



## **Customer Marketing Manager (Chicago IL)**

Talent Area : Marketing

Location : Chicago, IL, USA

Requisition Number : 00035978

Full or Part Time : Regular Employee FT

**POSITION SUMMARY:** The Customer Marketing Manager is responsible for the development and execution of Customer and Channel specific marketing plans. Working closely with the sales team and our customers, the CMM plays a key role in driving revenue and profit for the System, while helping achieve our goal of becoming the Customer's most valued supplier.

Reports to: Director, Marketing

### **QUALIFICATIONS:**

**Education:** Minimum Required: Bachelor's degree in Marketing/Business

**Experience:**

Minimum Required:

5-7 years experience in a consumer packaged goods company, preferably in both customer management and marketing roles

**Technical/Functional Skills**

- Foodservice Experience
- Advanced Strategic Thinking
- Planning
- Ability to recognize, understand, and interpret shopper behaviour, brand strategies, channel and customer needs, and turn this knowledge into action and results
- Previous Customer/Channel Management experience
- Coca-Cola Channel business knowledge an asset
- Demonstrated personal leadership skills and influencing ability
- Brand merchandising knowledge
- Demonstrated creative and strategic thinking ability
- Effective oral and written communications skills

Travel Requirements: 25%

Relocation Assistance: None

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/customer-marketing-manager-chicago-il-chicago-illinois-job-1-5625572>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Controls Tech/Specialist (Maintenance Supervisor)**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035389

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for first line supervision for mechanics and electricians who maintain equipment within the production facility. Assists in establishing methods, controls and standards for the actual execution of maintenance work.

- Staff, train, supervise, evaluate and develop team members.
  - Maintain equipment to ensure line efficiencies, improve key performance indicators and to eliminate down time.
  - Service and repair equipment on a continual basis, adhering to established preventative maintenance schedule.
  - Ensure that working conditions are safe at all times.
  - Maintain safe work environment by holding regular safety meetings to communicate safety awareness and policies.
  - Manage within labor and OPEX budget.
  - Maintain an accurate parts inventory at all times.
  - Ensure compliance with good manufacturing practices and safety standards.
  - Create, plan and execute preventative maintenance programs.
- 
- High school diploma or GED required.
  - Bachelor's Degree preferred.
  - 2+ years of manufacturing equipment related experience required; previous experience programming or troubleshooting PLCs highly desired.
  - Prior supervisory experience preferred.
  - Strong technical knowledge of manufacturing environment and high-speed production equipment.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/controls-techspecialist-maintenance-supervisor-niles-illinois-job-1-5650033>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Warehouse Supervisor**

Talent Area : Warehouse Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-niles-illinois-job-1-5604994>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Educator - Opt B**

Agency: Juvenile Justice

Closing Date/Time: Wed. 08/26/15 3:30 PM Central Time

Salary: \$4,311.00 - \$7,936.00 monthly

\$51,732.00 - \$95,232.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ-27-10-15-0960

**Minimum Requirements:**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work (Science). Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of the student.

**Work Hours & Location/Agency Contact:**

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

630-584-0506 630-584-1014 (fax)

[susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.illinois.gov)

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, SCREEN PRINT OF PEL FROM ISBE WEBSITE, AND BID FORM APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Executive I - Opt SS**

Agency: Human Services  
Closing Date/Time: Wed. 08/26/15 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#: 10-91-92625

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as office manager of a local Family & community Services office. Organizes, plans, executes, control and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures. Communicates in Spanish to those individuals who do not read or speak Spanish.

Minimum Requirements: Required knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principals and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement. Requires ability to speak, read and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Uptown FCRC, 2112 W. Lawrence , Chicago, IL 60160  
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](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 SS - Spanish Speaking

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Human Services Casework Manager**

Agency: Human Services  
Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly \$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-91-92624

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact:8:30am-5:00pm  
South Loop FCRC, 1112 S. Wabash , Chicago, IL 60606  
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](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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Internal Security Investigator II**

Agency: Human Services

Closing Date/Time: Tue. 08/18/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly \$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: 10-14-92091/92092/92093

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major coursework in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

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

OIG/Madden, 1200 S. 1st Street, Pav 12, Hines, IL 60140

Please submit applications to: Kelly Kindred

Bureau of Employee Services , 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](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).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: NONCODE Accountant Advanced**

Agency: Human Services

Closing Date/Time: Tue. 08/25/15 5:00 PM Central Time

Salary: \$29.00 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: PSCONTRACT 10-90-92156

Description of Duties/Essential Functions Benefits Supplemental Questions  
"This Is A Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading."

The JTED-SNAP Staff Accountant is under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, JTED-SNAP Project Manager. Provides support to the Illinois JTED-SNAP for the execution of activities related to the federal USDA SNAP Employment Training pilot project. Because this is a grant-funded position the duties and or requirements of the position may be modified as required by the federal agency.

**Minimum Requirements:**

Requires knowledge, skill, mental development equivalent to completion of four years of college with courses in business administration. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules, and regulations relating to government accounting or auditing principles. Extensive knowledge of spreadsheet programs, ability to prepare comprehensive accounting reports.

