



School Clerk Assistant (School Office Services)(Job Number: P028086)

CLASS TITLE: School Clerk Assistant

CHARACTERISTICS OF THE CLASS: Under the supervision of the school principal, performs a variety of clerical functions of average difficulty in a Chicago Public Schools facility; and performs related duties as required.

ESSENTIAL FUNCTIONS: Types a variety of original correspondence, using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to general inquiries from students, parents and guardians and the general public concerning school operations; completes student transfer, registration, and other forms and form letters; files a variety of correspondence, reports, and records; operates basic office machines, such as photocopiers, duplicators, fax machines, and adding machines; operates intercom system; maintains office bulletin boards; may assist in maintaining and monitoring the school's petty cash and internal account ledgers; may assist with the preparation and processing of unit payrolls; may operate personal computers and word processing equipment.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent), and the ability to type 35 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. General clerical work experience is highly desirable.

Knowledge, Abilities, and Skill. Good knowledge of general clerical office methods, procedures, and practices; good knowledge of basic office machines and equipment. Ability to follow oral and written instructions, ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public.

Good skill in basic arithmetic, good typing skills, oral and written communication skills, good personal computer skills are desirable.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=79892>

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Clerical Assistant
Chicago

The Area: Morningstar's Credit Ratings LLC is a Nationally Recognized Statistical Rating Organization (NRSRO) known for innovation in the fixed income market. At Morningstar our goal is to create great products for investors. Our credit ratings business is focused on providing unique perspectives, improving transparency, and providing investors with the information and tools required to make informed investment decisions.

The Role: Morningstar Credit Ratings seeks a highly motivated Clerical Assistant to assist the business operations group. In this role you will help the business operations team meet the day to day objectives of this high growth business. This position requires an individual who can adjust throughout the day between various responsibilities across the company's business operations. This position will be located in Horsham, Pennsylvania.

Responsibilities:

- Document Processing And Filing
- Client File Maintenance
- Client & Prospect Database Maintenance
- Monitor Support Line And Support Mailbox Inquiries
- Mail Distribution / Courier Service Requests
- Managing Office Supply Inventory / Ordering
- Execute Recurring Tasks And Ad-Hoc Projects
- Provide Backup Support To Operations Personnel During Time Off

Requirements:

- Entry Level Position
- Experience With Microsoft Excel, Word, And Other Microsoft Office Applications
- Excellent Interpersonal Skills
- Strong Written And Verbal Communication Skills
- Strong Organization Skills, Attention to Detail, and the Ability to Multi-Task
- Ability to Thrive In a Fast-Paced Environment While Producing Consistently High

Quality Work

Morningstar is an equal opportunity employer.

Apply online at https://morningstar.wd5.myworkdayjobs.com/en-US/Americas/job/Chicago/Clerical-Assistant_REQ-002006?source=indeed

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Position Title Mailroom Clerk

Auto Req ID 22966BR

Job Description

Primary Responsibilities:

- Sort and collate mail • Place mail in proper buckets for distribution
- Dispose of junk mail
- Sort mail such as returned letters, adjustments, bills, orders and payments
- Complete incorrect returned mail
- Receive outgoing mail and apply correct postage
- Arrange for pickup of outgoing mail
- Processing outgoing shipments (Fed-Ex, U.P. S., DHL and U.S.P.S.)
- Small office moves and conference room set ups and tear downs.
- Unloading trucks • Operating forklift and electronic pallet jacks
- Stamp mail with postage meters
- Fold letters, circulars or other documents and insert into envelopes for distribution
- Weigh mail to determine correct postage
- Place mail in metal bins and carry to departments for distribution
- Record registered mail • Stock copy rooms and printing devices
- Ensure office is adequately stocked with mail supplies • Lifting up to 50 lbs.
- Use fax and scanning machines • Hospitality services and minor housekeeping
- Reception relief as needed • All other duties as assigned

Qualifications: Candidate must have a high school diploma or GED equivalent and have previous mailroom experience. Ability to perform in a fast-paced environment. Must have ability to lift a minimum of 50 lbs. and have excellent communication skills in English, both oral and written. Excellent computer skills, good organizational skills and quick learner. Certified Fork Lift Operator a plus. PPE gear will be required for this job but will be supplied by management.

