



Job Title Sales Associate

Category Retail Sales

Job Type Full-time

Career Level Entry Level

Education High School

Job Classification Hourly

Job Description

The Retail Outsource is in search of Sales Associates to join our national sales force.

This position will have you sharing your passion for technology and customer service in the fun and fast-paced environment of major retail stores.

Backed by The Retail Outsource and our carrier partners, you will have the support you need to provide an exceptional experience to every customer with whom you engage. Our base-plus-commission pay structure is designed to reward sales professionals who meet their customers' needs, build positive customer relationships and retain business.

Job Requirements

Must have a high school diploma or equivalent.

Must have experience in the consumer electronics industry OR at least 1 year of aggressive sales experience.

Must be willing to greet approaching and passing customers in an effort to boost sales. Must be willing to participate in continuous learning and training in an industry that is constantly changing.

Must be willing to adhere to "retail hours." Ability and willingness to work nights and weekends is a must.

Bilingual (English/Spanish) preferred!

Location Chicago, IL 60641 US

North Riverside, IL 60546 US

Oak Brook, IL 60523 US (Primary)

Apply online at

<https://theretailoutsource.hua.hrsmart.com/hrsmart/ats/Posting/view/781/0>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Furniture Sales/Interior Design Associate

Mobili Möbel - Chicago, IL

Our Sales Associates lead all aspects of client service including design, furniture layout and specification, and post sales client service. Our staff is also involved in networking with the professional trade, planning in-store events and making regular outside calls to introduce new products to existing and new clients. The ideal candidate must have proven furniture sales success in a retail environment coupled with solid interior design skills. We offer a competitive compensation package for the candidate who has a retail background working with high-end European furniture. A degree in interior design or architecture is required. At least 5 years sales experience in a furniture showroom or retail store is a requirement.

Apply online at <http://www.indeed.com/viewjob?cmp=Mobili-M%C3%B6bel&t=Furniture+Sales+Interior+Design+Associate&jk=5f57d30763672e3a&sjdu=QwrRXKrqZ3CNX5W-09jEvUuu8n85eBuqwcCkxcEt1OWVm9zXIHCssZc1feU6DCIYPzzT0Ex0w7R776o5tLpomlaLbNtLSlct2OKWwroPRdINcshtSTmj7KeT0vTNV8>

Front Desk Agent

Chicago - Ritz Carlton, IL

Posted 28d

Full time, Regular

REQ10055920

Job Description

We are looking for candidates who have excellent personal presentation and interpersonal skills. Good problem solving ability and proficiency in Hotel property management systems, particularly Opera and Micros are essential. Fluency in reading, writing, and spoken English is also required. The Front Desk Receptionist position requires continuous standing for 8 hours a day. The ideal candidate will have an outgoing personality and a can-do approach to any task! 2-3 years of previous employment experience in a high profile customer service position or front desk position in a luxury environment is required.

Four Seasons is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

Apply online at https://fourseasons.wd3.myworkdayjobs.com/job/Chicago---Ritz-Carlton/Front-Desk-Agent_REQ10055920-1

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Job Title: Criminal Justice Specialist I – Opt 2

Agency: Criminal Justice Information Authority

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

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10231-50-05-400-31-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation or assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work. Requires working knowledge of the criminal justice system and processes. Requires the ability to utilize word processing software and office equipment. Requires ability to utilize computer software and equipment. Requires at least two years academic or professional experience conducting data analysis with SPSS software.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. Lunch 1 hour-unpaid

Illinois Criminal Justice Information Authority

Maria Espindola, Human Resources Coordinator

300 W. Adams St., Suite 200 Chicago, Illinois 60606

email: maria.espindola@illinois.gov Fax: 312-793-1030

How to Apply:

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

Option 2 - Research & Analysis

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0049

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of area Director, utilizes a computer/typewriter, performs a variety of confidential duties. Handles multiple tasks at any given time. Types correspondence and reports and serves as a receptionist when needed. Assists in gathering reports and materials of a highly sensitive nature; prepares and maintains data and records, types memorandums and letters; proofreads and edits documents for clarity of content, punctuation, grammar and spelling.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires ability to type accurately at 35 wmp and is very knowledgeable in computers and various software.

