



Position: Forklift Drivers

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Manufacturing Positions Available

Responsible for moving product throughout the facility, setting up/staging material properly for daily production, as well as loading and unloading trailers.

Job Responsibilities:

Production or Set Up Forklift operator/Driver

1 yr. manufacturing experience, at least 1 yr. of FL experience, driven a FL in the last 3 months.

Part Time

Full Time

All Shifts

Associate Requirements:

HS Diploma or GED

Able to Lift 60 pounds

Background Check Required

Must be at least 18 years old

Drug Test Required

Associate Benefits:

Weekly paychecks

Direct Deposit or Cash Card pay options

Hourly

Work Location

BWAY Corp./Chicago-7015

3200 S. Kilbourn Ave.

Chicago, IL 60623

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Position: Material Handlers and Production Operators

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Manufacturing Positions Available

Line worker responsible of working an area within the pail and can assembly production businesses.

Job Responsibilities:

Production/Assembly line worker.

1 yr. manufacturing experience, able to stand up to 8 to 10 hours.

Full Time

Part Time

All Shifts

Associate Requirements:

HS Diploma or GED

Able to Lift 60 pounds

Background Check Required

Drug Test Required

Must be at least 18 years old

Stand for Shift Duration

Associate Benefits:

Weekly paychecks

Direct Deposit or Cash Card pay options

Hourly

Work Location

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Position: Inside Sales Account Representative

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Administrative/Clerical Positions Available

Staff Management| SMX is currently screening candidates for Inside Sales Account Representative. This excellent direct hire position is an great opportunity for individuals looking to build a career in sales. This position is the first line of contact, working with executives and professionals who have requested additional information through their web site or marketing materials.

Job Responsibilities:

Establish a connection with your inbound leads and convert them to sales; Maintain and actively service existing customers; Close new accounts by answering telephone, fax, and e-mail inquiries; Initiate sales process by calling on inbound leads; Make initial presentation; Understand account requirements and converting them to sales; Ask probing questions in order to establish client's needs; Build product value based on established goals and need; and Manage sales pipeline.

Candidates must have: ability to meet sales goals, have closing and relationship building skills, have excellent verbal and written communication, and possess a strong work ethic. Candidates must be proficient in Microsoft Office applications, and be able to type 50+ wpm. Bachelor's degree preferred, or relevant work experience.
Full Time; Direct Hire; 1st Shift

Associate Requirements:

Bachelors; Background Check Required
Drug Test Required; Must be at least 18 years old

Associate Benefits: Paid Training; Salaried

Work Location

Exact Data / Chicago, IL
328 S Jefferson St. # 550
Chicago, IL 60622

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Position: Tyson Foods Payroll

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Administrative/Clerical Positions Available
Payroll Positions; Full Time; Part Time; All Shifts

Associate Requirements:
Background Check Required
Drug Test Required
Must be at least 18 years old

Associate Benefits:
Weekly paychecks
Direct Deposit or Cash Card pay options
Pay Rates Vary

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights
Office: Revenue Services
Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Position: Production Associates

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Manufacturing Positions Available

Staff Management | SMX is currently hiring at Mars Snackfood facility. We have openings for general production and packaging positions.

Join our team as an Associate learning and working important positions within the organization that will benefit you as you propel your career.

If you're energetic, reliable, aspire to do more and you have a can-do attitude, work in an environment where people, technology and efficiencies meet, every day.

Job Responsibilities:

Join our team as an Associate learning and working important positions such as picking and packing.

Able to Lift 40 pounds Must stand 8 to 12 hours per shift Must be able to communicate in English Must be able to work weekends Must be able to rotate shifts

- Full Time
- Part Time
- All Shifts

Associate Requirements:

- Drug Test Required
- Able to Lift 20 pounds
- Background Check Required
- Must be at least 18 years old

Associate Benefits:

- Weekly paychecks
- Direct Deposit or Cash Card pay options
- Medical / Dental
- Competitive Pay

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Position: General Warehouse

Location: Morton Grove, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Warehouse/Distribution Positions Available

Perform the required duties with safety and quality as the top priority. Take pride in your work and your daily productivity. Measure your individual contributions yet enjoy a team of individuals performing a similar function.

