits with appropriate Retail management.

Qualifications

Education: Bachelor's degree or equivalent experience

Experience: 3-7 years Sales Experience

The Hershey Company is an Equal Opportunity Employer. The policy of the Hershey Company is to extend opportunities to qualified applicants and employees on an equal basis regardless of an individual's age, race, color, sex, religion, national origin, disability, protected veteran status, sexual orientation, genetic information or any other protected category recognized by state and federal laws.

The Hershey Company is an Equal Opportunity Employer - Minority/Female/Disabled/Protected Veterans

Apply online by clicking

https://career4.successfactors.com/career?career_ns=job_listing&company=Hersheys&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&site=VjItZy84VGQ5U1B5c09CRGIJeTlZUHdlZz09&career_job_req_id=36771&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=jIz%2bMc1D9e%2bekxg9mZ8FXfjbs7o%3d

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Company Driver

Towne Air Freight - Corporate/Terminal Careers Elk Grove Village, IL

Employment Type Full-Time

Job Type Transportation, Distribution - Shipping

Education Not Specified

Experience Not Specified

Manages Others Not Specified

Industry Transportation, Import - Export

Required Travel Not Specified

Job ID Corp/Terminal

JOB DESCRIPTION

Towne Air Freight is a full service transportation company specializing in the handling of time sensitive LTL shipments for both commercial accounts and the air freight industry. Founded in 1963 with one employee and one van, Towne Air Freight has enjoyed consistent growth and has been profitable every year since 1982. We now have over 60 terminals, 1000 employees and operate over 1100 pieces of equipment.

Towne Air Freight is the largest full-service provider of airfreight trucking services in the United States. The nation's airfreight forwarders and brokers know they can depend on our Airport-to-Airport, Direct-to-Consignee and Local Pickup and Delivery Services to meet the needs of their customers.

ARE YOU READY TO WORK FOR A WORLD CLASS SERVICE PROVIDER?

Towne Air Freight is currently seeking CDL A drivers in our Chicago (ORD) Terminal in Elk Grove Village, IL, FT or PT, Local and /or line haul (home everyday) 2nd or 3rd shift.

Requires drivers with CDL-A w/Hazmat.

Clean driving record

JOB REQUIREMENTS

We offer a competitive wages. In addition, the following benefits are available.

- Medical, dental, vision- Vacation and holiday pay - 401k
- Company provided life insurance

Offers of employment will only be made to candidates that successfully complete a pre-employment drug screen and DOT.

Towne Air Freight is an Equal Opportunity Employer.

Apply in person at:

952 Fargo Avenue

Elk Grove Village, IL 60007

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773.378.5902 fax 773.378.5903

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Admissions Registrar (Part-Time)

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Medical terminology and/or coding certificate
Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Dental Clinic Front Desk Coordinator

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Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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In-Patient Coder

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Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE "A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered. Must have at least five years of in-patient hospital coding and abstracting experience. High school diploma or GED RHIT or RHIA certification. Experience with 3m software Knowledge of medical terminology, anatomy, physiology, and disease process required. Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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