



Storage Facility Housekeeper
U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
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 - 6am to 9pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - NA
Thu - NA
Fri - NA
Sat - NA

Apply online by clicking this link

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=

CUSTOMER SERVICE OFFICER
Facility Presence Saint Francis Hospital
Department SECURITY
Schedule Part-time (benefits eligible)
Shift Rotation
Hours Rotation
Location Evanston, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Req Number 130865

Job Details FT position,40 hours per week. Includes weekends/holidays. Performs a variety of duties associated with visitor screening and providing information to employees, patients and visitors entering the facility. assists security officers in maintaining a safe and secure environment by reporting unusual activities and occurrences. high school diploma or equivalent required. previous security experience and/or training in customer services preferred. PSTN customer services course certification (within 90 days of employment. Bilingual spanish a plus.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=522227>

EXECUTIVE ASSISTANT

Facility Presence Saint Joseph Hospital - Chicago

Department ADMINISTRATION

Schedule Full-time

Shift Day shift

Hours 8am - 4:30pm

Location Chicago, IL

Req Number 131609

Job Details PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO

FULL TIME - DAYS

EXECUTIVE ASSISTANT

ADMINISTRATION

SUMMARY

Under general supervision and acting on own initiative, performs diverse and advanced administrative and secretarial duties for the Senior Vice Presidents office. Act as a liaison between the Office and organizational interfaces and external contacts.

Assignments involve work of a confidential or complex nature, necessitating exposure to large amounts of sensitive information and contacts requiring considerable discretion, judgment, tact and diplomacy as well as a thorough knowledge of the practices and procedures of the function, general organizational structure, policies and programs.

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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. 3-5 years experience as a Administrative Assistant / Secretary required. 2-3 years experience at an executive level preferred.

Computer Skills

Ability to type 60 75 wpm required and previous experience with Microsoft Office Products, (Word, Excel, PowerPoint, Outlook). Transcription skills as well as ability to take meeting minutes.

Other Key Skills:

Written communications, grammar, and punctuation.

Oral communication articulates well and is understood.

Professional demeanor

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=975591>

DIETITIANS ASSISTANT

Facility Presence Saint Francis Hospital

Department FOOD SERVICES

Schedule Part-time (benefits eligible)

Shift Rotation

Hours 6am -8 pm

Location Evanston, IL

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Req Number 129034

Job Details Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets. Checks the tray line during meal periods as directed. Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction. Maintains communication with the dietitians regarding patient concerns. Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients. Good organizational, communication, interpersonal and customer relations skills required. Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences. Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served. Ability to follow directions and work under time constraints. 1-3 years experience preferred. High school diploma or equivalent required.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=149362>

INFO DESK CLERK

Facility Presence Saints Mary and Elizabeth Medical Center

Department INFORMATION DESK

Schedule Part-time (benefits eligible)

Shift PM shift

Hours 12:30pm - 9:00pm

Location Chicago, IL

Req Number 131176

Job Details The Information Desk Clerk performs activities necessary to provide both internal and external customers with help in finding their way around Presence Saints Mary and Elizabeth Medical Center. This individual assists patients and visitors, as well, in a variety of other ways to make their time at PSMEMC more hospitable. These may include but are not limited to the following: taking people to their destination by wheel chair, directing people by a map to their destination, sharing information about community programs, conveying and/or calling ResInfo for accessing a physician referral, calling other departments to answer questions for which answers are not known, and keeping up on daily changes in the hospital through reading any new notices so that correct information can be relayed appropriately.

Must have a high school diploma or equivalent.

Must have strong customer service skills and the ability to speak and understand English.

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Must present a professional appearance and be able to interact with patients, visitors, and staff throughout the facility.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=770475>

PAT SERVICE REP

Facility Presence Medical Group - Joliet

Department PMG NEW LENOX HEALING ARTS - 410 E. LINCOLN HWY - JOLIET

Schedule Full-time

Shift Day shift

Hours 8a-430p

Location Joliet, IL

Req Number 131580

Job Details

This position is located in: New Lenox, IL

Summary: Greets, instructs and directs patients and visitors. Handles incoming calls and schedules patient's appointments in an efficient and timely manner. Files, locates, retrieves and delivers medical records as assigned. Registers patients upon arrival. Will perform a variety of clerical functions along with limited medical triaging under the direction of a physician. Responsible for ensuring smooth patient flow. Responsible for working within the reception area.

Essential Job Duties include, but not limited to:

Answers the telephones, schedules appointments, triages telephone calls and obtains patient demographic and insurance information. Greets patients, verifies insurance, and collects co-pays and personal balances.

Requirements:

Previous medical office experience required. Minimum 1 year experience of working at the front desk of a physician's practice is required (1 to 3 years experience preferred). Must be friendly and out-going with strong communication and customer service skills. Should be comfortable working in a fast paced environment. Candidate must be willing to work one late night per week and rotate one-two Saturdays per month. High School diploma or equivalent is required.

Preferred Qualifications:

Previous related experience in a physician office.