Job Responsibilities:

Staff Management | SMX, is hiring warehouse associates to load, unload, and sort boxes for delivery service drivers. You will need to read work orders and follow oral instructions to identify package destinations. Be prepared to work in a fast paced and casual environment. Must be at least 18 years old HS Diploma/GED Required Able to Walk/Stand for Shift Duration Able to Lift at Least 49lbs Pass Drug Test and Background Check

Part Time; Full Time
2nd Shift; 1st Shift; 3rd Shift

Associate Requirements:

HS Diploma or GED
Background Check Required
Drug Test Required
Must be at least 18 years old

Associate Benefits:

Paid Training
Weekly paychecks
Direct Deposit or Cash Card pay options
Medical / Dental
Up to \$12.75 per hour

Work Location

Amazon DCH2 / Morton Grove, IL-7523
8290 Austin Ave
Morton Grove, IL 60077

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

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Position: Push Pull Forklift Operators

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Manufacturing Positions Available

Staff Management at Mars Snackfood is currently hiring full time positions. If you are interested in these positions,

Job Responsibilities:

Forklift

Must stand 8 to 12 hours per shift, must be able to communicate in english, must be able to work weekends, must be able to lift up to 30 lbs, must be able to rotate shifts, must be able to pass drug test, BG check, and orientation class

Full Time
Part Time
All Shifts

Associate Requirements:

Must be at least 18 years old
Able to Lift 40 pounds

Associate Benefits:

Weekly paychecks
Direct Deposit or Cash Card pay options
Medical / Dental
Up to \$12.09

Work Location

Mars Snackfood - Chicago-0108
2019 N Oak Park Avenue
Chicago, IL 60707

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

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Position: Customer Service/Office Clerical Positions

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Administrative/Clerical Positions Available

Looking for professional, energetic people to work handling our Customer Service and Office, Clerical positions. These positions handle all inbound and outbound freight via truck and plane. These positions will review manifests and verify both content and destination to ensure proper handling of freight.

Job Responsibilities:

1. Inputs DATA entries FORMS and UNIMATC
 2. Monitor that we don't over stage a fit (understands caps).
 3. Turns in the running slip into United Running lead.
 4. Help send email to CO-Share Partners
 5. Help prepare transfer paperwork for CO-Share Partners
 6. Morning office agent keeps a watch for missing tenders scans and correct
 7. Afternoon office Agent keeps a watch for missing tenders scans and correct
- All employees must conform to a background check, CDA check and fingerprinting, ICE background check, drug testing and show proof of eligibility to work in the US. All attendance policies must be adhered to for the duration of employment. This is a 24/7 operation so weekends are required.

Full Time; Long Term; All Shifts

Associate Requirements:

- HS Diploma or GED; Able to Lift 40 pounds
- Must be at least 18 years old
- Background Check Required
- Drug Test Required

Associate Benefits:

- Paid Training, Weekly paychecks, Direct Deposit or Cash Card pay options
- Paid Sick Leave, Paid Time Off, \$10 - \$15

Work Location

FARO O'Hare-0438
630 North Access Road
Chicago, IL 60666

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Job Title: Building Services Worker

Agency: Central Management Services

Closing Date/Time: Fri. 09/11/15 5:00 PM Central Time

Salary: \$2,951.00 - \$3,934.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: CMS 11174

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school, supplemented by six months of experience performing janitorial/maintenance work. Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations. Requires ability to use various cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to perform minor manual labor including, but not limited to, minor lifting and preparation of displays, etc., lifting up to 50 pounds individually and 75 pounds with assistance to load and unload equipment and in assisting with the set up of events is preferred. Requires the incumbent to be accessible by pager and/or cellular phone and to serve on an on-call basis during normal working hours.

Work Hours & Location/Agency Contact: Work Hrs: 8:30 A.M. 4:30 P.M.; ½ hour lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago Region/MABB & JRTC

160 N. LaSalle Street. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS-100 DATED REV 12/2013 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

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: Human Resources Specialist

Agency: Employment Security

Closing Date/Time: Thu. 09/10/15 11:59 PM Central Time

Salary: \$2,674.00 - \$6,972.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA 02063

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years college with courses in Public Administration, Industrial Relations or related fields and two years of professional experience in labor or employee relations. Requires thorough knowledge of the theories and concepts of collective bargaining; extensive knowledge of interpretation and application of contract language; working knowledge of agency programs and policies. Requires the ability to: travel, deal effectively with management personnel and employee representatives; accurately interpret negotiated contract language; deal diplomatically with interested parties concerning volatile issues; gather information and present results in a clear, concise manner; perform research on historical records and legal documents and to use a personal computer and related software packages.

