



Manager of Paratransit Contracted Bus Operations

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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

Apply online by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681

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Merchandise Associate

Number of openings: 6

PT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Part-time

Responsible for assisting in the daily operations of the Store.

Assigned to work in various areas of the store, including merchandise presentation, processing, markdowns, cashier, customer service, dressing room (if applicable) and layaway (if applicable).

Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery.

Performs other duties, as assigned. (Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills

- Energetic and enthusiastic
- Professional appearance

- Ability to stand for extended periods of time
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting

- Willingness to work as part of a team
- Responsible, dependable and honest

Apply in person at store location or distribution center.

Salary will always start at no less than the state minimum wage.

http://www.eyworkforceservices.com/job-postings.cfm?CBO_ID=7623&CLIENT_ID=1&JOB_LOG_DATE=2014-08-18

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Courtesy Bus Driver in Chicago Illinois United States

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds
- * Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location*

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations, car rental discounts & much more!

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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Auto Mechanic Helper in Chicago Illinois United States

As an Oil and Tire Technician, you would perform basic, non-mechanical preventative maintenance on our rental fleet vehicles such as oil, fluid and tire changes. This is an excellent learning opportunity for someone looking to expand upon their natural technical abilities.

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you training and as you move forward in your career, we provide a number of educational ASE certification opportunities that will develop your skills and prepare you for advancement.

Compensation & Benefits: We provide a full-time or part-time schedule with an hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

Total Rewards: Corporate discounts on products you use most. Avis Budget Group offers many savings and discount programs for our employees such as the Neighborhood Discount Warehouse which provides deep discounts from hundreds of name brand merchants all on one site.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma At least 6 months of professional automotive experience Valid driver's license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

We provide you:

Competitive pay Medical, Dental, Vision & 401K Full training to learn the business and enhance your professional skills Paid vacations, car rental discounts & much more! If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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Job Title: Office Assistant - Opt 2 - Timekeeping

Agency: Corrections

Closing Date/Time: Tue. 09/02/14 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0096

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Business Administrator (Public Service Admin.), and guidance of the timekeeping leadworker (Office Associate), performs a variety of difficult clerical duties as the timekeeper at the Stateville Correctional Center and Northern Receiving and Classification Center (NRC); maintains personal time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets. Position Number: 30010-29-82-180-32-02

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; requires working knowledge of office practices, procedures and programs; requires working knowledge of spelling, grammar and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; 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 (815) 727-3607 extension 6693.

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

Option 2 - Typing

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Wed. 08/27/14 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#: 1403013-035825

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: Mon - Fri 8:30AM - 5:00PM

Work Location: 2245 W. Ogden 3rd Fl., Chicago, IL 60612

Lorne Garrett

Office of Legal Services

2245 W. Ogden, 3rd Fl.

Chicago, IL 60612

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

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: Public Safety Inspector-Carnival and Amusement

Agency: Department of Labor

Closing Date/Time: Fri. 08/29/14 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

Bid ID#: 15-IDOL-0033

Description of Duties/Essential Functions Benefits Supplemental Questions Under direction of the Manager and Chief Ride Inspector of the Carnival and Amusement Ride Division, performs safety inspections of carnival rides and attractions and related electrical equipment for conformity with State standards and regulations. Investigates incidents, accidents and fatalities occurring in the carnival industry; interviews carnival owners and operators to gather relevant information, writes detailed inspection reports to document findings. Advises owners, operators and the general public on the subject of carnival and amusement ride safety.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of the Illinois Carnival and Amusement Rides Safety Act. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with safety standards and laws. Requires the ability to climb rides, tolerate heights and extreme weather conditions. Requires the ability to prepare clear and concise reports of inspections.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holiday off

Illinois Department of Labor 160 N. LaSalle St. c-1300 Chicago, IL 60601

Deborah Morris / Human Resources Associate

900 South Spring Street Springfield, IL 62704

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: Public Service Administrator - Opt 1

Agency: Human Services

Closing Date/Time: Fri. 08/29/14 5:00 PM Central Time

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

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063 Bid ID#: 10-97-83245

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Associate Director of the Office of TANF Workforce Development, organizes, plans, designs, executes, controls, evaluates, and directs the highly complex and specialist training programs, for Regions 1 & 2, including moving welfare clients to self-sufficiency and meeting federal participation requirements to prevent sanction to the State's federal block grants and funding. Develops, collects, and analyzes data to measure and project employment and training needs, progress and outcomes, and to determine the impact of Department self-sufficiency programs on the financially needy of the State; serves as an expert technical resource to public and private service providers; monitors and facilitates successful implementation of training programs and training to providers; works closely with other Department staff to develop formal Requests for Proposals and contractual agreements.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization.

