



## **Truck Driver - Class A, Part Time**

Requisition ID 2014-9718

Primary State/Province IL

Posted Date 8/20/2014

Primary City UNIVERSITY PARK

Employment Type Regular - Part Time (5) Travel Requirements 0%Apply/Share:

### **Position Description:**

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on your everyday to keep their businesses running smoothly. Ryder has openings for Part Time/Casual Drivers in your area. Our drivers earn excellent money and get paid weekly. If you are ready to take the next step in your career, we invite you to apply today.

### **Requirements:**

- Must be a minimum of 22 years of age 9 months verifiable driving experience
- Valid Class A CDL Ability to meet Ryder's driving qualifications

**ADDITIONAL REQUIREMENTS:** •Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

### **Responsibilities:**

- This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service •Additional Responsibilities include but are not limited to: Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://driver-ryder.icims.com/jobs/9718/truck-driver---class-a%2c-part-time/job>

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



**Truck Driver, Class A - Full Time - Weekends Off - Chicago, IL**

Requisition ID 2014-9714

Primary State/Province IL

Posted Date 8/25/2014

Primary City CHICAGO

Employment Type Regular - Full Time (4)

Position Description: Ryder is Hiring Class A Drivers in Chicago, IL •\$1,300.00 Weekly Guarantee! •Weekends Off! 9 months experience within the past 3 years, OR 2 years' experience within the last 5 years, OR 5 years' experience within the last 10 years

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications  
ADDITIONAL REQUIREMENTS:•Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service. Additional Responsibilities include, but are not limited to:  
•Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://driver-ryder.icims.com/jobs/9714/truck-driver%2c-class-a---full-time---weekends-off---chicago%2c-il/job>

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



**Truck Driver, Class A - Full Time - \$1500 Sign On Bonus - West Chicago, IL**

Requisition ID 2014-9140 Primary

State/Province IL

Posted Date 8/15/2014

Primary City WEST CHICAGO

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Description: Ryder is Hiring Class A Drivers in West Chicago, IL

- \$1,500 Sign On Bonus •Off Weekends!
  - Local and Regional runs, Plenty of Home Time & a Competitive Pay Rate
- About the position:
- Truck driver / Class A CDL / Full-Time
  - Local and regional runs
  - Flexibility to work multiple accounts
  - Flatbed experience preferred
  - SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years.
  - Must meet our minimum driving experience requirements as outlined below.
- Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit
- 9 months experience within the past 3 years, OR
  - 2 years' experience within the last 5 years, OR
  - 5 years' experience within the last 10 years

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service. •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://driver-ryder.icims.com/jobs/9140/truck-driver%2c-class-a---full-time---%241500-sign-on-bonus---west-chicago%2c-il/job>

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





## **Diesel Mechanic**

Requisition ID 2014-9611

Job Locations US-IL-CICERO

Posted Date 8/21/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

### Position Description:

Under close supervision, this position performs minor routine maintenance and repair services on different types of vehicles.

Works with the assistance of a T2, T3, T4, TIC SS or SM, when performing technical and diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner.

### Requirements:

- High Diploma or equivalent
- Post-secondary vocational education strongly preferred
- Must have minimum tools required as outlined in Maintenance policy 2.02

### ADDITIONAL REQUIREMENTS:

- Ability to understand and communicate effectively, work shift work/weekend as required, perform all entry level tasks, and demonstrate mechanical aptitude
- Knowledge of and the ability to apply knowledge of computers
- Some experience in transportation maintenance preferred
- This position requires for you to drive Ryder vehicles.
- Perform air brake sections of P.M.

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://technicians-ryder.icims.com/jobs/9611/diesel-mechanic/job>

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



## **Service Writer**

Requisition ID 2014-6976

Job Locations US-IL-FRANKLIN PARK

Category Admin Support, Clerical & Service Coordinators

Employment Type Regular - Full Time (4)

Travel Requirements 0%

### **Position Description:**

The Customer Service Coordinator/Service Writer will perform tasks related to parts inventory, scheduling and processing orders in a fast paced maintenance facility.