**Work Hours & Location/Agency Contact:**

Work Location: IDHS, Family & Community Services

Bureau of Workforce Development, 1308 W. 105<sup>th</sup>, Chicago, IL 60643

How to Apply: Applications should be mailed directly to:

Illinois Department of Human Services

Bureau of Workforce Development

1308 W. 105th Street

Chicago, IL 60643

ATTN: Katherine Staten

Phone: (773) 881-2932 Fax: (773) 881-2939

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





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

Agency: Children & Family Services

Closing Date/Time: Thu. 08/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560030-602411

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions; using a computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM

Supervisor: Deborah Wilson-Gordon

Work Location: DCFS, 1911 S. Indiana, Chicago, IL. 60616

Agency Contact: April Coats

406 E. Monroe St., Station 30, Springfield, IL 62701 [April.Coats@illinois.gov](mailto:April.Coats@illinois.gov)

(217) 557-7430

(217) 785-0395-- Fax

**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**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



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

Agency: Human Services

Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly \$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-97-92751

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs highly sensitive and complex administrative and technical support functions to assist in the coordination, development and review of Agency policies and practices and to verify the timely provision of service to the client population. Establishes formats for the preparation of letters, memorandums, statistical reports, flowcharts, form and outlines which include legal and medical terminology. Provides specialized office support functions for the office; composts correspondence and maintains files for the Office.

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 ability to type accurately at 30 wpm.

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

Bureau of Workforce Development

Employment and Training Resource Development

401 S. Clinton , Chicago, IL 60607

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](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**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Paralegal Assistant**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/25/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1503010-035860

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; receives and processes subpoenas received by Cook County staff; obtains legal materials for staff attorneys; files court documents and serves legal papers; travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate; requires travel.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday - Friday 8:30AM - 5:00PM

Work Location: 2245 W. Ogden Avenue, Chicago, IL 60612

Supervisor: Vacant

Lorne Garrett Office of Legal Services

2245 W. Ogden, 3rd Fl., Chicago, IL 60612

Phone: 312-633-3406 Fax: 312-633-3965

Email: [Lorne.Garrett@Illinois.gov](mailto:Lorne.Garrett@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](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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services  
Closing Date/Time: Wed. 08/26/15 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: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: 10-92-92657

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Kankakee County, 285 N. Schuyler Avenue, Kankakee, IL 60901

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

Applications may be mailed, faxed, or e-mailed.

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

**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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Public Service Administrator - Opt 6**

Agency: Public Health

Closing Date/Time: Tue. 08/25/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 85934

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in health related filed. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health related organization. Requires knowledge of organizational operations and procedures. Requires ability to develop and manage a supportive agency program. Requires knowledge of public health principals and practices. Requires ability to exercise judgment and discretion in developing, implementing, and interpreting agency policies and procedures. Requires ability to develop and maintain cooperative working relationships. Requires ability to communicate effectively, both orally and in writing. Requires excellent interpersonal and communication skills to work productively with nursing facilities and police jurisdictions. Requires knowledge and computer experience in Word, Excel, and Power Point. Position is of a highly confidential nature and employee must have a well developed knowledge of confidentiality issues and basic ability to understand written laws and their application.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00PM

Office of Policy, Planning, & Statistics

Division of Patient Safety & Quality, 122 S. Michigan Ave., Chicago, 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](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**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Warehouse Distribution Supervisor**

Talent Area : Supply Chain

Location : St Charles, IL, USA

Requisition Number : 00033230

Full or Part Time : Regular Employee FT

### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
  - Supervise the daily activities of the warehouse.
  - Schedule warehouse team members to meet the demands of the facility.
  - Allocate necessary space for stock rotation.
  - Assist and maintain appropriate inventory levels and product loss control.
  - Oversee shipping and receiving functions as applicable.
  - Secure company assets.
  - Manage within labor and OPEX budget
- 
- High school diploma or GED required.
  - Bachelor's degree preferred.
  - 1-3 years warehouse/inventory experience required.
  - Requires experience managing people/budgets.
  - 2+ years supervising warehouse/inventory staff preferred.
  - Computer and database application skills.
  - Familiarity with inventory management systems.
  - Ability to operate a manual / powered pallet jack or lift product.
  - Forklift certification is required upon commencement of work.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-supervisor-st-charles-illinois-job-1-5345845>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: ASSISTANT GIFT SHOP MANAGER**

Department: Gift Shop

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Marketing

Job Number: 2015-1711

**Position Highlights:**

The Assistant Gift Shop Manager will be responsible for managing day-to-day bookkeeping within the Gift Shops, including assistance with budgeting and physical inventory.

Assist the Gift Shop General Manager in developing and implementing inventory and financial control measures.

Assist in staffing schedules, store maintenance, inventory control, merchandise buying and displays and sales training for Gift Shop Sales personnel.

Act as primary supervisor of the sales floor/force and will oversee all operations in the absence of the Gift Shop General Manager.

Ensure that the sales staff is courteous and helpful to patients, visitors, physicians and staff.

