



Job Title: Security Officer - 2nd Shift

Department: Security

Shift: 2nd - Full-Time -: 2:30p - 11:00p

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

Specialty: Security

Job Number: 2015-1868

Position Highlights: Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High School graduate or GED. Previous hospital security experience preferred but not required. Valid Driver's (Illinois, Indiana, Wisconsin) license required. Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report check conducted by Human Resources. Applicant must qualify for a Chicago Special Police Certificate. Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired before January 2004, must possess a Chicago Special Police Certificate. Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course. Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's Owner's Identification Permit (FOID) required. International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter. Ability to handle confidential matters. Ability to exercise independent judgment; excellent customer service skills. Must be able to stand or walk during the majority, if not entire tour of duty and be able to withstand weather extremes for external assignments. Physically able to perform required responsibilities. Must be able to qualify for and successfully demonstrate the use and maintenance of firearms and departmental equipment. Must be able to wear body armor.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Sr. Reimbursement Analyst - Cost Accounting

Department: Cost Acct/Reimbursement

Shift: 1st

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

Specialty: Cost Report Preparation

Job Number: 2015-2032

Position Highlights:

Under the direction of the Manager, Reimbursement prepares and compiles analysis and statistics and completes the Medicare Cost Report, as well as the Medicaid, and Tricare/Champus cost reports.

Assists with the month end close process. Performs financial analysis, completes journal entries and financial reports in support of cost accounting and reimbursement accounting goals and objectives.

Position Qualifications Include:

Bachelor's degree in Accounting or related field required. CPA or master's degree preferred.

5 or more years of healthcare industry experience required with a concentration in reimbursement and revenue cycle.

Medicare cost report and reimbursement experience required.

Cost report preparation experience required.

Patient Service Revenue experience required

Strong analytical skills required.

Advanced Excel skills preferred.

Knowledge of accounting for hospital revenue cycle preferred

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Job Title: Supervisor Patient Access

Department: Admitting Department

Shift: 1st

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

Job Number: 2015-1934

Job Description:

Rush's Patient Access Department is looking for an experienced Patient Access Supervisor for our Rush Oak Park Hospital location to be responsible for facilitating the daily operations of the registration/admitting area. These activities include assigning work duties for efficient registration of patients, maintaining employee's schedule, weekly/monthly/annual employee monitoring and reviews, responding to internal and external customer's inquiries and concerns, and identifying and participating in departmental process improvements.

Position Qualifications Include:

High school diploma/GED required.

A minimum of three years supervisory experience in a healthcare-related field, i.e. hospital, physician practice or clinic.

Demonstrates a comprehensive understanding of the functions of Patient Access within the healthcare field.

Ability to effectively communicate both verbally and written to subordinates, superiors and customers which would be expressed in a variety of ways, i.e. writing memos, writing the draft of a policy and procedure, conducting staff meetings (with a written agenda and minutes), responding to internal customers inquiries and responding to patient's concerns.

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Driver Entry Level and Experienced-1509983

Description

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned. Salary Information: The salary for this position is \$105.00 per day.

Schedule and Shift

Full-Time averaging 40 hours per week.
This is a day (1st) shift that typically starts at 5:30 a.m.
You can expect to work 5 days per week.
Must be available to work Saturdays as business needs require.

Qualifications

High school diploma or general equivalency diploma (GED)
21 years of age or older
Lift, push, and pull a minimum of 50 pounds repeatedly
Valid CDL and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce.

Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law.

EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Harvey
Organization: Packaged Beverages
Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Stocker Merchandiser Full Time-1510545

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$10.00 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift

This is a Full Time, day (1st) shift that typically starts at 6:00 am until finished.

The weekly schedule is 5 days per week, with Wednesday and Friday as off days.

Assigned Territory

This position will merchandise stores located in and around Danville, Illinois.

Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications: High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly. Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Champaign

Other Locations: United States-Illinois-Danville

Organization: Packaged Beverages

Schedule: Full-time

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Batcher I-1511032

Description

The Batcher is responsible for preparing and mixing of appropriate ingredients required to produce finished syrup from calculation for bottling, canning, and premix/post-mix operations based upon number of cases and tanks scheduled for production each shift.

Shift and Schedule

This is a unionized facility and shift assignments are based on seniority as well as business needs. This is a full-time position and will require the ability to work on various shifts depending on the production schedule. Our 1st shift typically works from 4:30am until 3:00pm and the 2nd shift works from 3:00pm until 1:30am. Flexibility to work overtime and weekends is required as business needs dictate.

Position Responsibilities

Control flow of syrup to production lines. Mix and blend ingredients to create various batches. Set equipment parameters for operation. Perform quality checks as required. Perform sanitation. Inventory and control ingredients. Receive, monitor and control sugar. Maintain records. Operate forklift truck. Follow all policies and procedures, including Safety.

Qualifications

High school diploma or general equivalency diploma (GED)

3 years food production operation experience

Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minority/Females/Protected Veterans/Disabled

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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Retail Commission Sales - Men's Shoes, Part Time: Chicago, IL, Macy's State St

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71238566

JOB OVERVIEW: The Draw vs. Commission Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned.

Education/Experience: No specific educational accomplishment is required. At least six months to one year of previous selling experience is required.

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Other skills: Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71238566>

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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.

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.

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Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

Position Summary

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

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

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.

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

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Customer Service Aide Job ID: 2296

Closing Date: 09/18/2015

Administrative/Customer Service Aide

Date Posted: 9/4/2015

Location: Maggie Daley Park

Title: Customer Service Aide

THIS POSITION IS BUDGETED FOR UP TO 19 HOURS A WEEK.

Under supervision, is responsible for providing friendly and efficient customer service for all park patrons, and performs related duties as required.

EXAMPLES OF DUTIES:

Supervises the front desk and lobby area of a large park insuring that park rules and policies are being implemented. Greets visitors and serves as an information center for patrons and park users. Explains park programs, schedules and directs individuals to proper program areas. Registers patrons for programs and classes. Maintains records and files for class/program registration, attendance and any information necessary for park management.

Answers the telephone in a kind, professional manner. Directs calls to appropriate person and takes messages for staff involved in class/program service delivery. Conducts tours of the facility.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Graduation from High School, or, an equivalent GED, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively. Well developed social and telephone skills. Customer service and the ability to relate well with others at all times while on duty. Ability to learn and accurately convey program and related information. Ability to use common sense and discretion.

2015 Salary: \$9.05/per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2289

Closing Date: 9/15/15

Custodial/Attendant (H)

Date Posted: 9/1/2015

Location: Jackson Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant Part-time (North Region) -Part Time Job ID: 2291

Closing Date: 09/16/2015

Custodial/Attendant (H)

Date Posted: 9/2/2015

Location: Shabonna Park

Region: North

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

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Retail Gift Registry Advisor, Night Part Time: Chicago, IL, Macy's State Street

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71237824

Essential Functions:

Guiding couples through the creation of a personalized gift registry including items for their home including kitchen, dining, bedding and bath items
Extending personalized service to couples, gift givers and all home store customers
Continual communication through email, telephone calls and in-person appointments with couples regarding their registry. Assist registering couples in developing their desired personal style for their new home through product knowledge and promoting all Families of Business (FOB's) including furniture. Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer – the most important person in our stores. Ability to incorporate technology; computers, tablets, smart phones and social media tools to enhance the registry experience
Regular, dependable attendance & punctuality

Education /Experience

Retail or sales experience in customer service focused business.

