



Job Title: Mental Health Specialist I

Agency: Human Services

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-85321

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 24 hour 7 day a week facility located on a 60 acre campus with 42 residential homes, housing approximately 413 people with developmental disabilities. The Mental Health Specialist is assigned to a residential unit, and is responsible for collecting reviewing, analyzing, and summarizing data derived from skill training and behavioral programs for inclusion in each individual's monthly and annual review for the psychologist and HPC.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a bachelor's degree in one of the behavioral sciences and successful completion of a comprehensive training program at the M. H. Specialist Trainee level, or two years paraprofessional experience in or applicable to the care, treatment and development of DD residents and completion of an approved training program; requires working knowledge of all department and facility rules and regulations.

Work Hours & Location/Agency Contact: WORK HOURS: Mon –Fri 8:00 AM -4:30 PM
WORK LOCATION: Elisabeth Ludeman Center 114 North Orchard Drive
Park Forest, IL 60466
CONTACT PERSON: Alice M. Chambers / Human Resources Representative
Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466
708-283-3015

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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 Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/18/14 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-85264

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

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 wpm. Requires knowledge and understanding of medical, technical and legal terminology.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
FCS/Uptown 5050 N Broadway 4th FL Chicago, IL 60640
Please submit CMS 100 (revised 01/2014) applications to:
Bureau of Employee Services / Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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

Option 2 – Typing

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Counter Sales Rep (O Hare Airport)

US-IL-Chicago
Hertz Corporation
Req #: 83563

General Responsibilities: The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This sales commissioned team member provides world class customer service and professionally and effectively sells Hertz products and services to meet the customer's travel needs.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment Passion for customer service and attention to detail - Goes the extra mile Proven strong sales and closing skills and the ability to friendly, engaging manner Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems Proficiency in English Must be able to: * Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

* Have the competitive drive and confidence to succeed in a commission-based environment. * Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. * Demonstrate sales, professionalism and interpersonal skills. * Show a high level of ownership, accountability and initiative. * Show proven experience of working well within a team. * Work flexible shifts including weekends and holidays; and work overtime as required. * Work outdoors during all weather conditions. * Stand for long periods of time.

Physical Requirements: Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at https://apps.facebook.com/job-magic/job/Counter-Sales-Rep-O-Hare-Airport-Job-US-IL-Chicago-11191072.html?isd_source=facebook

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Parts Coordinator

US-IL-Chicago
Hertz Corporation
Req #: 82909

General Responsibilities:

Hertz Equipment Rental Corporation (HERC) seeks experienced individuals for a Parts Coordinator position available at the Chicago, Illinois branch. This is an excellent opportunity for motivated self-starters who want to enhance their skill set with a company whose reputation speaks for itself.

- * Responsible for meeting the needs and commitments to customers and Service Department - striving for the highest in customer relations.
- * Responsible for maintaining a clean, well-organized department.
- * Communicate with customers on the telephone and at the counter in a professional manner. * Accurate invoicing and costing on all parts documents daily.
- * Previous parts and counter experience is preferred.

Mandatory Requirements:

- * High School Diploma/GED.
- * Demonstrated ability to develop relationships with customers and coworkers.
- * Ability to demonstrate professionalism, excellent communication and interpersonal skills.
- * Solid understanding and previous work experience using computers
- * Ability to lift 50+ pounds

Preferred Requirements :

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, copy machine, and fax machine is required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at https://apps.facebook.com/job-magic/job/Parts-Coordinator-Job-US-IL-Chicago-11189795.html?isd_source=facebook

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Thu. 09/18/14 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-85266

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

Snap E&T, 1642 W. 59th St. 1st Floor Chicago, IL 60636

Please submit applications to:

Bureau of Employee Services

Hiring Unit

100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762

FAX: 217-524-2116

How to Apply:

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

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Fri. 09/19/14 5:00 PM Central Time

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

\$37,392.00 - \$117,180.00 annually

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-90-82925

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with major course work in a social or human services field; requires three years progressively responsible administrative experience in a health or human services organization; prefers experience in establishing school and community networks or social service delivery linkages. Requires extensive knowledge of Head Start programs, regulations and funding sources. Requires extensive knowledge of educational and teaching methods for pre-school and elementary school children. Requires ability to represent the Agency in speaking engagements; requires ability to effectively communicate with a variety of people. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday

IL Dept of Human Services /Office of Family & Community Services

Bureau of Quality Initiatives /Early Childhood Collaboration

401 South Clinton, 3rd Floor Chicago, IL

BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES

ATTN: CHRIS PRYER 100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762

FAX: (217) 524-3826

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 6 - Health & Human Services

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Account Executive

Dreisilker Electric Motors, Inc. - Chicago, IL

We are growing!

