



Job Title: Administrative Assistant I - Opt S3

Agency: Central Management Services
Closing Date/Time: Mon. 09/08/14 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: CMS 8972

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires extensive knowledge of public and business administrative principles and practices. Requires ability to exercise good judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires extensive knowledge of agency policies and procedures. Requires extensive knowledge of office practice and procedures is desired. Requires valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services
Property Management/Facilities/Chicago/Northern
Chicago Medical Center 2020 W. Roosevelt Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702
217-558-0962 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 S3 - Dept Central Mgt Service

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Warehouse Clerk

Zeller Plastik

US-IL-Relocate to Libertyville, IL

8/27/2014

We are looking for an experienced, reliable Warehouse Clerk to join the Supply Chain team at our Libertyville location! The schedule for this position is Sunday- Thursday 9am-5:30pm (every Friday and Saturday off!)

Function:

The Warehouse Clerk will handle incoming and outgoing shipments for the warehouse or production. The Warehouse Clerk will also oversee and coordinate the moving of pallets and other products and materials by forklift operators.

Responsibilities:

Examining inbound and outbound shipment contents and comparing with records, (Invoices or BOLs) to verify accuracy.

Preparing documents, such as work orders, bill of lading and shipping orders to route shipments.

Pulling orders from warehouse racks using a log.

Staging and palletizing product in warehouse.

Performing light quality control to ensure that products are going to the correct areas.

Performing general cleanup and maintenance of the warehouse area.

JOB REQUIREMENTS

Required/Preferred Skills:

Previous experience working in a warehouse required.

Previous experience staging product required.

Previous experience operating a forklift required.

Basic math / counting skills.

Basic computer proficiency.

Flexibility with regard to hours and scheduling.

Inventory experience preferred.

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=JB755W6SG74Y7K65XPC&siteid=cb001&showNewJDP=yes&ipath=EXINDsep_google_feed

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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

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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CUSTOMER SERVICE REP 2

Department: MHP Membership

Schedule: Full Time

Shift: Days Hours: 8:30 - 5:00pm

Job Details: HS Diploma/GED. Experience is required

This position is responsible for responding to inquiries received from members', providers', billing agencies, and Health Plans (HP) regarding status of claims, eligibility verification including Primary Care Physician selection / changes, authorizations, and benefit plan information. Calls are recorded and tracked in the claim payment system. Results of the Customer Service Representative's (CSR) investigation may require the CSR to analyze prior claim handling and approve payment for recalculations when applicable, add or update the member record, and conduct follow through on issues with other departments or outside agencies until resolved.

Qualifications include level of knowledge normally acquired through the completion of high school; minimum of 1 year experience processing claims or related experience with Managed Care Product (HMO); minimum 1 year customer service experience working in a call center, medical terminology knowledge to facilitate review and processing of medical claims; knowledge of CPT 4, HCPCS and ICD-9 coding; familiarity with managed care product (HMO), and the ability to handle confrontation constructively while building the trust and credibility of the caller to resolve issues.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=895274

Busy bistro had immediate need for a dishwasher. FT potential Taverna 750

750 W Cornelia Ave., Chicago, IL (Lakeview, Wrigleyville) Job ID: 8409189

Job Type: Full Time Shift Type: Night

Compensation: 9.25/hr

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description: Busy bistro with 7 dinner services and 2 brunches need an experienced dishwasher. Must be able to work past 12am have dependable transportation or public transportation access. Send resume, contact info and availability

Apply online at <http://www.shiftgig.com/job/chicago/il/dishwasher-job-openings-at-taverna-750-8409189>

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Irish Pub needs a new food delivery person

345 E Ohio St., Chicago, IL
Near North Side, Streeterville
Job ID: 8409463

Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Experience: < 1 Year
References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

D4 Irish Pub is looking for an experience delivery person. We ask that you have done delivery for a restaurant before and are able to learn how to use our POS system. Food must be delivered in a timely fashion and should be the correct order. You will received tips!

Apply online at <http://www.shiftgig.com/job/chicago/il/delivery-job-openings-at-d4-irish-pub-and-cafe-8409463>

Patient Care Tech

Department: Nursing Administration
Schedule: Registry

Job Details: Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

- 1.High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
- 3.CPR certification
- 4.One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=802111

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Security Officer

Department: SECURITY DEPARTMENT

Schedule: Registry

Shift: Nights

Job Details: Under general supervision but according to established procedures, Patrols Hospital areas, assists with combative patients, locks and unlocks Hospital areas, and performs similar related duties in order to provide a safe and secure Hospital environment for patients, employees and visitors.

