



Human Resources Generalist (Full Time) - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Human Resources

Experience: Up to 7 year(s)

Date Posted: 9/6/2014

Job ID: R102479-EN

Qualifications

- 2+ years prior Human Resources experience required, in hotel environment strongly preferred.
- Must have bachelor's degree in HR or related field, or 5-7 years HR experience
- Familiarity with hotel operations; knowledge of governmental laws and regulations regarding human resources; strong oral/written communication skills; counseling skills.
- Excellent organizational and communication skills.
- Ensures hotel standards are maintained at a high level
- Competence in completing related duties and all other tasks assigned by management
- Ability to coach and counsel employees, supervisors, and managers on policy and procedure interpretation and resolution; keeping HR Director informed of all situations
- Ability to comfortably deal with employees at all levels, including Executive Leaders, Department Heads, Managers and Supervisors
- Ability to maintain confidentiality of all employees, guest and hotel information
- Ability to focus on employees' needs, remaining calm and courteous
- Ability to think clearly, quickly and make concise decisions
- Ability to prioritize, organize and follow-up
- Ability to work in a fast-pace environment with minimal supervision and attention to details
- Must be able to maintain a highly positive and friendly image
- Proficient in Microsoft applications i.e., Word, Outlook, Excel, Power Point and Publisher
- Effective verbally and written communication skills
- Ability to promote positive relations with all individuals who approach/call the HR department; understand employees' inquiries and provide responses in a timely manner.
- Ability to maintain confidentiality of all information.
- Capability to answer all phone calls using the proper phone etiquette
- Communicate pertinent employee information to designated departments/personnel.
- Proficiency in filing and maintaining filing system.

Do you see yourself as a Human Resources Generalist ? Please get in touch and tell us how you could bring your individual skills to IHG. IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Human-Resources-Generalist-Full-Time-InterContinental-Chicago-Magnificent-Mile/J3G2FD6LJGM0K8G4VG9/>

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SEEKING- Executive Director of Business Development (On-Premise)

A.P. Wine Imports , Inc.

300 W Hubbard Street Suite 525 Chicago, IL

Near North Side, River North

Job ID: 8501753

Job Type: Part Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: Commensurate with Experience

Experience: 1-3 Years

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

Job Description

We are Looking for an Executive Director of Business Development for On-Premise Accounts in Chicago , IL. We are looking to develop New accounts with Restaurants and Hotels to get Our Excellent Products placed at these New accounts. Would like some of the products to be placed as House pours and House Wines, and would like the products to be put on the Wine Lists. Ideal Candidate Will have Industry Experience in Chicago. And Have an Extensive Personal and Hospitality Industry Contact Network. This is an Outstanding Opportunity for the Right Candidate. We are Offering an Unheard of Compensation/Commission Package , to the Right Candidate - it Will be disclosed if an Offer is Made.

QUALIFICATIONS/REQUIREMENTS:

- * Wine Sales and/or relevant Hospitality Industry Experience, 1+ years minimum.
- * Must be Professional, Organized and have Exceptional follow-up and follow-through Skills. * Responsible for Account Management including Sales Presentations, Presentation and Educating People on Our Products , Order Placement and Collections on the Accounts from Our Customers. * Ability to Organize, Schedule and conduct Wine Tastings with Managers and F&B Managers. And Schedule and conduct Wine events and Promotions with the Managers, and Plan and Schedule Wine Maker Dinners (When the Opportunity Arises). * Possess Excellent Organizational and Time Management Skills.
- * Provide Outstanding Customer Service to Our Customers.
- *Valid Driver's License, Safe driving record, reliable transportation to service the sales territory (not necessary, if in the City of Chicago) , with proof of Insurance (if Vehicle is being Used- if not , N/a) on the transportation utilized for this position.

Qualified candidates should submit their resume. Only qualified candidates meeting the above criteria will be Contacted.

* Please Include an Email Address in your Cover Letter where you can be Contacted.

Apply online at <http://www.shiftgig.com/job/chicago/il/direct-sales-representative-job-openings-at-ap-wine-imports-inc-8501753>

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CONTRACT COMPLIANCE OFFICER

Requisition ID: 00116367

Job Posting: Sep 8, 2014, 3:54:40 PM Closing Date: Sep 22, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$50,837 -\$65,237 ANNUALLY

Organization: Offices Under the President

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or Public Administration is required. (Must provide original college/university transcript at time of interview)*
- Three (3) years of full-time work experience reviewing, monitoring and reporting Minority-owned Business Enterprises and Women-owned Business Enterprises contracts in procurement, contract compliance, equal employment opportunity or a supplier diversity program is required.
- Possession of a valid driver's license and proof of automobile insurance is required. (Must provide proof at time of interview)

*Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

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Job Title B Electrician (Substation Maintenance)

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail System Maintenance

Position Summary

SALARY TARGET: \$44.00 PER HOUR. Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

Inspects, repairs, adjusts and cleans substation power conversion equipment.