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

IL Dept of Human Services / Bureau of Workforce and Development

401 S. Clinton, 3rd Fl Chicago, IL 60607

BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES ATTN: NICK MIZEUR

100 S. GRAND AVE EAST, 3RD FL SPRINGFIELD, IL 62762 FAX: (217) 524-3826

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Public Service Administrator - Opt 8N

Agency: Human Services

Closing Date/Time: Thu. 08/28/14 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: GB063

Bid ID#: 10-72-84082

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Director of Nursing, serves as Assistant Director of Nursing, supervises, plans coordinates and evaluates the activities of Laboratory and third shift nursing staff; verifies compliance with professional nursing standards. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff, counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives, approves time off; prepares and signs performance evaluations. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements:

Requires knowledge, skill and mental abilities equivalent to completion of four years college with course work in nursing services and three years progressively responsible administrative experience. Requires a RN license for the state of Illinois.

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

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers / Human Resource Representative

Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

708-283-3015

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 8N - Nurse Registered II

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Job Title: Administrative Assistant 2

Department: Philanthropy

Shift: 1st

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

Specialty: Fundraising

Job Number: 2014-1657

Rush University Medical Center seeks an exemplary and experienced

Position Highlights: The position serves as the administrative assistant for the Major Gifts and Prospect Management team. Provides administrative and project related support to the Major Gifts officers in their work in major gift fund-raising. In this role, the individual will have regular interaction with Rush senior leadership, as well as Trustees and other leadership volunteers and donors to Rush. The individual will handle project management; have a high level of organization and interpersonal skills, and have advanced computer skills. The individual will exercise independent judgment and absolute discretion on a daily and ongoing basis, and will be familiar with department and Medical Center goals, standards, policies and procedures. The individual will be professional in their work, maintaining excellent communication and working relationships with all individuals inside and outside the organization. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High school diploma/GED required. Bachelor's degree is preferred. At least three years of administrative experience. Ability to effectively and accurately manage multiple schedules. Ability to establish and maintain effective working relationships. Ability to independently prioritize workload, meet deadlines, and work effectively in a fast paced environment with multiple demands. Thorough understanding of database programs with the skill to segment data for productivity analysis. Excellent communication, organizational, and interpersonal skills. Pleasant phone manner and excellent interpersonal skills when dealing with colleagues, supervisors volunteers, and donors is essential

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 by clicking

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140819155937&

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Barista Wanted/Needed

Starbucks

165 E Ontario St. Chicago, IL
Near North Side, River East

Job Description

We are now hiring baristas at Starbucks in downtown Chicago! If you're looking for a new career with great benefits including competitive wages, health insurance, 401k plans, the opportunity to be part of a diverse team, excellent opportunities for advancement, and much more, this is for you!

Those with open availability and experience in customer service who have an excellent 'People First' attitude are invited to apply!

Here is what we are looking for:

- *A fun-loving, energetic barista who fits in with our team
- *Excellent customer service skills in a fast-paced, team-oriented environment
- *Someone who loves talking to customers and is interested in building relationships
- *A person who takes initiative
- *Someone who keeps a clean and organized environment
- *A trustworthy, reliable, and dependable individual

Team members work together in a variety of duties.

This includes production of espresso drinks, selling pastries, bussing, general store keep-up, and navigation of touch screen point of sale cash register system.

Must have open availability.

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/barista-job-openings-at-starbucks-8347671>

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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Mon. 08/25/14 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 20

Plan/BU: RC009

Bid ID#: EMHC-14-2018

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must apply below.