Typing Test is given at James Thompson Center, 100 W. Randolph, St3-300, Chicago, IL - Monday through Thursday - between 8 - 12:30. Typing test results must be submitted with your application and bid form.

Work Hours & Location/Agency Contact: Monday -Friday; 8:00 - 4:00pm

Contact: Betty Vallier

Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085

FAX: 1-847-249-0722

How to Apply:

If you are requesting a voluntary reduction to this title, submit a CMS100 application with your bid form.

Non-current state employees submit a CMS100 application with your typing test results to Kiley Center prior to end of posting date.

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-85261

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex , specialized clerical duties for supervisory staff; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

South Loop 1112 S. Wabash Chicago IL 60605

Please submit applications to: Kelly Kindred

Bureau of Employee Services / Hiring Unit

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

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

Option 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-85275

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Northwest Office of the Division of Family & Community Services, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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

Northwest 4105 W. Chicago Ave Chicago IL 60651

Please submit applications to: Kelly Kindred

Bureau of Employee Services / Hiring Unit

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

How to Apply:

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

Option 2 - Typing

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-85259

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), education methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Hunter 527 S Wells St Chicago IL 60607
Please submit applications to: Kelly Kindred
Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

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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Position: Part Time Guest Service Agent

Property: Hotel Burnham

Location: US - IL - Chicago

QUALIFICATION REQUIREMENTS:

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 general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. **OTHER SKILLS and ABILITIES:** Operating Otto Clerk, Data Capture, Telecheck Systems, and PBX. Must be accountable for balancing daily shift bank. Also must maintain organization image by demonstrating quality service at all times.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk, or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to adjust focus.

Do applicants need to provide their own work permit? Yes

Position Categories: Front Desk

Apply online at <http://www.hcareers.com/cjb/kimpton-hotel-restaurant-group/view?jobAdId=140967>

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Guest Services Representative - Radisson Blu Aqua Hotel Chicago

Job ID # 31632

Position Title Guest Services Representative - Radisson Blu Aqua Hotel Chicago

Location IL - Chicago

Functional Area Operations

Business Unit Carlson Hotels Managed

Employment Type Part Time Regular

Education Required C - HS Graduate or Equivalent

Experience Required 1 - 3 years

Relocation Provided No

As a Guest Service Representative, your responsibilities include:

- Surpassing guest expectations;
- Handling heavy guest call volume related to housekeeping, engineering, room service, etc;
- Place room service orders via hotel computer system;
- Process all guest calls related to housekeeping and engineering. Follow up to ensure complete guest satisfaction;
- Relief back up to PBX Operator during high call volume periods.
- Perform any other job related duties as assigned.

Position Requirements

- Excellent attention to detail
- Must possess the ability to handle multiple tasks
- Excellent communication and interpersonal skills
- Ability to effectively communicate with guests, team members and department managers;
- Must possess a strong team spirit;
- Prior customer service experience is required;
- Knowledge of basic PC skills;
- Microsoft/Excel experience a plus.

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

https://careers.peopleclick.com/careerscp/client_carlson/external_chw/gateway.do?functionName=viewFromLink&jobPostId=68514&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE

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Renaissance Clerk-Front Desk-14001H6H

Job: Guest Services/Front Desk

Primary Location: USA-IL-Chicago-Renaissance Chicago Downtown Hotel

Organization: Renaissance

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary: As a Renaissance Front Desk Ambassador, you are one of the first ambassadors that a guest comes into contact with and your friendly, authentic approach creates a unique and personalized guest experience when the guest checks in. The successful Front Desk Ambassador will tailor their approach by reading cues from a guest to ensure when they check in the guest feels at home. At Renaissance we believe that every ambassador is an innovator, explorer, and relationship builder, someone who is able to identify the key details that make something uniquely interesting and provide guests with intriguing information about the locale. Creating a smooth and easy experience for guests so they can get the most out of their stay is critical. The Front Desk Ambassador will use their expertise, as well as their relationships with others across the hotel (from housekeeping to parking to the Navigator and beyond), to anticipate and deliver on our guests' needs. He or she should be passionate not only about the locale and local offerings, but also have an eye for detail – from the information they provide to guests, to the accuracy of their reports, to the transactions they process and secure.