EDUCATION/EXPERIENCE REQUIREMENTS

Must have a minimum of (5) years verifiable experience in the maintenance and troubleshooting of electrical equipment.

As a condition of continued employment within this classification, incumbents must attend and successfully complete the Authority's Schematic Wiring Diagram and Breaker Maintenance class.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration for safety sensitive positions.

Must possess a valid state of Illinois Class "A" Driver's license (issued prior to 4-2-90) or possess valid State of Illinois Class "D" Driver's license (Issued 4-2-90 to present) and be capable of operating a vehicle.

PHYSICAL REQUIREMENTS

Must pass a physical examination and perform the physical activities associated with this position. Must pass applicable tests.

KNOWLEDGE, SKILLS, AND ABILITIES

Must competently read and interpret blueprints, schematic drawings and wiring diagrams.

Must possess a thorough knowledge of electrical circuit installation techniques involving lighting, motors relays and associated controls.

Required to repair, rebuild and adjust various electrical equipment used and located in substations.

Required to be knowledgeable of all applicable safety rules and regulations.

Must be competent in the application and use of electrical testing equipment such as voltmeters, ammeters and gauges as well as related hand tools.

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

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Job Title Senior Project Manager - IT

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology Management

SALARY TARGET IS \$90,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in IT, Technology and/or Administration, or an equivalent combination of education and experience. Master's Degree in Technology or Business Administration preferred. Five (5) years of experience managing large projects and implementing information systems or in a role relating to the duties of this position. PMP certification strongly preferred. May be required to obtain licensing and/or certification, including but not limited to Certified Project Manager, Microsoft software and other related competencies.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. Must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to allow individuals with disabilities to perform essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge in the practices and principles in producing technical reports using desktop publishing software and other IT related systems and programs. Detailed knowledge of the development of IT project plans and administration in a computer based environment using Microsoft Projects, Visio and Power Point presentations. Detailed knowledge of cross-functional project management methods and techniques. Working knowledge of information technology applications, processes, software, and hardware. Working knowledge in developing budgets, coaching, supervision, staffing, project management, management proficiency, process improvement, tracking budget expenses, planning, performance management, and teamwork. Working knowledge of technology life cycles, the concepts, and practices in implementing effective technology systems. Good verbal, written and interpersonal communication skills. Ability to write technical and non-technical project materials including project plans, timelines, vendor agreements, and status reports. Ability to work effectively with a diverse client base.

Applicants, if hired, must comply with CTA's residency ordinance.

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Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll. Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary. Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications:

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

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

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

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

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

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

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

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

Qualifications:

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

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Building Maintenance Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal. May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination. Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License. Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

Laundry Worker I

MacNeal Hospital, Berwyn, IL
Department: Laundry
Schedule: Full Time
Shift: Days

Job Details:

Participates in providing quality laundered linen items for patients, employees and all using departments. The Laundry Worker will concentrate their work in the soiled area or clean finishing area of the laundering process.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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Dishwasher/Line Cook Needed

Hawkeye's Bar & Grill
1458 W Taylor St Ste 1, Chicago, IL
Near West Side
Job ID: 8501405
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: No Experience

Job Description: We are searching for Part-Time/ Full Time dishwashers. Must be able work well in a team and enjoy a fast paced work environment.

Job Responsibilities include: * Cleaning and restocking dishes as needed * Organizing and sorting food deliveries * Cleaning kitchens and bathrooms o This includes sweeping, moping, stocking essential supplies and maintaining commercial dishwasher equipment and chemical supplies.

Requirements & Skills

Must be able to work Friday/Saturday/Sunday. Must be able to lift 25lb+

Apply online at <http://www.shiftgig.com/job/chicago/il/line-cook-job-openings-at-hawkeyes-bar-grill-8501405>

Unit Clerk

Weiss Memorial Hospital, Chicago, IL
Department: 8 South
Schedule: Full Time
Shift: Rotation

Job Details: Performs clerical duties, medical order transcription and other related supportive tasks on a patient care unit in accordance with hospital and departmental policies and procedures.