How to Apply:

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

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Administrative Assistant/ Clerical

Perillo Collision Center

Company Description

Gold Coast Motor Group, through its Perillo Collision Center affiliate, is currently seeking an Automotive Paint Technician. Perillo Collision Center, along with Perillo BMW, has been serving the Chicagoland market with a variety of automotive services for over four decades. We are looking for a paint technician who is well experienced in his or her trade and can handle the pace of a high volume collision center. Perillo Collision Center is a rapidly growing business and looking for energetic individuals who have a passion for cars and want to continue crafting their refinishing skills. We look forward to your interest in the position.

Job Description

Duties

Inputs information quickly and accurately from a variety of sources into a computer database. Takes customer orders and enter them into a tracking system.

Maintains solid customer relationships by handling questions and concerns with speed and professionalism. Performs data entry. Also may require research skills to troubleshoot customer problems. Excellent communication abilities and data entry skills are essential.

Handles incoming calls and may operate a switchboard.

Resolves any issues a customer may have dealing with their orders with the Collision Center.

Manages the company's lobby area. Greets and directs all visitors, including vendors, clients, job candidates and customers.

Assists in accounting functions of the business.

Coordinates with dealership employees in regards to Collision Center customers.

Required

Associates Degree or 3-5 years relevant experience

Experience with Microsoft Office, specifically Excel

Experience with Quickbooks a plus

Experience with Reynolds and Reynolds management system a plus

Ability to pick up new computer systems quickly

Excellent communication skills (will deal with customers on a regular basis)

Positive attitude an absolute must

Apply online by clicking

<http://www.jobs2careers.com/results.php?q=clerical%2C+receptionist&l=Chicago%2C+IL>

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Job Title: Associate University Registrar *

Department: RUO Registrar

Shift: 1st

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

Specialty: Higher Education

Job Number: 2014-1634

Job Description:

We are seeking an experienced and highly motivated Associate University Registrar for our Office of the Registrar.

Position Qualifications Include:

Bachelor's degree required. Master's preferred.

Three or more years of experience in an administrative higher education setting preferred; previous scheduling experience preferred.

Understands the roles and business functions of the various academic offices that have direct impact on university scheduling functions.

Proficiency in Microsoft Office applications (Word, Excel and Access).

E-mail is a primary method of contact with students, and thus good email "etiquette" is required.

Experience with Ellucian Colleague and Astra Schedule is preferred.

Critical ability to exercise discretion in order to handle confidential data and information.

Ability to interact comfortably and appropriately with all students and university personnel seeking assistance from the Office of the Registrar. Must be able to establish and maintain effective work relationships with students, faculty, staff, and the public. Excellent interpersonal skills, including the ability to defuse confrontational situations.

Customer-service oriented to effectively support and interpret student inquiries and needs.

Team-oriented in order to provide support in a seasonally busy, small-staffed office.

Ability to work on multiple projects simultaneously

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Job Title: Sex Offender Therapist I

Agency: Corrections

Closing Date/Time: Wed. 09/10/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: IDOC29-00-14-8090

Minimum Requirements: Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Position Number: 40531-29-00-730-21-01

Work Hours: Mon, Thurs, Fri 8:30 AM - 5:00 PM Tues, Wed 12:00 PM - 8:30 PM

Work Location: IDOC/Sex Offender Services

Chicago Special Needs Unit 1110 Oakley Ave Chicago, IL 60612

Agency Contact: Shae Bruce

Public Safety Services 1301 Concordia Court 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).

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Booth Crew Member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming

Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:
Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion

Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception. At AMC, we live in a team-based culture where a take-charge approach exists at all levels.

We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Thu. 08/28/14 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-84075

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 AM to 4:30 PM Monday to Friday

WORK LOCATION: ELISABETH LUDEMAN CENTER

114 N. ORCHARD DRIVE PARK FOREST, IL. 60466

CONTACT PERSON: ALICE M. CHAMBERS / Human Resources Representative

114 N. Orchard Drive, Bldg# 60 Park Forest, IL 60466 (708) 283 3015

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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Vehicle Return Associate in Chicago Illinois United States

Are you driven to help people?

Are you looking to accelerate your career into the fast lane?

Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: * We provide you: * Competitive pay * Medical, Dental, Vision & 401K * Full training to learn the business and enhance your professional skills * Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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Rental Sales Associate in Chicago Illinois United States

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements:

Must have a high school diploma or equivalent Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid driver's license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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