Job Specifications:

Level of knowledge equivalent to that ordinarily acquired through completion of high school, and/or equivalent. Six to twelve months of on-the-job training and experience in order to acquire a thorough knowledge of Hospital areas and facilities. Interpersonal skills necessary to regularly communicate with visitors, patients and various levels of Hospital personnel and to assist staff with calming hostile and disturbed patients. Physical ability required for regular periods of standing and walking. Physical ability necessary to occasionally lift or restrain patients. Occasionally confronted by combative, hostile, emotionally disturbed or intoxicated individuals.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=494681

CERTIFIED NURSE ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC MEDICAL/TELE

Schedule Full-time

Shift 12 Hr. Shifts Hours 7a-7:30p

Req Number 131480

SUMMARY: Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

Education and/or Experience: High school diploma or GED

Computer Skills: Knowledge of Microsoft Word and Excel

Certificates, Licenses, Registrations

Certified Nurse Assistant Program certification; CPR Certification

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=185259>

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Medical Assistant II (Certified)

Department: CLINIC ARVEY

Schedule: Full Time

Shift: Rotation

Job Details: Reporting to the Manager of Family Medicine Center, assists physicians in the Family Medicine Center by preparing patients for treatment, taking patient medical history, running basic laboratory tests, assisting during patient treatments and providing basic patient instructions. Performs a variety of clerical duties.

Job Specifications:

Successful completion of a Medical Assistant program and must be a Certified Medical Assistant. One (1) to three (3) years experience as a Medical Assistant is highly desirable. Pediatric and OB outpatient experience preferred. Ability to speak and write in the Spanish language is a plus.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=786492

Servers wanted for South Loop Bar and Grill!

The Weather Mark Tavern

1503 S Michigan Ave Chicago, IL

South Loop, Near Southside

Job ID: 8408539

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: \$4.95/ hr. + tips

Experience: 1-3 Years

Job Description: The Weather Mark Tavern is in the heart of the booming South Loop. With our great neighborhood, easy transportation and regulars that will soon treat you like family, we are the perfect destination for someone looking to make money, while working in a place that feels like home.

Requirements & Skills

Open to working weekends and at least one weekday night. Must be 21 or over

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-weather-mark-tavern-8408539>

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COLLABORATIVE/COMPLEX CASE MANAGER - CHS

Department: MHP-Utilization Management

Schedule: Full Time

Shift: Days

Job Details:

Bachelors Degree preferred

Licensure Required

3-5 years experience is required

Reporting to the Director of Utilization Management (UM) works closely with specific physicians and their office staff, patients and families and when appropriate, hospital Case Management/UM, discharge planners and BlueCross BlueShield of Illinois (BCBSI). Collaboratively manages complex medical care, resource utilization and the quality of services delivered to specified medical group members.

Conducts audits and draws conclusions to provide education to the patient, Primary Care and consulting physicians based on the outcome of achieving the identified care plan. Current licensure as a Registered Nurse in the state of Illinois.

Three (3) to five (5) or more years of progressively responsible clinical nursing experience. Strong specialized skills in managed care, quality assurance/utilization management, care coordination and case management preferred.

The level of knowledge normally acquired through the completion of an Associate's or Bachelor's degree at an accredited college of nursing.

The interpersonal skills necessary to communicate with physicians, other medical professionals, hospital personnel, patients and families.

The analytical and problem solving skills necessary to develop action plans based on review of patient records, to evaluate appropriateness of patient care and propose solutions, prepare reports, etc. Ability to work autonomously is solution minded and self directed. Technologically savvy.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=469464

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Foreman

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=285

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Janitor C

Chicago, IL (Hubbard Place)

Job Description

We are currently looking for a Janitor C at Hubbard Place, a market rate property located in Chicago, IL next to the company's corporate office.

Please note: This is a swing shift position so candidates must be flexible with shifts and weekends

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

DUTIES AND RESPONSIBILITIES:

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks
Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.
Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security.
Conduct building walk-downs daily and replace items as necessary
Maintain curb appeal of the property at all time
Trash-out vacant units as needed
Strip and Wax assigned floors quarterly
Monitor supplies and advise supervisor of items needed as necessary
Participates in a standby emergency schedule for evening, weekend, and holiday coverage

Skills & Requirements

Excellent Customer Service skills
Full time maintenance or janitorial experience, or experience in related field
Knowledge of industry safety standards preferred
Experience working in resident/hospitality communities preferred
If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union

Apply online at

http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17627055340805&cid=6648&source=Indeed.com#.U_9ev8VdXF8

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New Store Opening - Supervisors & Associates

Location: Chicago, IL

POSITION DESCRIPTION

NEW STORE OPENING IN CHICAGO, IL-THE MAXWELL THIS FALL 2014 Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby.

Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

We are currently hiring for our: New Store Opening in We're now hiring for all store positions: Customer Service Supervisor, Receiving Supervisor, Team Lead, Baby Depot Specialist, Merchandising Team Associate, Markdown Team Associate, Sales Associates, Receiving Associate, and Cashier. For management positions, please review our career site for the position and location information and simply apply online.