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EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=325045>

RECEPTIONIST

Facility Presence Resurrection Retirement Community

Department ADMINISTRATION

Schedule Full-time

Shift Day shift

Hours 5:00am-12:00pm

Location Chicago, IL

Req Number 131767

Job Details Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgement when necessary.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=828199>

REG/REGISTRATION REP AMB

Facility Resurrection Ambulatory Care Services

Department OPEN MRI & IMAGING CENTER

Schedule Registry/PRN/Flex

Shift Rotation

Hours Varies

Location Chicago, IL

Req Number 125491

Job Details

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of

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30 words per minute. Must be willing to rotate between sites including Open MRI and Imaging Center located on North Harlem in Chicago & North Shore Imaging in Skokie. Days and shifts varies.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=351546>

SECRETARY II

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC SURGERY

Schedule Registry/PRN/Flex

Shift Day/PM rotation

Hours 6:00 -11:00

Location Joliet, IL

Req Number 131324

Job Details SUMMARY

Schedule appointments for patients. Provide information to patients, physicians and office personnel regarding scheduling and appointment preparation.

Education and/or Experience

High School graduate or GED, some related business coursework preferred.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office software.

Certificates, Licenses, Registrations

None required.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=477889>

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UNIT SECRETARY

Facility Presence Resurrection Medical Center
Department EMERGENCY ROOM
Schedule Part-time (benefits eligible)
Shift Day/Night rotation
Hours 3pm-11pm, 7pm-7am
Location Chicago, IL
Req Number 130552

UNIT SECRETARY

EMERGENCY ROOM
PRESENCE RESURRECTION MEDICAL CENTER

Position Details:

Status: Part-time, benefits eligible
Shift: Day/Night Rotation
Work Hours: 3:00pm-11:00pm, 7:00pm-7:00am

Summary:

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit.

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
- One to three years of prior experience as a unit secretary preferred.
- Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

EOE of Minorities/Females/Vets/Disability

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Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=301709>

Job Title: Telecommunicator Trainee

Agency: State Police

Closing Date/Time: Wed. 09/03/14 5:00 PM Central Time

Salary: \$3,124.00 - \$4,402.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 21-69-ISP14-066

[Print Job Information](#) |

[Description of Duties/Essential Functions](#) [Benefits](#) [Supplemental Questions](#)

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in Illinois State Police (ISP) telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the operation and case of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 WPM. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekends, and holidays.

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Work Hours & Location/Agency Contact:
WORK HOURS: Indeterminate Shift & Days Off Vary.

WORK LOCATION:
Illinois State Police
District 5
16648 South Broadway Street
Lockport, IL

AGENCY CONTACT:
Shae Bruce
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277
Springfield, IL 62794

PHONE: 217-557-6015

CURRENT STATE EMPLOYEES: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed above. Applicant must be deemed qualified or have submitted a promotional application to CMS to receive a qualifying grade PRIOR to the closing of the posting period. Application is required for each posting/bid ID or your bid will be rejected.

FORMER STATE EMPLOYEES: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed.

NON-STATE EMPLOYEES: PLEASE SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY. DO NOT APPLY DIRECTLY TO THIS AGENCY.

How to Apply:

[Click Here for Applicant Information and Grading Procedures](#)

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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Lube Tech

Job ID 82969

Positions 2

Location US-IL-Chicago

Category Maintenance - Vehicle

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Combination Worker position at our Airport facility.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Mandatory Requirements:

Basic duties of this position include oil changes, tire work, light maintenance and state inspections (will train).

The successful candidate must have a satisfactory driving record and a valid driver's license.

Must have automotive education or relevant experience. Ability to work days, nights weekends and holidays required.

Apply online at <https://usjobs-hertz.icims.com/jobs/82969/lube-tech/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Tractor Trailer Driver

Job ID 81644

Positions 1

Location US-IL-Chicago

Pos. Category HERC Operations

We are currently seeking an experienced Truck Driver to transport construction equipment to and from our branch to local job sites. HERC offers a competitive salary, comprehensive benefits package (including a 401(k) plan with company match and company contributed pension plan), discounts on vehicle rentals and purchases, generous vacation program, and excellent advancement opportunities.

The successful candidate is responsible for:

- Transporting, delivering, and retrieving construction equipment
- Operating a Commercial vehicle in safe and efficient manner
- Promote professionalism and excellent customer service attitude
- Perform pre and post vehicle inspection

Mandatory Requirements:

Educational Background: High school diploma or GED

Professional Experience: Minimum of 2 years of tractor trailer driving experience

Knowledge:

Traffic rules and DOT regulations

Map reading knowledge, basic math, reading and writing

Must have valid and current Commercial Drivers License (CDL) with current medical certificate. Ability to secure loads safely

Ability to lift 50+ pounds. Customer Service skills

Team oriented. Good communication skills

Sense of urgency. Stress management

Experience with driving and towing trailers

Experience hauling construction equipment preferred

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE AA/M/F/D/V

Apply online at <https://dot-hertz.icims.com/jobs/81644/tractor-trailer-driver/job?hub=20&mobile=false&width=619&height=500&bga=true&needsRedirect=false>

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Courtesy Bus Driver (O'Hare Airport)

Job ID 82356

Positions 1

Location US-IL-Chicago

Category RAC Operations

General Responsibilities: The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/82356/courtesy-bus-driver-%28o%27hare-airport%29/job?hub=20>

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THIS POSITION IS IN SANGAMON COUNTY

Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: MP1768

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires the ability to develop and manage a small agency function program.