Dreisilker Electric Motors is a family-owned business and we pride ourselves in providing the very best electric motors solutions for our customers. If you are an Account Executive who loves to get in front of the customer, understand the customers' needs and provide excellent service and solutions, talk to us about our Account Executive opportunities. We are looking for salespeople who have a successful track record of growing existing account business, finding new opportunities, closing big sales and maintaining the great relationships we have with our customers.

We have 3 openings for the following positions:

National Account Executive:

This individual will service our national accounts targeted to the machine tool and servo motor industries.

Downtown Chicago:

This Account Executive will serve the downtown Chicago marketplace and target the large commercial motor users.

Metropolitan Chicagoland/Northwest Indiana:

This Account Executive will service the large processing manufacturers and power utility companies throughout the 6 county metropolitan areas and Northwest Indiana.

All three positions require a college degree and a minimum of five years of sales experience are required. Successful candidates will have strong organizational, interpersonal and communication skills with the ability to inform and influence customers.

We provide a comprehensive compensation package consisting of salary plus substantial commission plan, car allowance, expense reimbursement, medical and dental insurance, 401K plan.

Apply online at <http://www.indeed.com/viewjob?cmp=Machine-Tool-Sales&t=Account+Executive&jk=309e61710235bb85&sjdu=QwrRXKrqZ3CNX5W-O9jEvawE-dgWLVZTqeLQb4saX4iD4FlvIVTw5mMK5kxiGf8VMo8NICdLD5zcKa22PKky4A>

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Office Manager / Administrative Assistant

PANDORA Water Tower - Chicago, IL

Rapidly growing luxury retailer is looking for an office manager for our busy downtown store in Water Tower Place.

The primary duties will include:

1. Monitor & Record Inventory
2. Shipping/Receiving/Processing Packages
3. Answering the Phone
4. Ordering Supplies
5. Generating & Organizing reports
6. Scheduling
7. Filing
8. Invoicing
9. General office duties to be determined by store manager.

The candidate for the position MUST possess the following characteristics:

1. Highly organized
2. Extremely detail oriented
3. Highly effective multi-tasker; can handle many high priority tasks at once.
4. Self Motivated; Takes initiative; Does not need continuous direction.
5. Must be customer service oriented
6. Must be proficient with MS Office Suite, especially Excel
7. Previous experience in managing a high volume retail office.
8. Candidate must be flexible to travel to off-site training facility.

This is a full-time position. \$30,000-\$35,000 per year, commensurate with experience.

Apply online at http://www.indeed.com/viewjob?cmp=Sandra-Holding-LLC-dba-PANDORA&t=Office+Manager&jk=5db38f2028119634&sjdu=QwrRXKrqZ3CNX5W-O9jEvf3a1D_HgUPNGWdbiXfn_p1BzXdikRldu3gfnXxATLU_AW33ImCexQdWvSxPTLIFQe0scJWs14wq0FzE-PullzvLowZn0J8LuzA3D06PCZPX

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Call Center Customer Service Rep Needed

Posted By: CSR Staffing

Posted Date: 2014-09-01 09:19:24

Location: Chicago, Illinois

Salary: \$38,500 Per Year

Our busy Eastside call center in Chicago is looking to add another CSR on days – 7:30 a.m. to 3:30 p.m., Mon. – Fri. If you have a minimum of one year CSR or call center experience, we want to hear from you today.

Objective

Customer Service Representatives answer phones and emails and respond to customer inquiries and orders, always maintain professionalism and top quality service.

Skills and Specifications

The successful candidate must be:

- A strong communicator
- Active listener
- Polite and professional via phone and email
- Capable of calculating monetary amounts and quantities
- Able to operate standard office equipment
- A multitasker with strong attention to detail and accuracy
- A flexible individual able to work well independently and as part of a team of professionals

Education and Qualifications

- High School diploma or equivalent
- One or more years experience in a CSR capacity
- High volume call center experience a plus
- Database and MS Office skills at the intermediate level

Benefits

We offer a supportive and pleasant work environment where strong performance is rewarded and every worker's contribution is counted. Good pay, excellent benefits, training and promotional opportunities.

Apply online at

http://www.topratedjobs.org/job.php?record=3834363332&utm_source=indeed

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Parts Inventory Control Assoc. BMW of Westmont

Job Location: 430 E. Ogden Avenue, Westmont, IL, 60559

We offer great career opportunities from coast to coast, along with excellent pay programs, benefits, training and a culture where we strive to help our Associates be highly successful. If you have the drive, we have the vehicle.