No matter what position you are in, there are a few things that are critical to success – making sure you have a safe work environment, following company policies and procedures, ensuring your uniform and personal appearance are clean and professional, maintaining confidentiality, complying with quality assurance standards, and protecting company assets. The front desk ambassador role will be on your feet and moving around (stand, sit, or walk for an extended period of time) and taking a hands-on approach to your work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance). Doing all these things well (and other things that come your way) is the foundation of the job. Ultimately, the real hallmark of the Front Desk Ambassador role is driving a best-in-class guest experience, inspiring guests and associates alike to live life to discover.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Apply online at

<https://marriott.taleo.net/careersection/2/jobdetail.ft!lang=en&job=726489&src=JB-10224>

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Carpet Cleaning Technician (valid driver's license required)

Anderson Certified Cleaning Technicians, Inc. - Chicago, IL

Carpet & Upholstery Cleaning Technician

Anderson Certified Cleaning Technicians, Inc. – Chicago, IL

Anderson Certified is continually expanding. We are seeking Carpet and Upholstery Cleaning Technicians — preferably experienced with carpet, upholstery, and tile & grout — but not a requirement. Positions are available immediately.

Candidates:

Must have a valid driver's license with a good driving record.

Must be able to drive and park a full-sized van in tight spots.

Need a clean criminal record. Must have at least a high school diploma with decent grades. Some vocational school or college is useful but not necessary.

Must be reliable and prompt every day. Start times vary daily based on the first customer's appointment time. Should be capable of running a truck independently and managing a crew if/when necessary. Need to be strong, hardworking self starters who work efficiently and quickly. Anderson Certified employees must enjoy long days and working 6 days a week. Cleaning Technicians earn \$13.00 per hour for the first 2 weeks as part of training in our standards and techniques. From the 3rd week onwards, you will earn 20% gross of each completed job.

Therefore, Technicians who have some sales skills will earn more per job because you can cross-sell/upsell services to the customer's benefit. The ability to produce excellent cleaning results quickly means you can get to your next assignment faster, and finish your day sooner.

Finally, a good attitude is necessary along with the ability to communicate with customers and staff.

If you're looking for a growing company, the potential to have increased responsibilities in the recession-proof cleaning industry, and earn reliable income, then Anderson Certified Cleaning Technicians wants to hear from you.

Apply online at <http://www.indeed.com/viewjob?cmp=Anderson-Certified-Cleaning-Technicians,Inc.&t=Carpet+Cleaning+Technician&jk=8e85bc191e8ce65b&sjdu=QwrRXKrqZ3CNX5W-O9jEvRUaIBNjVgWucwolPQGikCO65-W2m5JTx6U-LrM437ioXJfKpRIiabOFcDbDmW8U8uGG1blqu1KQ4jVc8lpKNvbxQk1st-Dc7wMgcxVyCbNH8D2imO8lqA9xIh18FNM60Q>

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Job Title: Technical Advisor II

Agency: Labor Relations Board State

Closing Date/Time: Fri. 09/12/14 11:59 PM Central Time

Salary: \$4,167.00 - \$4,167.00 monthly Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: AE010 Bid ID#: 002

Description of Duties/Essential Functions Benefits Supplemental Questions
Conducts legal hearings in complex representation cases and unfair labor practice cases, performs legal research and analysis, and writes recommended decisions to the Board to remedy violations of the Illinois Public Labor Relations Act.

Minimum Requirements:

Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires one year of professional experience in the practice of law. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of state and federal laws relating to administrative and regulatory functions. Requires ability to use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct, and report formal or informal administrative hearings. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs, memoranda, summarizations, research reports, or regulations.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: Illinois Labor Relations Board

160 N LaSalle Street, S-400 Chicago, IL 60601

Agency Contact: Carla Stone / Illinois Labor Relations Board

160 N LaSalle Street, S-400 Chicago, IL 60601 Phone: 312-793-6426

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 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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Room Service Associate (PT)

A position in one of Ultima Hospitality's hotels can be a fun and rewarding career! Ultima Hospitality is rooted in a core set of values; these values are evident in all that we do. As an associate on our team, our expectation is that you demonstrate these core values throughout your day and use them as a guide in your decision making process.

