



**Job Title: Temporary Support Associate - Administrative/Clinic Support**

Department: TASC/Administrative Assistant

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-1506

**Job Description:**

Rush University Medical Center is seeking an exemplary and experienced

**General Summary**

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

**Qualifications**

Minimum of two to five years of administrative and/or business office coordination experience required

High School diploma or GED required; Bachelors degree strongly preferred

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140730103257&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140730103257&)

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## **Part-time Package Handler**

Job Category: Handler

Location: Bedford Park, Illinois

### Job Description

FedEx Ground specializes in cost-effective small package shipping, offering dependable business-to-business delivery and convenient residential service.

Our network safely and efficiently moves millions of packages each day utilizing some of the best technology in the industry.

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care.

FedEx Ground facilities typically have multiple sorts operating daily in each location.

During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner.

Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance.

Individuals who are interested in being considered for a Part-time Package Handler position are required to attend a sort observation before completing an employment application.

During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job.

Apply online at [http://careers.van.fedex.com/job\\_details.php?job\\_id=35&tg=us](http://careers.van.fedex.com/job_details.php?job_id=35&tg=us)

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## **Posting Title Maintenance Tech I - III**

Auto req ID 22383BR

Position Type Full Time

FLSA Status Nonexempt

**Essential Functions**

- Performs assigned basic preventative maintenance work according to FXG standards ensuring all instructions are followed and that each step is fully executed.
- Responds promptly to sort calls; diagnoses the failure; makes required repairs.
- Develops and demonstrates personal knowledge of proper basic troubleshooting techniques to diagnose and repair mechanical, electrical and control system problems.
- Develops personal knowledge of the operation and troubleshooting techniques for the bar code readers, all components of the SWAK network, and the incompatible and scan tunnel dimensioning equipment.
- Uses the CMMS (Computer Maintenance Management System) to enter and retrieve activity log information and reports.
- Adheres to safety standards by promoting a safe work environment through attending safety committees, training, and verifying all safety concerns are addressed.

**Minimum Education**

- High School Diploma or GED required; Associate's degree in electrical, electronic, mechanical, or maintenance engineering technology preferred.

**Minimum Experience** • None required.

**Required Skills, Abilities and / or Licensure**

- Software skills, including use of Microsoft Office software and web-based applications.
- Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment.
- Verbal and written communication skills necessary to communicate with immediate management.
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.
- Developing knowledge of motors and motor control methods.
- Developing skills in electrical and mechanical troubleshooting techniques.
- Developing the ability to weld, burn, and solder.
- Develop ability to read electrical and mechanical schematic diagrams.

Address 1430 South Wolf Road, Wheeling, Illinois 60090

Search Engine Description Maintenance

Domicile Location P602

EEO Statement FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=32415>

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## Posting Title Ops Coordinator

Auto req ID 22878BR

Position Type Full Time

FLSA Status Nonexempt

**Essential Functions**

- Monitors facility reporting metrics related to service, safety, cost and quality on a daily basis. Investigates potential performance issues and addresses with Business Contacts and Authorized Officers (BC/AO). Reviews inaccuracies in generated reports with appropriate parties to include administrative staff and BC/AOs. Ensures errors are corrected in appropriate systems and verifies accuracy of metrics reported .
- Investigates customer service complaints to include disputed deliveries, missing packages, early and late pickups, etc. Communicates resolved issues with customer directly to ensure customer satisfaction

**Minimum Education** • High school diploma or GED required; Bachelor's degree in , Business, Logistics or a related area preferred

**Minimum Experience** • Administrative support, customer service or dock operations experience preferred

**Required Skills, Abilities and / or Licensure**

- Customer service skills necessary to effectively and professionally respond to requests and issues
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced team environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals
- Verbal and written communication skills necessary to communicate with various audiences
- Ability to read, interpret and draw conclusions from numerical data and written information
- Software skills, including use of Microsoft Office software and web-based applications
- Knowledge of concepts, practices, procedures and transportation regulations used in Pickup and Delivery and Linehaul field operations, including Department of