For hourly associate positions, our next career fair will held Previous retail customer service experience within a Big Box or Specialty environment preferred Physical ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above Ability to work a full-time schedule including nights, weekends, and holidays Strong interpersonal, communication, organization and follow-through skills 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 and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few. 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=88c823e9-e4b4-fcde-4f54-319d056a56a3%3A%3A48&afid=ind&sid=burlington+coat+factory&split_id=433

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 9520

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

Minimum Requirements:

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

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

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern/Chicago B

831 W. 119th Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

How to Apply:

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

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

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

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

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

Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary.

Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel.

Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Community Relations Representative

Location: Arlington Heights

Office: External Relations

Department: Government Affairs

Job Description:

Develops and maintains positive relationships within The City of Chicago and the Latino Community region wide.

Acts as liaison for Pace with External stake holders including communities, businesses, local elected officials, staff and community organizations to market Pace services, foster good will and convey information on Pace initiatives.

Executes local outreach campaigns for promotion of Pace related programs and services. Works closely with Pace staff. Conducts or represents agency at formal or informal hearings.

Knowledge of complex activities and operations of local government. Assess and implement programs as it pertains to geographic territory. Negotiate very complex and sensitive issues.

Effectively advocate the Pace agenda. Manage and direct numerous and various complex issues simultaneously. Develop effective advocacy networks and build effective coalitions. Performs other duties of similar nature and level as assigned.

Qualifications:

Bachelor's degree in Business Administration, Political Science, Public Administration or related field. Minimum two years of experience in government affairs. Equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Transit or government related experience is desirable.

Excellent verbal and written communication skills. Experience in tracking and managing multiple projects, writing, research and community relations. Intermediate to advanced MS Windows applications is required. Strong customer service skills are essential and frequent travel, early morning, evening and weekend hours may be required. Fluent in Spanish - both verbally and writing skills.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=523

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

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IT Administrative Specialist

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Chief Information Officer (CIO), or designee, be responsible for the preparation of the annual Capital and Operating budgets for the Information Technology (IT) Department. Initiates and confers with Purchasing, Accounting and Capital Financing and Infrastructure staff to ensure all requisitions are correctly entered with proper statements of work, accounting codes and allocation of funds; reviews the expenditures of all administrative costs for the IT Department on a monthly basis, alerting the CIO of irregularities and makes recommendations for correction.

Reviews and edits all RFP specifications and purchasing documents to ensure proper formatting and completion. Manages and directs committees that involve the IT Departments specific projects. Reviews all audit points relating to the IT Department and recommends corrective action.

Develops and maintains backup and recovery plans and procedures for all equipment and software under the responsibility of the IT Department to ensure a smooth resumption of business in the case of a disaster. Takes the lead for all of Pace to ensure a coordinated plan for deployment of established procedures in case of a disaster.

Qualifications:

Qualified candidate must have at least three (3) years technical experience in information systems, and a B.A./B.S. with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in budgeting and reviewing expenditures of administrative costs for information technology.

Candidate must demonstrate a good knowledge of PC software and standard PC/LAN operating systems, utilities and hardware. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

Apply online at

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Registrar - MAL0000347

Duties and Responsibilities

Malcolm X College is seeking a Registrar.

The effective and proper administration of the development, implementation and improvement of an effective admissions and records program.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page. Prepares and directs the registration procedure to meet the needs of the students and the standards of local, state and federal agencies. Develops and manages the College record keeping process. Develops and implements the College admission function. Serves as a liaison between the College and high schools.

Directs and monitors registration and maintenance of records for all student records at the College. Supervises the processing of registrations. Provides certificates of course completion to students and outside agencies. Directs the evaluation and certification of student records for attendance purposes to outside agencies such as Veteran's Administration, Public Aid, student loan lenders and others.

Serves as liaison to Computer Support Services to maintain and improve communication in matters relating to information processing needs. Coordinates the preparation and editing of the College catalog with all departments.

Supervises the evaluation of student records to determine degree eligibility. Assists in planning and conducting commencement exercises.

Performs other duties as assigned.

Qualifications

M.A. degree in related field plus 3-4 years experience in a college setting.

Excellent organizational and administrative skills. Proven experience in managing and directing a diversified work staff. Ability to communicate effectively in both verbal and written forms. Ability to work well with employees at all levels of the organization as well as students and other customers. Must be able to effectively represent the College and District at various meetings. Must be self-directed and innovative, able to assess current operations and integrate new technology into the work process.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Advisor-Adult Education - MAL0000185

Duties and Responsibilities

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Malcolm X College is located near the Illinois Medical District, on the near west side of Chicago. As a City College of Chicago, Malcolm X College offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The Healthcare College to Careers program is headquartered at Malcolm X College.

Primary Objective: Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel.
Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable. Availability to work some evenings and weekends

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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