



Line Cook (Evanston)

Boltwood in Evanston is looking to hire a full-time line cook! We are looking for an energetic and creative individual to join our team.

The right candidate will have at least two years experience in a high volume professional kitchen. Culinary degree is a plus, but not necessary.

Please email resume with past work experience and at least one professional reference:
work@boltwoodevanston.com

Patient Care Tech

Weiss Memorial Hospital, Chicago, IL
Department: Nursing Administration
Schedule: Registry

Job Details: HS Diploma/GED
Certification Required
CPR certified
1-2 years experience is required

JOB SUMMARY

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. 1 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=910684

4800 W. Chicago Avenue, Chicago, Illinois 60651
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please feel free to forward job leads to others



Pediatric Nursing Supervisor (Oak Forest)

Advantage Nursing Services is seeking a Pediatric Nurse Supervisor for our Oak Forest, IL staffing location!

* THIS IS PRIVATE DUTY PEDIATRIC HOME CARE! *

Qualifications:

Must be a Registered Nurse in the state of Illinois

Must have a discipline free nursing license

Must have 1 years of RN Pediatric IN HOME experience !!

Must have Vent, Trach and G-Tube Experience

Must have basic computer skills

Must be Flexible!

***Must be able to commute!

Excellent communication skills is a must as well as a friendly and outgoing personality with the ability to multitask!

This is your opportunity to work with children where they are most comfortable, in their own home.

A COMPANY CAR, PHONE & COMPUTER PROVIDED!

FULL BENEFITS:

\$BONUS PROGRAM\$

ETO

WEEKLY PAY

DIRECT DEPOSIT

HEALTH INSURANCE

DENTAL INSURANCE

VISION INSURANCE

SUPPLEMENTAL INSURANCE

401K

25% OFF ATT SERVICES

If you are interested in working for the best family owned home healthcare company in the state, and are interested in making a difference in a child's life, we would love for you to be apart of our ever growing team!

Please submit all resumes to Erin at: elange@advantage-nursing.com

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Automotive Mechanic (Batavia)

MV Transportation Inc., the largest and most experienced American-owned transportation contracting firm in the USA, is searching for a Automotive Technician for our Batavia, Illinois division.

The Automotive Technician will perform routine maintenance and repairs on all fleet vehicles, The Technician is required to diagnose, inspect, and change or repair defective components, sub-components, and systems on all fleet vehicles.

Duties include, but not limited to the following:

- Maintains, adjusts, and/or repairs all vehicle systems components.
- Perform all aspects of preventative maintenance
- Performs related duties, as required.

Job Requirements

- Must be a least twenty one (21) years of age.
- Must be willing to work second shift
- Must have and maintain a clean driving record.
- Have or be able to obtain a class "B" Illinois CDL license (we will help get)
- Must pass and maintain a DOT physical and drug screen
- Must be able to work under minimal supervision

Apply in person at:
1896 Suncast Lane
Batavia, IL 60510
630-406-5124 Ext 104

Please visit us at www.mvtransit.com to submit your resume and learn more about our company.

Pre-employment drug screening and background check is required. MV Transportation is an equal opportunity/affirmative action employer.

MV Transportation, Inc. provides equal employment and affirmative action opportunities to minorities, females, veterans, and disabled individuals, as well as other protected groups.

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Patient Intake Rep

Req. Number: 25001-71332

Shift: Day

Qualifications:

High School diploma or equivalent 2 - 3 years of hospital registration, billing or collection experience Knowledge of third party payors Knowledge of the Allegra system preferred Strong medical terminology background preferred, certification in medical terminology within one year of employment Customer service experience preferred Knowledge of a PC computer keyboard with data entry experience Previous Allegra experience is beneficial Excellent communication and customer service skills Strong interpersonal skills Ability to function in a stressful, fast-paced environment with a high level of empathy, tact and poise Must type 20-30 words per minute None Ability to read, enter and retrieve information from the computer terminal. Ability to work weekends, holidays, and different shifts in order to accommodate staffing needs, may be required. The candidate must be able to perform physical tasks such as hearing the client, viewing the computer screen, verbalizing instructions and possessing manual dexterity for data entry; ability to lift 20 lbs of computer paper, ability to work on a CRT terminal screen. The candidate must be highly customer service oriented. High degree of phone contact/personal one on one contact with patients, patient families, other hospital departments and physician offices.