- Integrity: adherence to moral and ethical principles; soundness of moral character and honesty in all that you do
- Accountability: being accountable, liable, or answerable for personal actions & decisions
- Performance: completion of tasks with the highest level of achievement
- Passion: powerful or compelling emotion or feeling toward what you do that exudes in your daily work, dedication

Room Service Associate

This position will be responsible for taking accurate orders from customers, making food recommendations, pairing beverages, preparing food for delivery to the guest room, taking food to the guest room and setting up the food within the guest room as appropriate.

This role requires someone with superior customer service skills and the ability to make conversation with hotel guests, enhancing their overall stay at the hotel. This role is in part compensated by tips and service charges received from the guest.

Qualifications

- Basic English Language Skills (Written & Verbal)
- Basic food/beverage knowledge helpful
- Professional, Warm Demeanor - Service Oriented
- Demonstrated ability to multi-task, manage time and work well under pressure
- High School Diploma (or equivalent education/experience)
- Ability to stand for long periods of time
- Ability to lift (up to 40 lbs), pull, bend and carry trays continuously throughout a shift
- Previous hotel/restaurant experience helpful, but not required

Apply online at

http://www.doostang.com/signups/signup_syndicate_4/640465?save_for_later=false&utm_source=IndeedGeneralExternal&utm_medium=sponsored&utm_campaign=GeneralExternal&utm_keyword=

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Night Audit | CHI006409

Description

This position is responsible for the oversight of specific night audit duties as well as oversees the front office during the overnight shift. Night Audit associates are responsible for the guest registration process and communication of hotel services and promotions.

This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires.

You'll be the face of Hyatt as a Night Audit Associate. If you have worked at other Hotels as a front desk clerk or you have an interest in hotel clerk jobs, we'd love to hear from you!

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

To search for other hotel jobs at Hyatt visit <http://hyatt.jobs>.
You're more than welcome.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal and written communication skills

Ability to stand for long periods of time.

Use your past hotel job experience to make a difference at Hyatt. For immediate consideration for the Night Audit position, click Apply Now and complete an application for the Night Audit position on the Hyatt Careers Site!

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: 16.65 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Accounting/Finance/Tax

Apply online at

<https://hyatt.taleo.net/careersection/10780/jobdetail.ftl?lang=en&job=1539427&src=JB-14400>

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**Assistant Front Office Manager - InterContinental Chicago Magnificent Mile
(Job Number: R102157)**

Qualifications

Bachelor's degree in Hotel Management, Business Administration or related field is preferred.

Three years front office/guest services experience including hotel supervisory experience, or an equivalent combination of education and experience. High level of proficiency with Hotel Property Management Systems.

Advanced skills in Microsoft Office Applications, and Cash Handling. Must have Business English communication, and writing skills.

Other Information: May be required to work a rotating shift including nights, weekends and/or holidays.

This job also requires: Environment Required Behaviors/Abilities

Knowledge of Chicago downtown and local areas

Guest/Client focused - ability to interact on a regular basis

Confident individual who is willing to assume responsibility of guest and staff challenges

Demonstrates high degree of drive and determination

Excellent management and communication skills (verbal and written)

Detailed orientated individual with ability to multi-task in fast paced environment

Must be able to maintain a highly positive and friendly professional image, that will reflect well in hotel's overall appearance.

Ability to adhere to hotels grooming standards; policy and procedures

Adaptive and flexible, team player

IHG is an equal opportunity employer M/F/D/V

Job: Front Office Management

Primary Location: AMER_North Amer-United States-IL-Chicago

Schedule: Full Time

Apply online at

<http://ihg.taleo.net/careersection/all/jobdetail.ftl?job=1005169&src=JB-10920>

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Room Attendant

Location: IL - Chicago - The Hotel Chicago

Property: The Hotel Chicago

Relocation Available: No

Type of Position: Non-Management/Hourly

Employment Duration: Full time

Job Description

Maintain the hotel rooms and building to ensure safe and clean experience for hotel guests, associates and vendors.

Experience, Skills and Knowledge

- Ability to scrub and scour surfaces, extending arms over head to perform cleaning tasks, and work in confined spaces.
- Must be willing to "pitch-in" and help co- workers with their job duties and be a team player.
- Knowledge of chemical cleaning agents and operation of various cleaning equipment.
- Ability to push and/or pull equipment weighing up to 100 lbs.
- Must have the ability to communicate in English.