Transportation (DOT) regulations

% of Travel for the Position 0%-25%

Address 920 W Taylor Rd, Romeoville, Illinois 60446

Search Engine Description Administration

Domicile Location P608

EEO Statement FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=33043>

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**Sales Support Representative North Michigan Avenue**

Location: Chicago, IL

AT&T

**MINIMUM REQUIREMENTS:**

- Perform the following with reasonable accommodation:
  - o Work flexible hours (including evenings, weekends and holidays)
  - o Stand for long periods of time
  - o Ability to lift up to 25 pounds
  - o Operate a personal computer, wireless equipment, copier and fax
  - o Work in other locations as the needs of the business dictate what may be required
  - o May be required to wear a uniform or company apparel as designated by management

**PREFERRED QUALIFICATIONS:**

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1425326

Apply online at <http://connect.att.jobs/united-states/retail/jobid5747037-sales-support-representative-north-michigan-avenue-jobs>

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**Sales Support Representative Chicago Madison Street**

Location: Chicago, IL

AT&T

**GENERAL DUTIES**

The functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following:

**MINIMUM REQUIREMENTS:**

- Perform the following with reasonable accommodation:
  - o Work flexible hours (including evenings, weekends and holidays)
  - o Stand for long periods of time
  - o Ability to lift up to 25 pounds
  - o Operate a personal computer, wireless equipment, copier and fax
  - o Work in other locations as the needs of the business dictate what may be required
  - o May be required to wear a uniform or company apparel as designated by management

**PREFERRED QUALIFICATIONS:**

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1455557

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## **ADMINISTRATIVE ASSISTANT**

Brand Ambius Job

Locations US-IL-Des Plaines

Category Administrative/Clerical

Type Full-Time Territory

WE EXPECT OUR ADMINISTRATIVE ASSISTANTS TO:

- \* Maintain good customer relations both on the phone and in person
- \* Gather information from customers to help identify and solve problems
- \* Set sales appointments for new customers
- \* Answer billing questions and work with client websites
- \* Make Collection Calls
- \* Complete general clerical duties as assigned
- \* Work as a team with Service and Sales representatives
- \* Smile while talking on the phone
- \* Keep track of relevant information and record keeping for Service Centers (i.e. technician hours, vacations, etc...)
- \* Work with - Visio Maps, Sales Proposals, Monthly Supply Orders and Sharepoint
- \* Generate Equipment Maps using Visio
- \* Prepare sales proposals, Log Books, and other customer-generated information
- \* Enter new accounts, contracts, and cancellations into database
- \* Create job tickets for technicians
- \* Enter and track Monthly Supply Orders for technicians
- \* Create Trending Reports using company database
- \* Provide accurate record keeping of technician licenses, work hours, vacations, etc.
- \* Answer phone in a professional manner; record all pertinent information
- \* Dispatch customer service requests to appropriate technician
- \* Make collection calls and resolve billing issues
- \* Order and track monthly office supplies
- \* Utilize appropriate office equipment (copier, binder, etc.)
- \* Organize daily tasks and work area

Qualifications: We are looking for someone with at least 3-5 years of Administrative Experience and Customer Service experience, as well as knowledge of Excel, Outlook and Word. We offer excellent pay, 401k, profit sharing, medical, dental, vision, life and disability plans.

WE ARE PROUDLY AN EQUAL OPPORTUNITY EMPLOYER!  
EOE AA M/F/VET/DISABILITY

Apply online at <http://www.americasjobexchange.com/job-detail/job-opening-AJE-567351365?source=beyond>

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### **Executive Administrative Assistant**

Verizon Wireless - Schaumburg, IL

Job Number 176462295

#### Responsibilities

This position provides general administrative support at the Executive Director level. Requires a thorough knowledge of the leader's span of control, as well as company policies and procedures. Incumbent must be able to safeguard confidential information.