Job Description:

Interview, coordinate and accurately schedule Outpatient, Same Day Surgery, and Interventional Radiology patients for pre-procedure diagnostic testing and procedures for a variety of departments. Interview, coordinate and document highly accurate patient personal and medical coverage information in the form of admission, pre-registration and registration procedures in the most timely and cost-effective manner. Performs revenue enhancement procedure in the form of monetary collections for out of pocket expenses, self-pay and/or co-payments for outpatient tests/procedures. Performs all job duties under the highest Customer Service standards which not only meet but exceed customer expectations. Accountabilities: 1. Performs all job duties under the strictest Customer Service standards according to established policies and procedures. 2. Perform paperwork according to established policies and procedures. 3. Maintain computer skill level in accordance with expected turnaround times and expected work outputs as established via policies and procedures.

Apply online at <http://jobs.advocatehealth.com/us/united-states/clerical-and-administrative/jobid5738917-patient-intake-rep?apstr=%26sid%3D31&ss=paid>

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Technical Marketing Manager, MFG Core Solutions (Chicago)

#14WD16104

Location: Home Office or Any Autodesk Location

As a Technical Marketing Manager you will provide technical marketing content to support the overall marketing objectives of the Autodesk Manufacturing Industry Marketing team. Activities may include the creation of data-sets, videos, imagery; use-case scenarios, and technical PowerPoint presentations to support the growing Autodesk Digital Prototyping portfolio. You will also be required to present and deliver technical materials in a variety of ways including, web-presentation, in-person meeting as well as social media channels i.e. YouTube, Twitter and Facebook.

The Technical Marketing Manager will also interface with Customers, Sales, Channel Partners, Business Development Managers/Directors, Product Managers/Product Line Managers and Industry Marketing Managers. You will be the first on the marketing team to test new software and provide feedback to the development teams.

Responsibilities:

Develop technical marketing materials such as: white papers, demo-sets, videos and PowerPoint files. Implement social media activities to drive awareness

Typical project might include, developing a data-set, recording a workflow video and promoting via social media and marketing channels

Conduct on-going, detailed competitive analysis and produce documentation regarding competitors' strengths and weaknesses, sales

Engage in product / service alpha and beta releases to gain early insights into upcoming software releases and provided development feedback

Develop and maintain relationships with other technical marketing professionals at Autodesk which also includes Application Engineers, Solutions Engineers, and Customer Success Engineers.

Requirements:

Excellent communication, writing, and editing skills.

Demonstrable experience with modern Digital Prototyping tools.

Experience with social media channels such as Facebook, Twitter, LinkedIn

Video editing or creation experience

Strong presentation skills

Ideal candidate will also have strong working knowledge of data management solutions

Autodesk is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.

We're always looking for great people. Please submit your resume online: [Click Here](#)

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Temporary - Part-time Data Entry Assistant

Northwestern University - Chicago, IL

Please attach a cover letter for full consideration for the temporary opportunity of Temporary Part-time Data Entry Assistant.

This is a part-time position (20-30 hours per week / flexible).

Campus: Chicago.

Paying approximately \$14.00-\$16.00 per hour.

This position has a start date of approximately ASAP.

This position has an end date of approximately TBD.

Northwestern University seeks to employ a varied and diverse range of dynamic people who understand the importance of our mission and vision. When you consider a temporary opportunity at Northwestern University, you know that you are joining an institution with a deep history of academic, professional and personal development.

Temporary Job Description:

This person is responsible for entering data into an electronic data base (Velos) and will work closely with outcome coordinators to make sure data is collected and entered appropriately. In addition, this person will have the opportunity to participate in quality review and data collection strategies. Ensures that information is entered correctly into databases; Ensures accuracy of data obtained; Perform related duties as required or assigned.

Minimum Experience & Skills:

A bachelor's degree or the equivalent combination of education, training and experience from which comparable skills can be acquired; Must complete NU's IRB CITI training; Data entry experience required; Familiarity with hospital electronic systems (i.e. electronic medical records, powerchart, EPIC).