Start a lasting career with JLL today!

We offer a competitive salary and benefits package. To be considered, please visit our Web site at www.us.am.joneslanglasalle.com/UnitedStates/EN-US/Pages/Careers.aspx to apply online.

All resumes MUST BE submitted via our web site. Please reference Job: 22966BR

#LI-AP1

Full/Part Time Full-Time

Regular/Temporary Regular

EEO Statement JLL is an Equal Opportunity Employer

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Front Desk Customer Service

All times are in Central Daylight Time.

Job ID 2015-7721

Center Irving Park

Posted Date 8/20/2015

Address 4251 W. Irving Park Rd.

Positions 1

City Chicago

Category Sales/Membership Services

State IL

Type Regular Part-Time

Hours per Week 15-29

Variable Schedule 8am-8p M-F and 10am-4pm on Saturdays and Sundays. Must be able to work a 4 hour shift.

Requirements:

Must have high school diploma or GED.

One year of member relations or customer service.

Must be a problem solver and a proven track record of complaint resolution.

Strong interpersonal skills with the ability to build rapport and credibility quickly.

Entrepreneurial spirit with the ability to work in highly flexible, rapidly changing and ambiguous work environment

Must have excellent written and verbal communications skills.

Must be able to work a variety of hours including holidays and at least one weekend and one evening per month.

Must be able to work a minimum of 15 hours per week with a minimum of 4 hour shifts between the hours of 8 am to 8 pm Monday - Friday and 10 am to 4 pm on Saturday and Sunday.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/7721/front-desk-customer-service/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Full-Time Customer Service Representative

Job ID #: 14061

Location: US-IL-Chicago

Functional Area: Customer Service & Support

Department: Communication Solutions

Position Type: Full-Time

Education Required: Not Indicated

Experience Required: None

Relocation Provided: No

Position Description

We are currently recruiting for front line customer experience agents to help process inbound and outbound calls in one of our many fast-growing call centers across the U.S. No prior customer service or healthcare experience is necessary; however, we do look for energetic, customer centric, detail-oriented individuals who fit in well with our strong company culture. Various shift options, competitive benefits, including tuition reimbursement and paid time-off, are just some of the things you can expect as an employee at Stericycle.

Essential Duties & Responsibilities:

- Answer urgent and non-urgent phone calls using computer-telephony integration
- Provide information, document interactions, or schedule appointments using predefined scripts and templates
- Deliver message content back to clients

Position Requirements

- Ability to read, write and comprehend the English language
- Ability to speak clearly and project good voice tone
- Ability to accurately document and present information during phone interactions
- Ability to multitask while on the phone
- Ability to keep information confidential
- Needs to have completed 3 years of high school or the equivalent and be at least 17 years old
- Bilingual Spanish a plus

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://careers.peopleclick.com/careerscp/client_stericycle/external_appletreeanswers/jobDetails.do?functionName=getJobDetail&jobPostId=41568&localeCode=en-us

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HR Associate-HUM0001D3

Supervisory Position: No

Description

Essential Duties & Responsibilities

1. Provides HR generalist support to management in the handling of basic HR issues.
2. Provides HR information and support to staff in the areas of performance management, compensation administration, employee relations etc.
3. Researches, compiles and analyzes HR data and prepares reports for management as required.
4. Conducts standard training programs.
5. Participates in special projects.
6. May make recommendations in line with existing HR and organizational practices
May perform additional duties as assigned.

Reporting Relationship: Director or above

Skills, Knowledge & Abilities

1. Basic knowledge of and ability to interpret HR and organizational policies, practices and procedures.
2. Ability to work with and maintain confidential information.
3. Strong written and verbal communication skills.
4. Strong interpersonal skills with the ability to effectively interact with staff at all levels.
5. Good organizational skills including ability to prioritize and coordinate multiple projects.
6. Problem-solving and conflict resolution skills.
7. Knowledge of Microsoft Office suite and other business related software systems as well as proficiency in the use of data reporting technologies.
8. Customer service experience in an inbound call center.