JOB QUALIFICATIONS:

1. High School diploma or equivalent
2. One year health care experience preferred
3. Knowledge of medical terminology and transcription
4. Good communication skills
5. Good PC skills for data entry

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Community Relations Representative

Location: Arlington Heights

Office: External Relations

Department: Government Affairs

Job Description:

Develops and maintains positive relationships within The City of Chicago and the Latino Community region wide. Acts as liaison for Pace with External stake holders including communities, businesses, local elected officials, staff and community organizations to market Pace services, foster good will and convey information on Pace initiatives. Executes local outreach campaigns for promotion of Pace related programs and services.

Works closely with Pace staff. Conducts or represents agency at formal or informal hearings. Knowledge of complex activities and operations of local government. Assess and implement programs as it pertains to geographic territory.

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

Qualifications:

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

Transit or government related experience is desirable. Excellent verbal and written communication skills. Experience in tracking and managing multiple projects, writing, research and community relations.

Intermediate to advanced MS Windows applications is required. Strong customer service skills are essential and frequent travel, early morning, evening and weekend hours may be required. Fluent in Spanish - both verbally and writing skills.

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Facility Maintenance Specialist

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description:

Under the direction of the Section Manager, Facilities Maintenance, or designate, ensures in-house garage personnel is performing work in accordance with PM books and supervises work done by outside contractors who perform facilities and equipment maintenance.

Oversees contracted maintenance and repairs and inspects work by contractors to ensure compliance with scopes of work and repair orders. Processes work and repair orders.

Reviews, schedules and prioritizes contracted maintenance activities. Inspects buildings and mechanical systems and troubleshoots problems.

Ensures internal maintenance procedures are followed. Available on-call 24/7 for facility emergencies. Performs other duties as required.

Qualifications:

Qualified candidate must have 6-9 years of mechanical and/or building construction experience and vocational training in blue print reading, system refrigerant recovery and electrical theory.

Work is primarily done at Pace sites. Must be able to climb on roofs, stand for long periods of time and work on properties with construction work underway.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=687

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IT Administrative Specialist

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description:

Under the direction of the Chief Information Officer (CIO), or designee, be responsible for the preparation of the annual Capital and Operating budgets for the Information Technology (IT) Department. Initiates and confers with Purchasing, Accounting and Capital Financing and Infrastructure staff to ensure all requisitions are correctly entered with proper statements of work, accounting codes and allocation of funds; reviews the expenditures of all administrative costs for the IT Department on a monthly basis, alerting the CIO of irregularities and makes recommendations for correction. Reviews and edits all RFP specifications and purchasing documents to ensure proper formatting and completion. Manages and directs committees that involve the IT Departments specific projects. Reviews all audit points relating to the IT Department and recommends corrective action. Develops and maintains backup and recovery plans and procedures for all equipment and software under the responsibility of the IT Department to ensure a smooth resumption of business in the case of a disaster. Takes the lead for all of Pace to ensure a coordinated plan for deployment of established procedures in case of a disaster.

Qualifications:

Qualified candidate must have at least three (3) years technical experience in information systems, and a B.A./B.S. with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in budgeting and reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of PC software and standard PC/LAN operating systems, utilities and hardware. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=561

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Mechanic Helper

Location: Joliet

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.

Perform 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 be at least 21 years of age and 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 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.

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Front Desk Agent (full-time)

The University Club of Chicago
76 E Monroe St., Chicago, IL., The Loop
Job ID: 8365721
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: 1-3 Years

Job Description

IF YOU DO NOT HAVE TWO YEARS HOTEL FRONT DESK EXPERIENCE YOU ARE NOT AN ELIGIBLE APPLICANT.

The University Club of Chicago is one of the premier private city clubs in the country. Club facilities include three restaurants, thirteen private dining rooms, 60 overnight sleeping rooms and athletic facilities for over 3,000 members and their guests. Conveniently located in the heart of the city, we are directly across from Millennium Park, The Art Institute, Orchestra Hall and minutes away from the Field Museum, Shedd Aquarium, Navy Pier, as well as shopping on State Street and the Magnificent Mile. This is a full-service city and athletic club with a high volume of member usage.

We are currently seeking polished, friendly, and upbeat individual with excellent customer service skills. Min. two years hotel front desk experience. Flexible schedule required. Must be able to work any day/night of the week, including weekends and holidays. Competitive wage and benefits package.

If you are a qualified candidate, please forward your resume along with wage expectations via e-mail to xrmxu2pjxy@jobs.shiftgig.com. You may also fax to 312-726-0620. Or stop by to complete an employment application at our security desk (76 E. Monroe St.)