Software Required:

Proficient in Microsoft Office – Outlook, Word, Excel, PowerPoint, and Internet Explorer;

Date Posted: 8/6/14

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Apply online at

https://nuhr.northwestern.edu/psc/hr91prod_er/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=23750&

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Human Resources Coordinator - DIS0000386

Duties and Responsibilities

The District office is seeking a Human Resources Coordinator.

City Colleges of Chicago is looking to hire a Human Resources Coordinator. This role will be based in our district offices in the loop. This is a great opportunity for recent college graduates and individuals interested in pursuing a career in Human Resources. Working with the Employee and Labor Relations team, the Human Resources Coordinator provides support for the delivery of HR services with specific responsibility providing information to employees regarding employment and labor policies and regulations; maintaining records, files, and databases of personnel actions, and assisting in ensuring that personnel functions conform to all applicable union Collective Bargaining Agreements and college and District policies and procedures. The District office supports the seven city college campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes.

Qualifications

Bachelor's degree in Human Resources, Business Administration, Management or a related field.

Extensive computer and software experience, including word processing, spreadsheets, database management, and desktop publishing. Must be able to adapt to computer and software changes as the District continues to upgrade automation.

Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, and maintaining accuracy and attention to detail.

Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

Must be self-directed and able to meet assignment deadlines.

High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

Must possess excellent verbal and written communication skills.

Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities.

Ability to perform moderate to complex research.

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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Compensation Coordinator - DIS0000394

Duties and Responsibilities

City Colleges of Chicago is seeking a Compensation Coordinator to perform a variety of compensation analytic and support activities.

This role will be based in City Colleges' district office in the loop. Under general supervision of the leader of the Compensation team, this position will be responsible for performing entry-level compensation and classification analysis, managing reporting to Board of Trustees and providing general support for the Compensation Department.

The District office supports the seven city college campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes.

Qualifications

Completion of a Bachelor's degree in Business Administration, Human Resources or a related field, with previous experience in Human Resources; or a combination of training and experience required.

Excellent analytical and problem solving skills.

Familiarity with quantitative analysis and software applications.

Proficiency with the Microsoft Office Suite including creating reports with tables and charts using statistical data.

Must be able to work well with employees at all levels of the organization, including internal and external customers.

Must be able to handle all situations with tact, persuasiveness, and diplomacy.

Must possess a high level of confidentiality.

Must possess excellent verbal and written communication skills.

Must possess attention to detail and be highly organized.

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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Locker Room Attendant - Part Time - WIL0000308

Wilbur Wright College

Overview of the position:

Clean and stock locker rooms to CCC's standards of cleanliness.

Monitor conditions in locker room, concerning Safety and Sanitation issues.
Responsible for the cleaning and distribution of towels for men and women.

Maintain and wash all uniforms for Male and Female athletic teams.
Perform other duties as assigned.

Adheres to CCC Customer Service Excellence standards.

Qualifications

Completion of a high school diploma or the equivalent preferred.

Must be able to perform all duties listed above.

Ability to manage multiple tasks and meet time schedules.

Ability to understand and follow oral and written instruction.

Ability to interpret and apply proper sanitation and safety procedures.

Must maintain effective work relationships with those contacted in the performance of required duties.

Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

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Payroll Representative - DIS0000369

Duties and Responsibilities

District Office Human Resources – Payroll Representative. The District office is seeking a temporary payroll representative.

City Colleges of Chicago is looking to hire a temporary Payroll Representative. This role will be based in our district offices in the loop and is expected to last through summer 2015. This could be a great, entry level position for candidates interested in pursuing a career in Human Resources. Working with the Payroll team, the Payroll Rep supports and coordinates the administration of district-wide staff, faculty and student payroll. This role will input audit and monitor critical information to ensure the effective administration of the payroll function. Other duties include answering inquiries accurately, understanding and administering various collective bargaining agreements' pay procedures and actively supporting project-based work.

The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes.

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Qualifications

The ideal candidate has a college degree with ability to gather and analyze various types of data. Proficient in Microsoft Office applications with strong Excel skills. Must be comfortable learning new software applications. Will have a strong ability to prioritize work and manage multiple responsibilities while maintaining accuracy and following up on outstanding inquiries. Must demonstrate customer-service orientation and the ability to maintain high degree of confidentiality and professionalism.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

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Call Center Manager - DIS0000380

Duties and Responsibilities

Call Center Manager -The District office is seeking an experienced Call Center Manager.