SPECIAL SKILLS: Of the one year of experience, requires one year of experience with Medicaid programs and services available to eligible Medicaid/All Kids clients. Within the one year of required experience, requires one year supervisory experience in a call center. Requires experience of a Medical Data Warehouse, Medicaid Management Information System (MMIS), recipient and provider eligibility and Medicare eligibility data bases.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Medical Administrative Support

1001 North Walnut Springfield, IL 62702 (Sangamon County)

Agency Contact: Kim Fitzgerald / Bureau of Medical Administrative Support

201 South Grand Avenue East, 3rd Floor Springfield, IL 62763

Work Telephone Number (217) 558-5416 Fax Number (217) 557-2565

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 N1 - Healthcare & Family Svcs

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THIS POSITION IS IN SANGAMON COUNTY

Job Title: Maintenance Worker

Agency: Transportation

Closing Date/Time: Wed. 09/10/14 4:30 PM Central Time

Salary: \$4,544.00 - \$6,058.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Plan/BU: RC019

Bid ID#: IPR#37507

Description of Duties/Essential Functions Benefits Supplemental Questions

This position performs a variety of semiskilled tasks involving the preparation of sign base materials, application of sheeting, and reclamation of salvageable materials for fabrication of traffic signs.

Minimum Requirements:

- SKILL IN THE OPERATION OF POWER TOOLS AND EQUIPMENT
- WORKING KNOWLEDGE OF SIGN STANDARDS AND DESIGNS
- ABILITY TO PERFORM ARDUOUS LABOR
- ABILITY TO WORK FROM DRAWING AND SHOP ORDERS
- VALID DRIVERS LICENSE

Work Hours & Location/Agency Contact:

CENTRAL SIGN SHOP, 1135 W REYNOLDS, SPRINGFIELD, IL

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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Driver Merchandiser Relief-Alsip, IL

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Other Location :

Requisition Number : HV038719

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred. - Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-il-alsip-illinois-job-1-4707389>

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Production Maintenance Supervisor (2nd or 3rd Shift)

Talent Area : Maintenance

Location : Niles, IL, USA

Requisition Number : 00025754

Full or Part Time : Regular Employee FT

Position Description

Production Maintenance Supervisor (2nd or 3rd Shift)

Responsible for first line supervision for mechanics and electricians who maintain equipment within the production facility.

Assists in establishing methods, controls and standards for the actual execution of maintenance work.

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

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/production-maintenance-supervisor-2nd-or-3rd-shift-niles-illinois-job-1-4706996>

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Merchandiser Full Time-St. Charles IL

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV038723

Full or Part Time : Regular Employee FT

Physical Abilities

- Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance.
- Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees.
- Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance.
- Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination.
- Ability to exert oneself physically over sustained periods of time to complete job activities.
- Ability to read information in small, medium, and large print.
- Ability to stand a minimum of 6 hours during the workday.
- Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements •Must be 18 years of age. •Must be eligible to work in the United States. •Must have a valid driver's license. •Must have current vehicle liability insurance. •Must have a driving record with no major moving violations in the last three (3) years.*
•Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications •1 year experience working in replenishment or as Merchandiser. •1 year experience working in grocery, retail, consumer goods, warehousing, or related field. •1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience. •1 year experience working with manual or powered pallet jacks. •Straddle stacker certification. •Powered pallet jack certification. •1 year experience working under little or no supervision. •1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-st-charles-il-st-charles-illinois-job-1-4698721>

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Route Process Administrator - 10am - 7pm Mon - Fri

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Requisition Number : 00024959

Full or Part Time : Regular Employee FT

Position Description

Performs pre-settlement and/or cashing duties in a Distribution Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load) - Review and verify end of day driver paperwork
- Run daily route status report to verify that all delivery routes settled
 - Send messages to route accounting department regarding settlement issues
 - Check in and check out (COCI) messages - Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.)
- Perform cashing duties including ensuring Fed-Ready status of deposit - Ensure security of route cash
- Validate proper use of cash drop log - Receive and verify full service bag count. - Count full service cash and finalize handheld - Prepare driver paperwork for Imaging - Maintain driver compliance logs as necessary (DOT, DVR, etc) - Maintain cash reconciliation and driver deposit log - Maintain records in BASIS route accounting system
- Review settlement exception reports and resolve issues - Prepare deposit for pick up by armored car service - Troubleshoot handheld issues impacting settlement
- Perform driver audit as required by Internal Control
- Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items
- High School - GED or Diploma required- Some college preferred- 2-5 years experience in automated office environment required- Experience using BASIS route accounting system preferred- Experience in cash room environment preferred- Basic computer and database application skills- Accurate data entry - Strong organizational skills

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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