2-4 years retail/customer experience preferred

Direct Home Store experience preferred, but not required

Communication Skills: Ability to effectively communicate with and present information to customers, vendors, peers and all levels of management. Able to communicate via email and on the telephone with proper etiquette. Ability to read, write, and interpret instructional documents such as product information, operating and maintenance instructions, and procedure manuals

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division and use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Work Hours: Must be able to work a four-week fixed rotating retail schedule including days, evenings and weekends.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71237824>

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Receptionist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters. The position requires communication skills to serve Pace customers in a courteous and professional manner. Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA. Provide route schedules as requested. Other duties as assigned.

Qualifications: Qualified candidate must possess excellent communication and interpersonal skills, 3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred. Must display professional demeanor at all times. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=721

Pfresh perishables assistant

job id 5092913

date posted 08/31/2015

location chicago, il – united states

Description: Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Deliver accurate product placement, pricing and labels. Maintenance of area of responsibility and keep it in stock. Neat item arrangement on shelves. Maintenance of brand standards of freshness and quality. Quick action to resolve guest concerns. Accurate inventory management. Quick and accurate scanning and bagging of all items, and payment collection. Target merchandise discount. Competitive pay. Flexible scheduling.

Qualifications: Maintenance of area of responsibility and keep it in stock. Neat item arrangement on shelves. Maintenance of brand standards of freshness and quality. Quick action to resolve guest concerns. Accurate inventory management. Quick and accurate scanning and bagging of all items, and payment collection.

Apply online at <https://jobs.target.com/job/chicago/pfresh-perishables-assistant/1118/691488>

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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Section Manager, IT Operations & Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations. Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential. Must be able to lift 40 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming.

Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Service desk team member

job id 5094006

date posted 08/27/2015

location nils, il – united states

Description:

Want to work with a team that has fun every day by helping guests and making them happy.

|Provide services, process returns, exchanges, adjustments, payments for REDcard accounts, store pick-up orders, and gift registry assistance.

|Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner.

|Educate guest on REDcard benefits and all the ways the guest can save, pay, and shop through digital tools and services. | Use excellent guest service skills.

|Inspired by the merchandise we sell.

|Read product information, receipts, and check/charge documents.

|Use great organizational skills.

|Accurately handle money, refunds, and exchanges, scanning and bagging all items.

|Values learning, growth, development and has interest to cross train and work in other areas of the store as needed| Target merchandise discount.

|Competitive pay. |Flexible scheduling.

Qualifications:

Use excellent guest service skills. |Inspired by the merchandise we sell. |Read product information, receipts, and check/charge documents. |Use great organizational skills. |Accurately handle money, refunds, and exchanges, scanning and bagging all items. |Values learning, growth, development and has interest to cross train and work in other areas of the store as needed|

Apply online at <https://jobs.target.com/job/niles/service-desk-team-member/1118/677023>

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Office Administrator

Controls Group USA - Elgin, IL

A startup company in Elgin, Illinois requires a full time Office Administrator to manage the day to day running and operation of a busy commercial office.

The suitable candidate should have the experience, knowledge and capability to work independently and effectively in a professional manner.

Job Duties

Deals with telephone calls and e-mails
Assists in maintaining files and databases
Is responsible for the office accounts using QuickBooks
Prepares reports, presentations, memorandums, proposals and correspondence
Assists in the coordination and organization of exhibitions and trade shows
Serves as the go-to for office equipment issues including telephone and internet service
Tracks office supply inventory and approves supply orders

Job Skills

Excellent oral and written communication skills
Detail oriented and works with a high degree of accuracy
Highly organized and flexible
Ability to multitask and meet changing deadlines
Must be self directed and able to complete projects with limited supervision
Maintains staff confidentiality
Working knowledge of email, scheduling, spreadsheets and presentation software
Working knowledge of QuickBooks
The position is available to be filled immediately and suitable candidates should apply with a complete resume.