The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes. The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement.

Qualifications

Bachelor's degree and minimum of 5 years managerial experience.
Experience working in a high volume call center.
Working knowledge of City Colleges of Chicago's marketing and enrollment functions and operations is preferred.
Excellent verbal and written communication, organizational, and administrative skills required.
Must be able to display strong leadership skills and have the ability to facilitate staff training, team building and supervise project management.
Must be able to work well with internal and external constituents and possess the ability to handle all situations with tact and diplomacy.
Must be self-directed, innovative, flexible and able to assess current operations in an effort to develop practical solutions to improve the functioning of the department.
Must be able to complete tasks in a timely manner.

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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Goose Island Brewery

1800 N Clybourn Ave., Chicago, IL
Lincoln Park, DePaul
Job ID: 8255653
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: 1-3 Years
References: Preferred

Goose Island Clybourn is hiring HOSTS!

Job Description

Apply to be a host at Goose Island's original brewpub! Beer knowledge is a plus, but we will educate you if you're a novice! Friendliness and a great attitude are a MUST!

This job will entail: Answering phone inquiries for reservations, merchandise, beer, etc. Greeting and seating guests. Set up and break down for our weekly brewery tours

Requirements & Skills: Must have good availability and be able to work a variety of shifts (day, night, and weekend!) Open Table and Aloha POS experience

If this sounds like the job for you, please apply via shiftgig with a resume at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-goose-island-brewery-8255653>

La Notte Cafe

6822 W Windsor Ave., Berwyn, IL
Job ID: 8255555
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: 1-3 Years

Looking for Waitress/Bartender/Bus Boy

Job Description

Fast paced Italian Restaurant in Berwyn's Depot District looking for experienced waitress/bartender/bus boy to work days, nights and weekends. Will train as well. Please email your resume to Alexis @ 3i8bn4m9wz@jobs.shiftgig.com

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Tilted Kilt Pub & Eatery

3340 Mall Loop Drive, Joliet, IL
Job ID: 8255125
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: < 1 Year

Line Cooks

Job Description

Love cooking? Well, Tilted Kilt is hiring for cooks who want to get into the restaurant business. You would be responsible for prepping ingredients and assembling dishes according to restaurant recipes and specifications. It is a great stepping stone that allows you to get basic training on cooking techniques, health and safety procedures, and other various aspects of restaurant management.

Apply online at <http://www.shiftgig.com/job/joliet/il/grill-cook-job-openings-at-tilted-kilt-pub-eatery-8255125>

Buzz Cafe

905 S Lombard Ave., Oak Park, IL
Job ID: 8254969
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: < 1 Year

Opportunity Knocks! Hiring now. The Buzz Cafe in Oak Park is looking for experienced part time Line Cook.

Job Description

Cafe looking for experienced line cook. Breakfast - Lunch - Dinner

Requirements & Skills

Must be 18+ years of age. Must be available to work weekends and evenings

Please visit www.thebuzzcafe.com to fill out an application.

Contact us @ (708) 660-0894

Email..... 5qynrpvvzp@jobs.shiftgig.com

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Potbelly Sandwich Shop

409 W Washington St # 110, Chicago, IL

Near West Side, Printer's Row

Job ID: 8254777

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: Competitive hourly rate

Experience: < 1 Year

References: Preferred

Shake Shakers Needed!

Job Description: Want to love where you work? Want to have fun for a few hours a day while making people really happy? Then we just might be right for you. The ideal candidate is someone who is open to coaching, loves to smile and has an upbeat outlook.

Send your resume if you would like to be considered!

No walkins or phone calls will be considered.

Please apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-potbelly-sandwich-shop-8254777>

Unit Secretary

Weiss Memorial Hospital, Chicago, IL

Department: Nursing Administration

Schedule: Registry

Job Details: HS Diploma/GED

CPR certified 1-2 years experience is required

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. Requires a high school diploma or equivalent. 1-3 years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=574722

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Job Title: Industrial Services Consultant II

Agency: Department of Labor

Closing Date/Time: Mon. 08/18/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 15-IDOL-0030

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Consultant's Manager, performs complex and highly technical industrial and safety consultation work; conducts complex on-site surveys of business establishments by recognizing various safety and health hazards in the workplace.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in related field such as physical sciences or safety/health management; requires one year of experience in industrial safety or related field; requires ability to meet travel requirements of the position.