### **Requirements:**

- High School Diploma or GED equivalent is required
- 18 years of age or older

### **ADDITIONAL REQUIREMENTS:**

- Parts experience is required
- Mechanic knowledge is preferred
  
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

### **Responsibilities:**

- This position is responsible for maintaining parts inventory, coordinating with customers to schedule maintenance and processing purchase orders and debit memos
  
- This position will also assist in scheduling shop workload
  
- Additional duties are required on an as needed basis by supervisor

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://technicians-ryder.icims.com/jobs/6976/service-writer/job>

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



**Diesel Mechanic Wanted! Top Pay & Great Benefits!**

Requisition ID 2014-9613

Job Locations US-IL-ST CHARLES

Posted Date 8/21/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

**Position Description:**

Under close supervision, this position performs minor to average routine maintenance and repair services on different types of vehicles. Works with the assistance of a T3, T4, TIC, SS or SM, when performing highly technical and superior diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner. The T2 Technician performs minor to average repairs and routine maintenance under limited supervision. The T2 may be assigned to work/train directly with a T3 or T4.

- Requirements:
- High school diploma or equivalent
  - Post-secondary vocational education strongly preferred
  - Must have minimum tools required as outlined in Maintenance policy 2.02

- ADDITIONAL REQUIREMENTS:
- Must have a valid driver's license
  - Valid CDL (license A) is highly desired; mandatory in some locations
  - Must possess state license as required

This position requires for you to drive Ryder vehicles. In order to become a Ryder employee you must:

- Pass a Ryder initiated drug and alcohol screening test
- Pass a regulatory agency (DOT) specific physical examination
- Pass a Ryder road test
- Provide appropriate CDL and endorsements for the position
- Verify competency in critical skill areas for the specific driving position (e.g., hazmat, doubles, frequent backing)

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online by clicking <https://technicians-ryder.icims.com/jobs/9613/diesel-mechanic-wanted%21-top-pay-%26-great-benefits%21/job>

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





**Automotive Equipment Repair Technician job in SCHAUMBURG**

Requisition ID: 333530BR

Job Function: Automotive

Employment Category: Regular, Full-time

State: Illinois (IL)

State or Province/City: SCHAUMBURG

Location: 890 PERIMETER DRIVE, SCHAUMBURG, IL 60173, US

Post Code: 60173

Post Date: 08/24/2014

Brand: Sears

Business Unit: Stores - Auto Centers

Store: 04336: STG Maint/Repair Facility

Technical skills to assist stores and vendors in determining Scope of Work for repair or replacement of automotive specific equipment. (Ex - Compressors, Alignment Racking, Instrumentation, Lifts, Brake Lathes, Battery Equipment, etc) Technical and administrative skills to assist Sears Automotive deliver cost effective procedures for equipment repairs, maintenance, capital replacement and expense management.

Requires extensive cross-functional "Communication and Activities: with store, district and internal teams along with vendor support resolve issues.

Requires self motivated individual capable of performing these tasks with limited supervision.

The Equipment Maintenance Technician is responsible for serving within the Sears Automotive Maintenance Repair Facility to support field (stores), vendors, and internal support teams (i.e., Procurement, Item Maintenance Application, Information Technology, Facilities Maintenance, Environmental, Construction, Pro-Card (expense credit card)), providing results in equipment repair, maintenance, capital procurement and management, continued development of new and existing vendor relationships with emphasis on service and repair, supply management, and implementation of automotive service bay strategic initiatives.