Additionally, this position will provide back up support as needed to the Executive Assistant of the Midwest Area President. Composes and prepares a high level of correspondence, presentations and spreadsheets. Screens and directs incoming calls effectively with considerable use of tact, diplomacy and courtesy. Partners with other administrative staff to ensure constant coverage. Manages schedule and appointment calendar(s) and maintains sensitivity to changing priorities. Works with other Executive Assistants to coordinate leadership schedules. Organizes, coordinates, and takes minutes of various meetings. Schedules all business travel and accommodations. Greets visitors and accommodate their needs as necessary. Reconciles and maintains all expense reports in accordance with Verizon Wireless guidelines. Performs ad hoc project-related duties as requested.

#### Qualifications

High School Diploma or equivalent; some college or college degree preferred. 4+ years administrative experience supporting senior level executives within a comparable corporate environment. Polished executive assistant with professional maturity and previous corporate environment experience required. Ability to effectively interact with senior level management and maintain a high level of confidentiality. Ability to successfully prioritize and provide accurate follow up on all issues and correspondence. Advanced knowledge of Microsoft office suites. Excellent writing and grammatical skills (i.e. for generating and editing memos). Must be extremely detail-oriented and possess strong communication and organizational skills. Self-starter with strong sense of ownership and involvement is critical. Must be flexible to work overtime if needed.

#### Equal Employment Opportunity

Verizon is a Federal Contractor

Verizon requests veteran priority referrals

Verizon is an equal opportunity and affirmative action employer M/F/Disability/Vet.

Apply online at <http://www.beyond.com/jobs/executive-administrative-assistant-schaumburg-il-176462295-job.html>

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### **Administrative Assistant**

Standard Parking - Chicago, IL

Job Number 177214634

Chicago, Illinois 60601

#### MINIMUM QUALIFICATIONS

- \* Must be professional and have excellent verbal and written communication skills; Excellent grammar and spelling skills required
- \* Must be diligent and conscientious; self-starter who can work with minimal supervision.
- \* Must have excellent time management and organizational skills (multi-tasking, prioritization, deadline orientation)
- \* Must have excellent typing skills (speed and accuracy); Preferably at least 40 WPM or better
- \* Proficiency using Microsoft Office Suite (Word, Excel, PowerPoint); Google Mail, Calendars and Docs.
- \* Ability to interact professionally and courteously with clients, customers, office personnel and contractors.
- \* Knowledge of modern office practices and procedures.
- \* A professional appearance/presentation.

Additional Information (if applicable): Experience with Concur, Visio or other org chart software.

Experience reporting to multiple managers, strong organizational skills, ability to work with all different types of personalities, good attitude, customer service and telephone skills.

SP+ is an equal opportunity employer committed in policy and practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran status, disability or other classes protected by federal or state law.

SP+ does not tolerate harassment of or retaliation against any employee or applicant on the basis of these characteristics, or because the individual exercised his or her EEO rights.

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### **Legal Mail Clerk**

Robert Half Legal Chicago, IL

Ref ID: 01300-150213

Classification: Legal General Office Clerk

Compensation: DOE

Robert Half Legal is currently seeking phenomenal Mail Clerks with experience in a law firm for temporary and temporary to full-time opportunities in Chicago. Candidates MUST have experience working in a law firm as a mail clerk, must have delivered mail to multiple floors, and must have an excellent can-do attitude! Please only submit a resume if you have worked in an Office Services capacity at a law firm.

### **Job Requirements**

1+ years in Office Services at a law firm or in a corporate legal department

Located in major North American and global markets, Robert Half Legal is the premier provider of legal staffing and consulting professionals on a full-time, project, and temporary basis, serving both law firms and corporate legal departments.

We also provide project and e-discovery teams and workspace for a wide range of initiatives, including litigation support, M&A and document review matters. Our dedicated teams' industry experience allows us to quickly match skilled legal professionals with the best available jobs. We offer challenging opportunities, competitive compensation and benefits, and skills-enhancement training.