Education & Experience

1. Bachelor's degree or equivalent.
2. Typically a minimum one year human resources experience.

Job Human Resources

Primary Location: United States-Illinois-Chicago

Organization HR-HR Connect-Operations

Job Posting Aug 20, 2015

Apply online at <https://cna.taleo.net/careersection/2/jobdetail.ftl?job=121384&src=JB-10060>

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Guest Services Agent / HYATT

Description

Interstate Hotels & Resorts is an EEO/AA/Minorities/Females/Disabled/Veterans Guest Services Agent is a member of the Front Office Team and is responsible for maintaining and promoting hospitality at all times. Welcomes and serves guests in courteous, efficient and friendly manner, both face-to-face and on the phone. As part of this job this individual is required to demonstrate good computer skills, accurately handle cash and charges, stand for long periods of time.

This individual will be cross trained to work as a Front Desk Agent, Concierge, PBX and Night Audit. Ideal candidate must be able to work a flexible schedule, including weekends, holidays and all hours of the day. Good knowledge of the local Chicago area is highly preferred. Must have a friendly, outgoing, energetic and service oriented personality.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

The Hyatt Centric spirit of exploration continues beyond the walls of our hotels. Simply put, we strive to be a part of our guests' unique adventures — in our destinations and beyond.

Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Front Office/Guest Services/Transportation
Job Category: Guest Services
Req ID: 653681

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=653681&LangID=1>

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Houseperson / HYATT

Description

Houseperson is responsible for: ensuring the cleanliness of guest floor corridors, foyers, stairwells, and public areas; assisting housekeepers in maintaining IHR's high standards of quality; stocking linen closets with amenities and supplies; and emptying housekeeping carts. This position requires the ability to lift, bend, move heavy equipment and remain on one's feet for extended periods of time.

Interstate Hotels & Resorts is an EEO/AA/Minorities/Females/Disabled/Veterans

Click here to navigate to the "EEO is the Law" Poster

Must be available to work flexible hours including evenings, weekends and holidays.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The hotel features 257 guestrooms, including 38 suites, in addition to a three-meal restaurant and bar, a rooftop bar and lounge, a coffee and sundries outlet, and a fitness center. It also includes eight meeting rooms totaling more than 5,000 square feet.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Part-Time
Job: Housekeeping/Laundry
Req ID: 726269

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=726269&LangID=1>

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Bell/Door Attendant

Description

"At White Lodging, you'll discover an atmosphere that complements your ambition, and isn't shy about rewarding your achievements!

Please visit: www.whitelodging.com/yourcareer to apply online.

Job description

Assist guest with luggage and explain hotel outlets, services and amenities.

Property: Hyatt Place Chicago River North

Company: White Lodging

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Front Office/Guest Services/Transportation

Job Category: Guest Services

Req ID: 727786

CLINICAL AIDE

Facility Presence Saint Joseph Hospital - Chicago

Department TRANSPORTATION

Schedule Full-time

Shift 8 hour shifts

Hours 10:00am-6:30pm

Location Chicago, IL

Req Number 140896

Provides transportation services of patients and ancillary equipment to and from the Cardiology department.

-Preferably 1 year of experience in Clinical Aide.

-High school diploma is preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033571>

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CLINICAL AIDE

Facility Presence Resurrection Medical Center
Department RADIOLOGY TRANSPORTATION
Schedule Registry/PRN/Flex
Shift Rotation
Hours 11:00am - 3:00pm
Location Chicago, IL
Req Number 139681
Job Details CLINICAL AIDE
RADIOLOGY TRANSPORTATION

Position Details:

Status: Registry, not benefits eligible
Shift: As Needed
Weekends: Rotating (as needed)
Dept Hours: 11:00am – 3:00pm
On Call: No
Location: Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631

Summary:

Provides safe and efficient transportation of hospital patients and materials throughout the hospitals. This summary represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or equivalent
- No experience required
- Basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=727786&LangID=1>

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Public Area Attendant

Description

Lobby Attendant is responsible for maintaining all public restroom and public areas of the hotel in keeping with IHR's high standards of quality. This individual have the ability to interact with guests in a courteous and friendly manner.