EOE Minorities / Females / Protected Veterans / Disabled

Apply online by clicking <http://jobs.sears.com/career/338888/Automotive-Equipment-Repair-Technician-Illinois-IL-Schaumburg>

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



### **Cashier job in CHICAGO**

Requisition ID: 376960BR  
Job Function: Customer Service  
Employment Category: Regular, Part-time  
Location: 7050 S PULASKI, CHICAGO, IL 60629, US  
Post Code: 60629  
Post Date: 08/23/2014  
Brand: Kmart  
Business Unit: Stores - Kmart  
Store: 04235: CHICAGO, IL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

EEO Employer

Apply online by clicking <http://jobs.sears.com/career/338655/Cashier-Illinois-IL-Chicago>

### **Pizza Delivery Driver**

Sarpino's Pizzeria  
870 N Roselle Rd Hoffman Estates, IL

#### Job Description

Sarpinos pizzeria in Hoffman  
compensation: \$ 6.00 an hour Plus tips

Sarpinos pizzeria in Hoffman Estates have an immediate opening for a delivery driver for a full and part time. Our hours of operation are from 10 am to 3 am 365 days a year. Right now we have day, and night shift available, the hours for the night shifts are from 5:00pm to 3:00am, and the hours for the day shift are from 10:00am to 8:00pm. No experience necessary, but experienced drivers preferred. Must be 18 or older, clean driving record, reliable car, must have full insurance coverage, and have a cell phone. We are looking for reliable and long term people.

#### Requirements & Skills

Must be 18 +

Apply online at <http://www.shiftgig.com/job/hoffman-estates/il/delivery-job-openings-at-sarpinos-pizzeria-8389371>

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: Building/Grounds Laborer**

Agency: Central Management Services

Closing Date/Time: Mon. 09/08/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: CMS 9520

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago Region - Client Agencies. Travels to various facilities within Chicago area on an as-needed basis.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern/Chicago B

831 W. 119th Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 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).

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: Technical Advisor Advanced Program Specialist**

Agency: Revenue

Closing Date/Time: Mon. 09/08/14 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: RC010

Bid ID#: DOR 9694

**Minimum Requirements:**

Requires graduation from a recognized law school; requires the possession of an active license to practice law in the State of Illinois; requires a minimum of three years of professional experience in the practice of law; requires thorough knowledge of common law as well as State and federal laws, particularly relating to administrative and regulatory functions; requires extensive and demonstrable knowledge of judicial/administrative procedure, rules of evidence and trial process. Requires working knowledge of the principles of administrative law and procedure and case management. Requires experience in litigation and/or background in court and evidentiary process. Requires extensive experience in state and local taxation. Requires experience in licensure application and revocation proceedings. Requires ability to travel. Experience, educational background or certificate related to state and local tax is preferred.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Administrative Law Judge Office

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Office Assistant - Opt 1**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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](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 1 - General

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 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](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 1 – General**

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 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: 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](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: 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](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





### **Restaurant Associate job in CHICAGO**

Requisition ID: 376902BR

Job Function: Restaurant

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Location: 3443 W ADDISON, CHICAGO, IL 60618, US

Post Code: 60618

Post Date: 08/23/2014

Brand: Kmart

Business Unit: Stores - Kmart

Store: 03371: CHICAGO, IL

Provides "World Class" Member Service by surprising and delighting our members every day. Provides food service according to industry food standards.

- Maintains a clean and efficient restaurant and work area and ensuring all associates working in the restaurant understand the importance of cleanliness in the food preparation department

Known-Loss Merchandise and Open/Empty Packages

- Responsible for providing food service according to industry food standards
- Replenishes soda and Ice machines as needed and ensures that the soda and Ice machines are cleaned on a continual basis
- Knows meets/exceeds the daily and hourly sales goals established for the restaurant/pizza station
- Ensures that the proper amount of dough is prepared before store opening to avoid having to make more during peak hours
- Keeps an accurate record of customer call-in orders ensuring that they are prepared in a timely manner
- Performs other duties as assigned
- Ability to have a positive and friendly demeanor
- Ability to be cross-trained
- Have strong verbal, writing, reading, and arithmetic skills
- Ability to understand and follow verbal and written instructions
- Demonstrate strong skill set in suggestive selling techniques
- Ability to lift and move merchandise, typically a minimum of 20lbs, but could be up to 100 lbs
- Ability to perform repetitive standing, walking, bending, lifting, stretching, and reaching
- Retail experience or equivalent