Position Overview

The Parts Inventory Control Associate assures proper control of the parts inventory and related administrative functions. Responsible for receiving and recording new parts inventory, maintaining parts databases and maintaining a safe and secure environment.

Who Would I Interact With?

This position interacts daily with Parts Manager, Parts Associates, other Managers, support staff and customers, just to name a few.

What are the requirements for this job?

- High School diploma or equivalent
 - Ability to read and comprehend instructions and information
 - One year of experience in a dealership position (preferred)
 - Ability to interpret vendor catalogs
 - Ability to use parts department computer system and calculator
 - Excellent oral and written communication skills
 - Ability to operate an automobile
- What are the opportunities for career growth?

Our Associates have many choices for career growth and development after success in a Parts Inventory Control Associate role. Opportunities may include:

- Parts Manager
- Service Advisor
- Sales Associate

AutoNation is an equal opportunity employer and a drug-free workplace.

Apply online at <http://jobs.autonation.com/us/westmont/parts/jobid6026751-parts-inventory-control-assoc.-bmw-of-westmont&ss=paid>

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Job Title: Security Officer Sergeant

Agency: Human Services

Closing Date/Time: Fri. 09/19/14 4:00 PM Central Time

Salary: \$3,773.00 - \$5,396.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Bid ID#: EMHC-14-2402

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Security Chief, serves as shift commander on an assigned shift in Facility Security Services of Elgin Mental Health Center; provides leadership and directs and supervises lower security staff engaged in the provision of safety and protection services for persons and property; serves as shift fire protection coordinator and liaison with Elgin Fire Department; provides documentation of incidents for facility records according to policies and procedures and accreditations standards.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

Work Hours & Location/Agency Contact: Shift: 7:00 a.m. - 3:00 p.m.
Elgin Mental Health Center - FTP/Security Department

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
847-742-1040, ext. 2060; Fax: 847-429-4933

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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:
Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
DHS, HCD, Family Community Resource Centers Statewide
For a list of local office addresses
DHS, HCD, Family Community Resource Centers

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: ADMINISTRATIVE ASSISTANT 1

Department: Training Center

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1733

Job Description: The Division of Nursing training center is looking for a full-time Administrative Assistant I.

If you are an experienced Administrative Assistant with experience supporting department Directors, you may be the ideal candidate for this position.

Position Responsibilities:

Involved in committees/projects as assigned

Handles routine departmental correspondence and additional correspondence as delegated by the Directors and/or Unit Directors

Demonstrates flexibility in accepting assignments

Demonstrates initiative

Ensures confidentiality

Works with the Directors and nursing leadership to maintain orderly workflow

Supports and collaborates with other Division of Nursing personnel as assigned

Collaborates with other administrative assistant to assure that the department has adequate administrative coverage at all times.

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred.

Knowledge and proficiency in Microsoft Office suites – Word, Excel, PowerPoint, Access (testing will be administered). Typing proficiency required at 50+ words per minute.

Analytical ability is required.

Proven ability to work in complex administrative systems.

Strong verbal and written communication and customer service skills required to effectively interact with customers to resolve difficult and stressful situations.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140908144209&

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Hotel Desk Clerk - Full-Time - Chicago, Illinois

Location: Chicago, Illinois

Posted By: Staff Recruiters

Salary/Wage: 10 Per Hour

Post date: Monday September 8th

o Detailed Task List:

- Answer to phone call inquiries or in-person visits of guests regarding room reservations, payment procedures, services available, check-in and check-out time etc.
- To receive the hotel guests in a pleasant approach and check for the room reservations, prior bookings, registering information etc.
- Handing over the room key to the guest(s), call the Bellhop to carry accompanying luggage and necessary floor instructions.
- Make sure that the guest(s) feel at ease and acquire information on any special requests, food choice etc.
- Inform the guest(s) on the hotel policies and any instruction related to safety matters.
- Ensure to deposit any valuables of the visitors in the hotel vault or safe deposit.
- Perform calculation/bookkeeping of daily reservation sums, extra room utilities bill, room service charges etc.
- Take requests from the boarders regarding laundry needs, room service, messages, additional services etc.
- Manages the switchboard phone line to take messages to and fro for the guest(s).
- Make sure to communicate with the laundry room, housekeeping, bellhops regarding new arrival, probable check-outs and give necessary instructions to help vacate a room and cleaning follow-up.
- Arrange taxi services or other transportation for the guest(s), give directions of city centers and other advises on tourist spots or shopping attractions.
- Assist the visitor(s) in lodging complaint reports, taking feedback etc.
- Ensure the inventory of front desk office stationery, i.e. date-stamp, company letterheads, paper, pen etc.
- Other related tasks as assigned by the supervisor.

o Job Specifications:

- High school diploma/GED or equivalent.
- Basic computer skills, particularly in database management.
- Well organized, smart and customer service oriented.