Benefits HEI Hotels and Resorts is committed to providing a comprehensive benefits plan that offers you choices for your physical, mental and financial wellness, creating value in your most important investment - you!

For your physical and mental wellness we offer competitive Medical, Dental and Vision Insurance programs geared to you and your family's needs as well as Vacation/Sick/Holiday benefits. For your financial wellness HEI provides a wide array of coverage, including Supplemental, Spousal and Child Life Insurance and Short and Long-Term Disability. In addition, our 401(k) Savings Plan with matching funds, and discounts through our 'You Decide' and Hotel Room Discount programs provide additional incentives for choosing HEI as the employer of your future.

HEI Hotels and Resorts is an equal opportunity employer
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Receiving Associate

Burlington Coat Factory

Location: Chicago, IL

POSITION DESCRIPTION

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler. FOCUS OF POSITION: Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area MATERIAL HANDLER Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area Clear processed garments/cartons to staging areas Ensure the truck is unloaded Key receive Direct Shipments Verify floor readiness of pre-ticketed cartons and move to floor ready staging area DIRECT ASSOCIATE Help receive and sort direct cartons when they arrive Prepare and finish appropriate paperwork for Direct cartons Open cartons, sort, hang, and tag products PROCESSING ASSOCIATE Take unprocessed garments from Line Handler Check, ticket, and hang garments Identify errors in garment count and ticketing Handle hang sorter cartons and bring to floor staging area LINE HANDLER Open boxes, identify items, and debug garments Direct unprocessed garments to Production Associates Identify "exceptions" and remove from regular assembly line Sort cartons as they come off the Nest-a-flex Direct Supervisor Job Requirements - Internal Use Only - Our ideal candidates will be self motivated, team players, who have the desire to succeed.

We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount. Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at http://www.jobadvisor.co/v17/application?path=149&jobid=f1dcfbd2-b976-bbc6-8856-babae48f8671%3A%3A48&afid=ind&sid=burlington+coat+factory&split_id=433

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P/T Shuttler/Hiker - Truck

Avis

Requisition #: 181325

Addison, IL

Truck Drivers/Shuttler (Part-Time Positions Only)

This position involves safely transporting our vehicles and trucks (assorted sizes) between rental locations, providers and dealer locations as directed following established guidelines, timeframe, routes and local traffic ordinances. Occasional lifting of products and tow equipment is necessary.

This position is ideal for retirees, people who enjoy driving or just want to supplement their incomes.

Job Knowledge, Requirements and Skills

- High school diploma or GED equivalent is required.
- Valid driver's license (Class of License required varies with State) with 6 years driving experience and 3 years good driving record are required
- Skilled knowledge of traffic laws and defensive driving skills
- Good communication and listening skills
- Ability to work independently and work with others in a team environment
- A DOT Physical and medical certification for a minimum of 1 year by the examining physician is required
- Lifting required - minimum weight 50 pounds
- Requires the flexibility to work various day schedules during the weekdays

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Minorities / Females / Protected Veterans / Disabled

Apply online at

<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action?PSUID=7752a68a-369f-4949-9449-3fd6eae29e38>

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Vehicle Service Attendant-Service Agent

Requisition #: 225626

Springfield, IL

IT'S EXCITING being on the fast track to career success.

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance (non-mechanical services such as check tire pressure, fluid levels, gas the vehicle) in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

VEHICLE SERVICE ATTENDANT REQUIREMENTS:

Must speak English

Must be 18 years of age or older

High school diploma or equivalent

6 months of prior work experience preferred

Physical ability to move in and out of vehicles

Effective verbal communication skills to communicate with customers, co-workers and management

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Must be willing to work outdoors in all types of weather conditions

Ability to work various shifts including weekends, evenings, and holidays

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<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action?PSUID=7752a68a-369f-4949-9449-3fd6eae29e38>

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Vehicle Return Associate

Requisition #: 223646

Chicago, IL

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

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

To begin, you'll need the following:

High school diploma

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

* We provide you:

* Competitive pay

* Medical, Dental, Vision & 401K

* Full training to learn the business and enhance your professional skills

* Paid vacations, car rental discounts & much more!

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

Avis Budget Group is an EEO Employer

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