Job Type: Full-time

Required experience: Office administration, accounting or book-keeping.: 3 years

Apply online at http://www.indeed.com/cmp/Humboldt-Mfg-Co/jobs/Office-Administrator-ae3035339c9947b1?sjdu=QwrRXKrqZ3CNX5W-09jEvf3a1D_HgUPNGWdbiXfn_p31bmmrsSk6q7CeAkYKXSJa7K-97RRZI3BNsZOUmCNPtQ

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Personal Assistant

Kremer Veterinary Services - Chicago, IL

Assistant job consists of running errands, delivering paperwork to suburban office, shopping, packaging, mailing, bill paying, preparing and sending out gifts. May need to attend business and charitable events. Must have an element of creativity, be dedicated to getting a job completed. Must be good with basic math/spelling.

Job Type: Part-time

Local candidates only: Chicago, IL

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/Kremer-Veterinary-Services/jobs/Personal-Assistant-1591a1b1d5eec579?q=receptionist>

Mechanic Helper

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment. Makes all types of service calls, may perform shift responsible duties as needed and must complete all required documents and account for all materials used in accordance with work order system. Performs duties of the classification and other duties as assigned or required.

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

Qualifications: Qualified candidate must possess at least one (1) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program. Must be at least 21 years of age and must have, or be able to obtain an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=206

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Host / Hostess / Front Desk

The Bavarian Lodge - Lisle, IL

\$15 - \$20 an hour

NOW HIRING: Host/Hostess for FT/PT Position at The Bavarian Lodge, Lisle IL. Qualified Applicants Can Earn \$15-\$20 an Hour.

We're looking for smart, motivated, personable, well-groomed, professionals that are looking for stable long-term employment. Got what it takes to join our team? Contact us today!

IMMEDIATE POSITIONS AVAILABLE:

Full-Time Host/Hostess (Wed-Sun Nights, 5 Days / 25-30 Hrs Wk)

Part-Time Host/Hostess (Wed-Sun Nights, 2-4 Days / 15-25 Hrs Wk)

Part-Time Host/Hostess (Wed-Sun Nights, 1-3 Days / 5-15 Hrs Wk)

Hosts are expected to help maintain a clean, comfortable, and welcoming environment for our guests. This includes periodic checks on the restrooms, helping clean and set tables if necessary, checking lighting, temperature, and music volume, and lending a hand to anyone that needs assistance. It is the hosts duty to maintain a clean and organized host desk and waiting area throughout the shift - this includes picking up litter, wiping down surfaces, and cleaning windows and entry doors as needed. You'll need to be physically able to spend your entire shift on your feet. We also require someone that is either a non-smoker, or can refrain from smoking for the entire duration of their shift.

Job Requirements: Must speak English fluently. Must be 21 years of age or older. Must maintain a professional appearance.

To apply, please send us a message with your email address and we'll send you an application for employment in return. OR Simply apply in person during regular business hours at The Bavarian Lodge, 1800 Ogden Ave, Lisle, IL. Ask to speak to a manager about your application for possible on the spot interview (during off peak hours only please.)

Business Hours:

Wednesday, Thursday, Friday from 4pm-12am

Saturday from 12pm-12am

Sunday from 12pm-10pm

Closed Mondays & Tuesdays

Apply online at <http://www.indeed.com/cmp/The-Bavarian-Lodge/jobs/Host-d3262b3904a943d0?q=receptionist>

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Office Clerk

Catholic Charities of Chicago

Under the supervision of the Supervisor of Nutrition Program, serves as the front-online office clerk.

This position is responsible for providing clerical support to the supervisor and site monitor, handling paperwork and completing other special projects.

Provides clerical support to Supervisors, Site Monitors, and records and updates information and maintain spreadsheets and related paperwork.

Answers incoming calls, takes and relays messages and responds to phone inquiries.

Receives a variety of documents, document filing and posts changes to permanent record books.

Preferred Requirements: High School diploma. Basic computer skills

Minimum Requirements: GED

Posted: September 8, 2015

Location: Chicago, Illinois

Hourly Rate: Starting at 10.37

Type: Part Time - Experienced

Category: Administrative Support

Required Education: High School

Apply online at http://careers.npo.net/jobs/7486563/office-clerk?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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