EEO Employer

Apply online by clicking <http://jobs.sears.com/career/338638/Restaurant-Associate-Illinois-II-Chicago>

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



## Telephone Interviewer and Bilingual Telephone Interviewer

### Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

### Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

### To Apply

If interested in applying please email your resume to [employment@telesight.com](mailto:employment@telesight.com).

## Frontier

1072 N Milwaukee Ave Chicago, IL  
Noble Square, Goose Island

High-volume gastropub needs full and part-time hosts

### Job Description

High-volume West Town gastropub looking for full and part-time hosts.  
Knowledge of Open Table/City Eats preferred  
Must be extremely friendly with an exceptional attitude!  
Hard working, details oriented, open availability a plus

### Requirements & Skills

must be able to work nights and weekends

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-frontier-8390555>

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



### **Building Maintenance Person**

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online by clicking

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=281](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281)

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





### **Administrative Secretary/Receptionist**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

#### **Job Description:**

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll.

Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

#### **Qualifications:**

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary. Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel. Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online by clicking

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=543](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543)

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



### **Sandwich Maker/Team Member**

Hannah's Bretzel

180 W Washington Chicago, IL

The Loop

#### Job Description

At Hannah's Bretzel, we aim to be uber.

Uber isn't lunchmeat and iceberg. Uber is fresh, organic ingredients. Grass-fed beef. Serrano ham from Spain. Whole grains. Major gourmet deliciousness.

And superior service. In an innovative, high-tech, low-impact environment. Uber is making everything as good as it can possibly be. Just because you can. It feels good to deliver an uber good product and an uber good experience.

It gives you a sense of pride. It makes you stand tall. And everyone knows that good posture makes you look thinner.

Hannah's Bretzel is Chicago's first fast casual sandwich business focusing on organic ingredients, whole grain nutrition + the environment. Hannah's currently operates 5 locations in the downtown Chicago area.

Going above and beyond is one of our specialties, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of uber. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind.

We're looking for Sandwich Makers who have these uber attributes:

- Operational Perfectionist in every way
- Kitchen + Knife Skills
- Outstanding Customer Interaction
- Take pride in creating and delivering an Optimal Customer Experience
- Food Knowledge: particularly high-end, gluten-free, and organic

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/counter-attendant-job-openings-at-hannahs-bretzel-6599225>

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: Secretary 3**

Department: Physical Therapy

Shift: 1st

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

Job Number: 2014-1683

**Position Highlights:**

Under the general supervision of the Business Office Manager, provides responsible and complex secretarial/receptionist skills in fast-paced modern medical inpatient and outpatient care areas. Also, handles a variety of office management details including preparing correspondence, receiving visitors, scheduling, filing and carrying out special projects as assigned. Must be courteous and pleasant when scheduling/greeting patients for various procedures and also possess excellent communication skills. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Must have the ability to work the following schedule:

Monday – Thursday 6:30 am – 2:30 pm Friday 6:30 am – 2:30 pm

**Position Qualifications Include:**

High school diploma/GED required

Two or more years of secretarial/office experience in a hospital setting  
Excellent interpersonal and communication skills

Strong customer service focus and detail oriented

Ability to be multifaceted to handle numerous job tasks in stressful situations  
Ability to learn quickly and adapt to changing situations/environments

Ability to work independently and exercise initiative

Knowledge of medical terminology

Computer skills for word processing, data input, and emailing

Bilingual speaking preferred but not required

Apply online by clicking

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140825153527&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140825153527&)

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