Interested candidates are requested to their application through the online job portal for our consideration. Drug and background check is mandatory.

Apply online at

<http://www.joboffersworld.com/apply/job.php?listing=ODY2NjM%3D&stat1=indeed>

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CABLE TV FIELD COLLECTOR (COMCAST)

BROADBAND INTERACTIVE, INC. (BBI) - Chicago, IL

BROADBAND INTERACTIVE, INC./COMCAST

CABLE TV FIELD COLLECTOR

Chicago - South Side, South Suburbs, West Side, Schaumburg

Hours:

- Full-time (30-40 hours a week)
- Weekday evenings, Saturday

Required Skills:

- Ability to maintain on-time and reliable attendance.
- Strong communication skills combined with customer-focused, level-headed personality.
- Adequate physical condition to be able to climb steps and lift weight up to 25 pounds.
- Must have own computer with internet access. Average-level computer skills.
- Able to comply with the policies and procedures of BBI and its clients.
- Previous cable TV, electrical, telephone or collections experience a plus!

Additional Requirements:

- Current valid driver's license. Good driving record.
- High school diploma or equivalent.
- Able to pass criminal background, motor vehicle record check and pre-employment drug and alcohol testing.

Please send your resume via Indeed.com

Broadband Interactive
4111 N Rockwell Ave
Chicago, IL 60618

BBI does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.

Job Type: Full-time

Apply online at [http://www.indeed.com/viewjob?cmp=BROADBAND-INTERACTIVE,-INC.\(BBI\)&t=Cable+Tv+Field+Collector&jk=d532e97a3c189d73&sjdu=QwrRXKrqZ3CNX5W-O9jEvh6a4x73z1PuhSXLVeYuw7FPMG-t0J2IhggYIqx_3w9bcG-GpXIPFjDrdwQrcP54JWQPqM5e_Cp04t1qZmhvrk](http://www.indeed.com/viewjob?cmp=BROADBAND-INTERACTIVE,-INC.(BBI)&t=Cable+Tv+Field+Collector&jk=d532e97a3c189d73&sjdu=QwrRXKrqZ3CNX5W-O9jEvh6a4x73z1PuhSXLVeYuw7FPMG-t0J2IhggYIqx_3w9bcG-GpXIPFjDrdwQrcP54JWQPqM5e_Cp04t1qZmhvrk)

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Job Title: Family Care Coordinator

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Social Work/Human Services

Job Number: 2014-0718

We are seeking a Family Care Coordinator for our Perinatal Center (Child and Family Connections) Team.

****PLEASE NOTE THAT THIS POSITION IS BASED AND WILL REQUIRE TRAVEL IN THE NEAR NORTH CHICAGO***

Position Highlights:

The Family Care Coordinator with Child and Family Connections assists in determining eligibility for designated services and enables families to receive their rights, procedural safeguards, and services that are authorized under the state's early intervention program. The service coordinator builds relationships that include providing information to families and coordinating information among multiple service providers. The service coordinator maximizes the use of existing resources and refers families to any other needed services, tailoring the unique circumstances of each individual child and family. The service coordinator exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree in a related human service field such as early childhood special education, social work or psychology required; Master's degree preferred.

Must meet requirements to obtain Illinois Department of Human Services Part C Early Intervention Service Coordination Credential. Successful completion of state-sponsored Service Coordinator, Systems Overview, and Cornerstone trainings are required within the first 90 days of employment. Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred. Basic knowledge of typical/atypical child development preferred; case management experience essential.

Good time management skills and the ability to work independently are required.

The ability to work with different cultures and provide assistance to family with various barriers to care is essential

Use of personal car required as this position involves traveling to and servicing clients in their homes.

Apply online at

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Job Title: Schedule Coordinator

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1801

Job Description: Are you a multi-tasking individual who has administrative office experience working in a fast paced environment?

If this describes you, you may be the right person for the Schedule Coordinator position in the Clinical Staffing Office at Rush University Medical Center!

Schedule: 7:00 a.m. – 7:00 p.m. or 7:00 p.m. - 7:00 a.m.

May be required to work both shifts as needed

General Summary:

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

High School Diploma required.

At least one year work experience preferred.

Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.

Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.