Exemplifies the Rush mission, vision and values and act in accordance with Department and Rush policies and procedures.

**Position Qualifications Include:**

College degree strongly preferred; ideally with concentration in Marketing, Business or Retail Merchandising. Two to three years' retail experience, including experience with visual displays, preferred. Strong math and accounting skills required.

Good communication and interpersonal skills with the ability to work with a diverse customer population. Physical ability to perform medium lifting.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172313&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172313&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Cashier, Pharmacy (Part-Time, Benefit Eligible)**

Department: HDM-Prof Bldg Pharm

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Retail Pharmacy

Job Number: 2015-1704

**Job Description:**

Rush Medical Center is seeking a Cashier in the Pharmacy Department!

This is a part-time position that is 40 hours every two weeks; benefit-eligible.

Tuesday – Friday 1:30p - 5:30p

Saturday 9:00 am – 2:00 pm

**Position Highlights:**

The Cashier is an operations position with extensive customer service responsibility servicing the over-the-counter customers of the retail pharmacy.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required.

Two years' experience in a customer service oriented pharmacy environment, or related field, is desired.

Good problem solving skills and the ability to work independently and quickly in responding to and resolving a wide range of problems.

Excellent data entry skills.

Flexibility with work schedule.

Excellent verbal communication skills.

Dependable in attendance and job performance.

Able to lift 30 lbs.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172617&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172617&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: CE Program Coordinator**

Department: CONTINUING EDUCATION OFFICE

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Education

Job Number: 2015-1746

**General Summary:**

The CE Program Coordinator is responsible for maintenance and oversight of a portfolio of CE programs. This position works independently and collaboratively with program planners, faculty and other staff in the Inter-professional Continuing Education (IPCE) office. This position requires some in-town and out-of-town travel. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Associate's degree required, bachelor's degree preferred:

At least one year of related experience in continuing education.

Must be a proficient user of Microsoft Word, Excel and PowerPoint.

Must have a working knowledge of ACCME, ANCC and/or ACPE accreditation standards.

Good technical aptitude to learn and gain proficiency with electronic systems (i.e. PARS, event management systems, Blackboard, Share Point, FatWire, etc.) with minimal effort. Good problem solving skills.

Strong customer service skills with the ability to interact effectively with all levels of staff, faculty, administration and external business associates. Must be detail oriented. Strong organizational and time management skills.

Ability to focus and perform well under pressure, effectively prioritizes, meet deadlines and maintain confidentiality. Ability to travel in- and out-of-town as needed.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172657&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172657&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





**Job Title: COMMUNITY HEALTH WORKER**

Department: RES A Preventive Med

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Preventive Medicine

Job Number: 2015-1595

**Job Description:** Are you looking to be a part of the exciting, always evolving and expanding new developments in research here at Rush University Medical Center? Are you well experienced in working with a variety of group, single and industry oriented studies? If this describes you, you may be the right candidate for the Community Health Worker position in the Preventive Medicine.

**Position Summary:**

The Community Health Worker (CHW) is responsible for delivering an educational intervention to study participants to improve their self-management of chronic diseases. The intervention can be conducted in person at community settings, clinics, or in participants' homes. Routine supportive phone calls are also made to study participants. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:** A high school graduate or GED is required. 1-2 years of experience as a community health worker is desirable. The ability to work independently and solve problems along with a strong multi-tasking, organization, communication, and basic computer skills are required. Experience in community service through volunteering, internships, committee service, community networks, etc. preferred. Must be comfortable working in a variety of settings, with people's different living situations, and across all levels of socio-economic status. Applicant must live in the Chicagoland area, have their own transportation with proof of current auto insurance, be able to navigate the Chicagoland area, and be available to work evenings and weekends.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172749&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172749&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: GRANTS SPECIALIST**

Department: RES RECRUITMENT INT MED CHAIR

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Research

Job Number: 2015-1716

**Job Description:** The Internal Medicine Department at Rush University Medical Center is looking to add a detail-oriented Grants Specialist to their team!

**Position Highlights:**

Responsible for a high-volume of pre-award submission of federal grant applications. Also responsible for philanthropic, and foundation grant applications, as well as post-award funds management.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Undergraduate degree and 2 years of experience working with funds, fund reports and the preparation of financial status reports or equivalent combination of education, training and experience where the required knowledge, skills and abilities have been acquired.

Strong analytical ability and strong computer skills desired; ability to identify and correct problems as they occur; knowledge of fund accounting functions essential.

Must be literate in Microsoft Excel and Word and be willing to learn new grants management software (candidates selected for interview will be tested).

Excellent organizational skills and interpersonal skills necessary to work with a diverse group of people. Must be self-motivated and must be able to use time and resources effectively. Must be able to work independently.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172839&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172839&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Patient Access Coordinator**

Department: Affiliated Radiology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Registration

Job Number: 2015-1737

**Job Description:**

Do you have exemplary customer service skills and experience in a medical environment interacting with patients?

We are seeking a Patient Access Coordinator to join our Patient Access team!

**Position Highlights:**

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers.

Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150813172912&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150813172912&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others