Work Hours & Location/Agency Contact:

Monday - Friday 8:30 am to 5:00 pm (no weekends or State holidays)

Illinois Department of Labor 160 N. LaSalle Street c-1300 Chicago, IL 60601

Send Applications to: Illinois Department of Labor Attn: Deborah Morris

900 South Spring Street Springfield, IL 62704

email: deborah.morris@illinois.gov

fax: (217) 782-0596

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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Job Title: Office Assistant - Opt 5

Agency: Central Management Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 9220

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs clerical and messenger work. Delivers on various routes state of IL property as part of the centralized Mail and Messenger Services. Picks up outgoing mail from various state office locations, receives, sorts and prepares mail and packages for mailing and delivery, delivers agency payroll warrants. Performs basic upkeep and maintenance duties of the central mailroom, and motor vehicle used for mail and messenger deliveries.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel; requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Central Management Services

Agency Services/Agency Support/Mail & Messenger

100 West Randolph - JRTC 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 5 - Mail & Messenger

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Job Title: Office Coordinator - Opt 2 Agency: Revenue
Closing Date/Time: Wed. 08/13/14 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC014 Bid ID#: DOR 9518

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of technical secretarial and office support functions for the Division Manager; assists Division manager in conducting studies of office procedures and makes written recommendations for improvements of operations; via personal computer, types from rough draft and/or oral instructions, a variety of complex material including correspondence, memoranda, investigative reports, charts, case histories, petitions, briefs, and summaries some of which are confidential in nature: develops and maintains complex, integrated spreadsheet applications to prepare tracking systems of case dockets, comprehensive reports, data tables, records, and progress reports; maintains and updates a variety of confidential and general files, including an access computer database; archives closed cases and other old or outdated documents as directed; serves as office receptionist; answers phones; reads, sorts and distributes Incoming mail; attends meetings and takes notes or minutes as required; serves as timekeeper; maintains a tickler file of information on open and pending cases for the Criminal Prosecution Office.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires skill In typing accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Revenue
Legal/Criminal Prosecution Office 100 West Randolph Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
217-558-0987 217-782-9925 Fax

How to Apply: This position 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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REG/Pharmacist

MacNeal Hospital, Berwyn, IL
Department: Pharmacy
Schedule: Registry
Shift: Rotation

Job Details:

1-2 years experience is required

Under general supervision, performs centralized and decentralized pharmacist duties: physician prescribed medications, I.V. admixtures, hyperalimmentations, irrigating solutions, etc., by following accepted physical and chemical procedures, and assumes responsibility for ensuring that drugs/pharmaceuticals are dispensed on a timely and accurate basis; functions as a pharmacy consultant to medical staff, nursing personnel and instructs patients in their individual drug therapy program.

Level of knowledge equivalent to a Bachelor of Science Degree in Pharmacy.

Between one and two years of progressively more responsible pharmacy experience is required.

Current licensure as a Registered Pharmacist by the State of Illinois.

The ability to interpret physician's orders, calculate dosage, and use reference texts in presenting pharmacology data to physicians, hospital staff and patients.

An aptitude for detail with the ability to work within an area that is very quality control/cross check conscious.

The ability to communicate effectively with patients and medical personnel (on several different levels of understanding).

General knowledge of computer functions.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=912934

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Job Title: Paralegal Assistant

Agency: Corrections

Closing Date/Time: Mon. 08/18/14 11:59 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-82-14-6000

Position Number: 30860-29-10-406-11-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, English, and statistics or related areas. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data.

Work Hours & Location/Agency Contact:

WORK HOURS: 6:30am to 2:30pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center/office of Adult Education and Vocational Services, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

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Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Tue. 08/19/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-83873

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. Requires Illinois certification as a certified pharmacy technician. Must be at least 18 years of age. Requires working knowledge of the principles and practices of pharmacy. Requires working knowledge of aseptic handling of drugs. Requires working knowledge of typing; requires ability to prepare pharmaceutical preparations. Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed and stored. Requires ability to perform data entry into a computerized pharmacy record keeping system.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Shapiro Developmental Center 100 E Jeffrey St., Kankakee IL 60901
Please submit CMS 100 (revised 01/2014) applications to:
Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

How to Apply:

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