Interstate Hotels & Resorts is an EEO/AA/Minorities/Females/Disabled/Veterans

Ideal candidate must be available to work flexible schedule, including weekends and holidays and all hours of the day.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The Hyatt Centric (<http://hyattcentric.com/#experience>) hotels are at the center of the most unique destinations—in the middle of the action, in the know, and always on-hand to serve up insider knowledge, intriguing tidbits, and great conversation over a well-crafted cocktail. We are your local home base, preparing our guests to explore the best our cities have to offer.

Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

The Hyatt Centric spirit of exploration continues beyond the walls of our hotels. Simply put, we strive to be a part of our guests' unique adventures — in our destinations and beyond.

Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry
Req ID: 729044

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=729044&LangID=1>

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Part-time PM Server- Shor Restaurant

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

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

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills.
Must have physical stamina to lift moderate amounts of weight.
Ability to stand for long periods of time.
Must be at least 21 years old.

This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI006859

To search for other hotel jobs visit <http://hyatt.jobs>.

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Maintenance Mechanic I

Summary

Title: Maintenance Mechanic I

ID: 1012

Department: Facilities

Description

This is a responsible Maintenance Mechanic I, Full-time position. This position performs preventive maintenance on all base building and life support equipment.

This individual installs, repairs, and maintains mechanical/electrical operating equipment and machinery.

The Maintenance Mechanic I assists other mechanics and operators with major repairs and maintenance of building and equipment.

This position is responsible for maintaining the quality of operating equipment and machinery at Shedd Aquarium.

There is a strong emphasis on preventive maintenance.

Responsibilities range from cleaning the tools and equipment rooms to coordinating furniture moves and conference room set-ups, vehicle maintenance, light bulb changes, vent cleaning, and more

Qualifications:

Education: Minimum of a high school degree required.

Experience:

Minimum of two years' experience in industrial repair and maintenance.

Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred.

Minimum of one year electrical system maintenance experience or educational equivalent. Intermediate computer skills including knowledge of Excel

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5i5y2o>

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Job Title: Office Clerk - Opt 1

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

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

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

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

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

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

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor , Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates 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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Job Title: Storekeeper I

Agency: Human Services

Closing Date/Time: Mon. 08/31/15 4:00 PM Central Time

Salary: \$21.15 - \$30.33 hourly

\$3,450.00 - \$4,948.00 monthly

\$41,400.00 - \$59,376.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-67-92870

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, administers the facility's property control program and is responsible for the issuing and receipt of forms, paper and office supplies, medical supplies, clothing, industrial and household supplies, maintains stores inventory, bookkeeping and other purchasing control records; performs clerical work in controlling and accounting for property and equipment.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year experience in the keeping of stores and stores records. Requires a working knowledge of storeroom and warehouse methods, procedures, inventory record keeping and controls. Requires a working knowledge of transportation agencies, shipment methods and purchase and requisition procedures. Requires ability to determine quality of goods against prescribed specifications. Requires ability to perform arduous labor.

Work Hours & Location/Agency Contact:

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. Monday – Friday Weekends/Holidays Off

Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center

134 W. Main Street, Dwight, IL 60420 815-54-3347

For questions, contact Human Resources

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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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Up-Town
4055 N Broadway St
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

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

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 9am to 3pm
Tue - NA
Wed - 9am to 3pm
Thu - NA
Fri - 9am to 3pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=156309&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

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

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of South Shore
1650 E 71st St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

Sun - 8am to 6pm

Mon - 12pm to 8pm

Tue - 12pm to 8pm

Wed - NA

Thu - NA

Fri - 12pm to 9pm

Sat - 6am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154046&mode=

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Reservation Manager

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

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 11am to 7pm
Tue - 11am to 7pm
Wed - 11am to 7pm
Thu - 11am to 7pm
Fri - 11am to 7pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=155263&mode=

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