Our parent company, Robert Half, once again was named to FORTUNE® magazine's list of "World's Most Admired Companies." (March 17, 2014). Call your local Robert Half Legal office at 1.800.870.8367 to discover more about this position. Robert Half Legal is an Equal Opportunity Employer. A

Apply for this job now or contact our branch office for additional information. All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

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**Court Filer | Process Server Clerk**  
Chicago, IL

**JOB SUMMARY:**

This position provides administrative support including document retrieval and filing, data entry, customer contact and other duties as required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

Primary responsibilities include document pick up, delivery and court filing services for clients in the Chicago area using rental vehicles located downtown.

Includes data entry / scanning.

May include service of process.

**QUALIFICATIONS AND POSITION REQUIREMENTS:**

Impeccable customer service and communication skills.

Strong organizational skills.

Accurate data entry skills.

Solid computer skills with knowledge of Windows based applications.

Able to work under pressure in response to legal deadlines.

Have a clean driving record with the ability to drive distances within 100 miles of downtown Chicago, if required.

Clean criminal background with the ability to obtain a P.E.R.C. card from the State of Illinois. Work overtime as necessary.

Must be able to obtain ZipCar membership.

Zipcar requires that your driving record meets the following requirements: Must be 21, have had no more than two moving violations or accidents in the past three years and no more than one in the past 18 months. Have had no major violations in the past three years and have had no alcohol or drug related violations in the past seven years.

**MINIMUM EDUCATIONAL REQUIREMENTS:** High school diploma minimum; some college preferred. Foreclosure experience is a plus.

**About ATG LegalServe, Inc.:**

ATG LegalServe is a litigation support provider specializing in service of process, skip-tracing, document filing and document retrieval. In addition, we provide pre-employment background screening and tenant screening.

Apply online at <https://www.ziprecruiter.com/job/Court-Filer-Process-Server-Clerk/7c6ee1fb/?source=cpc-jobstocareers>

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**Front Desk Agent - Candlewood Suites - Chicago O'Hare, IL**

Company: Candlewood Suites

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Finance, Admin - Clerical

Experience: Not Specified

Date Posted: 7/24/2014

Job: Reservations -United States

Schedule: Full Time

Job ID: R100885-EN

Do you see yourself as a Front Desk Agent?

What's your passion? Whether you're into tennis, shopping or karaoke, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

We currently have a Front Desk Agent position available at our Candlewood Suites Chicago O'Hare property located in Illinois.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

Salary: \$10 - \$12 / Hourly

**Job Requirements**

Requirements include holding a High School diploma or equivalent, plus one year front desk/guest service experience. Some college is preferred. You may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Front-Desk-Agent-Candlewood-Suites-Chicago-O-Hare-IL/J3J3605ZGNWS2Z89G33/>

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**Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)**

Job Location: Chicago, IL

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 10-14 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCHO105

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at [http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-jobs](http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-jobs)

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### **Full time Road Driver**

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS37

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/driver/jobid5577630-full-time-road-driver-jobs>

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## **Full time City Driver**

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time City Drivers. This position involves the driving of a tractor-trailer and the daily pickup and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language.

Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS39

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

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## **Tractor Trailer Driver**

Job Location: Chicago, IL

UPS is hiring individuals to work as full-time Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift. Some work is performed outdoors.

Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards. UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that they live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILJEF7

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/driver/jobid5670425-tractor-trailer-driver-jobs>

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**Job Title: Information Systems Analyst I - Opt C**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 08/05/14 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: CS3008

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs difficult and specialized professional work in the Information Technology (IT) area of Client Services; serves as Chicago Regional Local Area Network (LAN) Administrator; provides Child Support Services (CSS) Help Desk services; develops training manuals and coordinates and conducts training classes where the regular, on-line documentation software programs is unavailable or inappropriate for the specialized CSS base application; serves as liaison between the assigned Division of CSS region and the CSS Network Services for Personal Computer (PC)/LAN upgrades, changes, etc; develops, implements, and evaluates the LAN Security System in assigned area; travels to various offices to solve IT problems.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with coursework in computer science or directly related fields; requires the ability to travel.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.  
Location: Division of Child Support Services / Administrative Support (50)  
Technical Services 36 South Wabash Avenue Chicago, Illinois  
Contact Person: Brenda Young  
Division of Child Support Services 36 S Wabash Avenue Chicago, Illinois 60603  
312-793-9807 Office 312-793-9808 Fax

**How to Apply:**

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

**Option C - Client Services**

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**FIRE CERTIFICATION SPECIALIST I**

BID ID #: 50-50-SFM14-011

JOB TYPE: Intermittent      NUMBER OF VACANCIES: 1

SALARY: \$3,020.00 - \$6,096.00 Monthly

OPENING DATE: 07/31/14

CLOSING DATE: 08/06/14 05:00 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

Under direct supervision, travels to perform audits of local fire jurisdictions; training records, and reimbursement claims to establish compliance with Office of the State Fire Marshal (OSFM) administrative rules, regulations, policies and procedures; proctors fire protection personnel certification examinations; promotes participation in the certification program offered by the OSFM to local fire jurisdictions by explaining program purpose, benefits, administrative rules, regulations, policies and procedures to local entities; maintains a record of jurisdictions contacted.

**MINIMUM REQUIREMENTS**

Requires knowledge, skill and mental development equivalent to completion of two years of college with primary concentration in fire science, business or public administration. Requires State of Illinois certification as a Fire Training Program Manager. Requires State of Illinois certification as a Fire Service Instructor II. Requires five years of documented fire service experience as a firefighter in a fire department. Requires three years of experience in a training environment instructing and developing training programs. Requires valid drivers' license and ability to travel.

*PLEASE NOTE: APPLICANT MUST RESIDE IN WINNEBAGO COUNTY WITHIN 90 DAYS OF HIRE.*

**WORK HOURS:** Intermittent employees are called upon at the discretion of the agency with a maximum of 1,500 hours per year.

**WORK LOCATION:** Office of the Illinois State Fire Marshal  
Winnebago County Field Office

**AGENCY CONTACT:** Shae Bruce Public Safety Shared Services Center  
1301 Concordia Court, PO Box 19277 Springfield, IL 62794    PHONE: 217-557-6015  
An Equal Opportunity Employer

**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).

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**Job Title: Juvenile Justice Youth and Family Specialist - Opt 1**

Agency: Juvenile Justice

Closing Date/Time: Tue. 08/12/14 5:00 PM Central Time

Salary: \$4,571.00 - \$6,878.00 monthly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 4

Plan/BU: RC062 Bid ID#: IDJJ27-00-14-0002

Minimum Requirements: Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use a personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to travel.

Work Hours: 1- 7a-3p Tue/Wed/Thurs: 11a-7p Fri/Sat: Days Off: Sun/Mon

1- 7a-3p Tue/Wed/Thurs: 11a-7p Fri/Sat: Days Off: Sun/Mon

1- 7a-3p Thurs/Fri/Sat: 11a-7p Tues/Wed Days Off: Sun/Mon

1- 7a-3p Tues/Wed/Thur 11a-7p Sun/Mon Days Off: Fri/Sat

1- 7a-3p Wed/Thurs 11a-7p Sun/Mon/Tues Days Off: Fri/Sat

Work Location 150 N. Lincolnway North Aurora, IL 60542

Agency Contact: Robert Huck - Human Resources Representative

Illinois Department of Juvenile Justice 707 N. 15th St. Springfield, IL 62702

217-557-1030 ext. 3025

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 - Bachelor Degree

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**Job Title: Licensed Practical Nurse I**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

**Minimum Requirements:**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**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).

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