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

Work location: 33 South State Street, Chicago, Illinois

Other certified State employees can send their CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security

Recruitment & Selection

33 S. State Street, 8th floor

Chicago, IL 60603

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: Public Service Administrator - Opt 1

Agency: Employment Security

Closing Date/Time: Thu. 09/03/15 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA 02066

Minimum Requirements:

Requires knowledge, skill, and metal development equivalent to the completion of four years of college with courses in Business or Public Administration. Requires three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of CMS Transactions Manual and its application to transaction processes and procedures; Benefits procedures of State Retirement System, Group Insurance, Deferred Compensation Plan and automated payroll procedures; CMS Personnel Code, Rules, Pay Plan, Collective Bargaining Contracts and Supplemental Agreements, Position Classification Plan, and CMS automated Personnel System; IDES policies and procedures. Prefers knowledge of automated systems used in IDES Human Resources and experience as a Rutan certified interviewer. Requires the ability to interpret bargaining contracts, Personnel Code and Rules, agency programs, policies and procedures as they relate to personnel transactions and benefits. Requires thorough knowledge of the process of state government. Requires excellent written, oral communications and organizational skills. Requires the ability to use PC application such as word processing, spreadsheet, and database applications in the development of correspondence and reports and for tracking purposes. Requires the ability to maintain confidentiality and discretion in the release of records and information.

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

Work location: 33 South State Street , Chicago, Illinois

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Workers Compensation Insurance Compliance Investigator - Opt PO

Agency: Workers Compensation Commission

Closing Date/Time: Tue. 09/08/15 11:59 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC-50-15-0019

Minimum Requirements:

Requires a bachelor's degree or the knowledge, skill and mental capacity equivalent to the completion of four years of college, preferably with coursework in political science, criminal justice or public/business administration. Requires thorough knowledge of effective investigative methods, techniques and procedures. In addition to having a written and spoken knowledge of the English language, candidate must be able to read and write at a colloquial skill level in the Polish language. Requires knowledge of policies and procedures of state and federal laws pertaining to Workers' Compensation. Requires the ability to conduct a thorough investigation. Requires ability to apply and interpret laws and regulations relating to workers' compensation. Requires a valid driver's license

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL 60601

How to Apply: Current State Workers send applications to:

Illinois Workers' Compensation Commission / Human Resources Department

100 W. Randolph St., 8th Floor, Chicago, IL 60601

Faxed and Emailed applications will not be accepted.

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 PO - Polish Speaking

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Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

PHYSICAL REQUIREMENTS

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus.

Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl. Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor.

Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

Position Summary

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Customer Service Representative

U-Haul Moving Centers
U-Haul of Bridgeport
431 W Pershing Rd
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157065&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul of Bridgeport
431 W Pershing Rd
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 6pm
Mon - 2pm to 8pm
Tue - 2pm to 8pm
Wed - 12pm to 6pm
Thu - 2pm to 8pm
Fri - 3pm to 9pm
Sat - 2pm to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=156792&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 2pm to 7pm
Tue - NA
Wed - 2pm to 7pm
Thu - NA
Fri - 3pm to 8pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=156900&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Markham
16643 Kedzie Ave
MARKHAM, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - NA

Tue - 1pm to 7pm

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 3pm to 7pm

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Parts Specialist

U-Haul Repair Facilities
Park Forest Rers
PARK FOREST , IL

Description:

Order and stock all parts, materials, tools and supplies.

Maintain inventory levels on computer.

Stock shelves; deliver parts.

Record parts descriptions on repair statements.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157042&mode=

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Administrative Assistant

Enhance executive staff member and department effectiveness by providing professional administrative support.

ADDITIONAL RESPONSIBILITIES

- May serve as representative in various zoo initiatives
- May be required to attend meetings and take meeting minutes
- May do research for projects
- Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of modern office practices, procedures and equipment
- Thorough knowledge of PCs, using word processing, spreadsheet and database software, esp. Microsoft Office (Word, Excel, Power Point, Access)
- Broad knowledge of the zoo's mission and philosophy
- Thorough knowledge of and ability to communicate and be understood in business English
- Ability to perform a variety of administrative support assignments requiring considerable exercise of independent judgment and discretion
- Ability to handle confidential matters with discretion
- Ability to organize tasks and time to ensure timely completion of all projects
- Ability to understand and carry out oral and written directions
- Ability to interact courteously and respectfully with supervisor, fellow employees, volunteers, zoo visitors and general public

EDUCATION REQUIREMENTS

Associate Degree. Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Two years performing complex and responsible administrative support duties in a fast-paced office environment. Experience in a similar work environment desirable.

PHYSICAL REQUIREMENTS

Ability to sit for long periods of time. Ability to work in open office environment. Ability to traverse zoo grounds to conduct tours facilitates deliveries, escort vendors and coordinate meetings.

ADDITIONAL REQUIREMENTS

Available to work special events that may occur outside of regular work schedule, including evenings, weekends or holidays, as assigned.

Apply online at <http://www.lpzoo.org/careers>

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