Work independently in an office setting.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140908144416&

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Job Title: Secretarial Coordinator

Department: OR Billing/Surg Information

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-1726

Job Description:

Rush University Medical Center is seeking a Secretarial Coordinator!

Position Highlights:

The Scheduling Secretary works with surgeon offices to schedule surgical and interventional radiology cases for the Perioperative & Interventional Services. The Scheduling Coordinator's primary job function is to schedule cases for the operating rooms and Interventional Radiology to ensure maximum utilization of resources.

Position Responsibilities:

Schedules patients for surgery following OR/IR scheduling policies and procedures in order to ensure the effective use of operating/procedural rooms and staff.

Demonstrates the ability to accurately assess the specific needs for various surgical procedures, including equipment, instruments, and staffing. Serves as a resource for other scheduling staff, clinic and OR/IR staff, and physicians regarding scheduling needs. Demonstrates ability to coordinate specialized equipment and staffing.

Assists in the maintenance of scheduling software, including the preparation of reports

Participates in the training of new hire or cross training of staff to new and/or revised procedures. Provides backup for other scheduling coordinator's in absence.

Applies departmental and Medical Center procedures and guidelines for scheduling and phone etiquette. Specific responsibility for Interventional Radiology Scheduling:

Review all orders for appropriateness and initiates protocoling of patients for physician review

Schedules appropriate procedure based on physician protocol of order

Calls patients to confirm available times

Position Qualifications Include:

High school diploma/GED required

Strong typing skills required

Medical terminology preferred

Must have strong organizational and communication skills

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Stock Clerk Needed - F/T - Chicago

Posted By: B&N Staffing

Posted Date: 2014-09-01 09:05:45

Location: Chicago, Illinois

Salary: \$33,000 Per Year

Objective: Our stock clerks work independently and as a member of the team to ensure all areas are well stocked and organized, cleaned and properly merchandised. They gain thorough knowledge of merchandise over time, better staging them to manage stocking and merchandising but also customer assistance duties.

Job Description/Duties

- Stock, organize, and merchandise products
- Operate inventory scanner for pricing and reordering
- Maintain cleanliness and organization in assigned areas
- Knowledgeably and respectfully handle customer inquires
- Receive deliveries, verify invoices, scan into inventory, and check stock
- Verify pricing and other data as needed
- Assist with inventory count and reorder processing

Skills and Specifications

- Works well independently and as a team member
- Communicates effectively with all members of the crew and with customers
- Exhibits strong time management, organizational, and problem solving skills
- Has an ability to multi-task and a strong attention to detail
- Able to learn inventory systems and computerized hand-scanner processes

Education and Qualifications

- An interest in, knowledge of, or experience with health food and natural food terminology, including dietary terms and common specialized diet or allergy restrictions
- Retail experience and/or client-facing customer service experience preferred
- Combination of work experience and education will be considered in lieu of natural food industry experience
- Able to stand the majority of an eight-hour shift
- Capable of meeting the physical demands of the job, including exposure to temperature changes, bending, stooping, kneeling, and lifting up to 10 pounds frequently and 40 pounds occasionally

Benefits

- Great pay, regular increases, and full benefits
- Fun, supportive, and brainy work environment
- Engaging staff and interesting customer base
- Room to learn and grow

Apply online at

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Job Title: Supervisor, Clerical Staffing *

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1722

Job Description: Are you a self-motivated leader with supervisory experience looking for a challenging opportunity in a fast-paced healthcare environment?

If this describes your expertise and interests, you may be the right candidate for the Supervisor, Clerical Staffing position in the Division of Nursing.

Position Highlights:

In partnership with the Manager, the Supervisor directs, supervises, coordinates, plans and evaluates unit clerk functions and activities in order to provide cost-effective and support high quality care according to the policies, procedures and standards set at Rush University Medical Center.

In collaboration with the Manager, the Supervisor provides support to the Clinical Staffing Office in managing and evaluating scheduler coordinators in conjunction with the operational activities of the department.

Position Qualifications Include:

Bachelor's Degree required; Master's preferred.

Minimum 1 year supervisory experience required.

Previous experience staffing/scheduling experience preferred.

Previous experience working in a unionized environment preferred.

Demonstrated progressive, proficient management and leadership skills.

Working knowledge and understanding regarding union contract policies, procedures, practices and standard processes.

Strong interpersonal skills, oral and written communication.

Analytical and problem solving skills required.

Experience in conflict management and strong ability to negotiate differences.

Self-motivator, works independent and has the ability to work with diverse staff and management groups.

Basic word processing, email and computer knowledge required.

This job requires availability via page 24/7; ideal candidates must be able to adapt and maintain responsiveness in this environment.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140908144607&

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