NO PHONE CALLS WILL BE ACCEPTED!

Requirements

- Must have TWO YEARS Hotel Reservations, Front Desk and Night Audit experience.
- Must possess good computer, organizational, and phone skills/etiquette.
- Must have strong written/oral communication skills and typing skills.
- Requires a flexible schedule including evenings, weekends and holidays
- Visual One experience is a plus

Apply online at <http://www.shiftgig.com/job/chicago/il/front-desk-clerks-job-openings-at-university-club-chicago-8365721>

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Payroll Accountant II

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations. Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred.

General knowledge of a report writer such as Crystal Reports is also preferred. The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy.

Qualified candidate must have a good work history and be willing to work during holiday weeks.

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Service Worker

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/ cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as required. Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

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

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must have knowledge of service area and the ability to operate all company equipment.

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 be capable of heavy lifting. This is a safety sensitive position.

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Guest Service Concessions

Provide professional and courteous service to guests and operate seasonal concessions.

KNOWLEDGE, SKILLS & ABILITIES

- Posses a pleasant, service-oriented and enthusiastic personality.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to quickly and accurately operate cash register or PC.
- Ability to perform numerical detail work with speed and accuracy.
- Ability to work independently
- Ability to handle multiple work assignments.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, guests and general public.

EDUCATION REQUIREMENTS

High School degree (or equivalent)

EXPERIENCE REQUIREMENTS

One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

PHYSICAL REQUIREMENTS

- Ability to work alone for long periods
- Ability to remain on feet for long periods of time
- Ability to traverse zoo grounds
- Ability to work in small, confined space
- Ability to work in all weather conditions
- Ability to work with mild cleaning supplies
- Ability to do light lifting of boxed merchandise

ADDITIONAL REQUIREMENTS

Available to work all necessary hours, including weekends, holidays, special events and all shifts.

All employment queries should be directed to: Human Resources hrjobs@lpzoo.org

To complete an application for employment at Lincoln Park Zoo, [download and open this PDF](#), fill in your information, save the form and e-mail it to hrjobs@lpzoo.org. We require a cover letter, resume, and application for all positions. Incomplete submissions will not be reviewed. Lincoln Park Zoo is an equal opportunity employer.

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Development Events Coordinator

KNOWLEDGE, SKILLS & ABILITIES

- Must have strong communication and interpersonal skills.
- Exceptional organizational skills are vital.
- Experience with Microsoft Office and expertise with word processing, spread sheet and database software. Experience with Raiser's Edge a plus.
- Experience with the budgeting process is essential.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public.
- Ability to initiate and maintain relationships with key internal and external constituencies.
- Candidate should thrive in a fast-paced, demanding environment.

EDUCATION REQUIREMENTS

Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Prefer three years related experience, particularly in a fundraising and event planning environment.

PHYSICAL REQUIREMENTS

Ability to remain on feet for long periods of time

Ability to operate and safely drive electric carts

Ability to work in all weather conditions

Ability to lift and move boxes and parcels of up to 45 lbs

ADDITIONAL REQUIREMENTS

Available to work evenings and weekends as necessary

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Human Resources

hrjobs@lpzoo.org

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Eataly Produce Associate

Eataly Chicago- Produce
43 E Ohio St Chicago, IL
Streeterville

Job ID: 8411977

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: Depends On Experience

Experience: 1-3 Years

References: Preferred

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

Job Description

Assist Guests with Produce shopping. Make sure our displays are kept up and fresh looking through the day/night. Open/Close department with a positive attitude and an organized skill set.

Requirements & Skills

Flexibility, work nights and weekends, work on holidays

Apply online at <http://www.shiftgig.com/job/chicago/il/inventory-stockers-job-openings-at-eataly-chicago-produce-8411977>

Well established liquor store seeks Dependable, Personable Clerk/Stock/Sales Persons

Marie's Pizza & Liquors
4127 W Lawrence Ave., Chicago, IL
Albany Park

Job Description

Successful applicants duties will include, but not be limited to: product sales, cashiering, customer service, stocking shelves, cleanliness of store and taking phone orders.

Requirements & Skills

Must be 21+; Must be able to work nights and weekends; Retail Experience

Apply online at <http://www.shiftgig.com/job/chicago/il/cashiers-job-openings-at-maries-pizza-liquors-8290245>

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Part Time Floral Team Member

Treasure Island Foods
3460 N Broadway St., Chicago, IL
Lakeview
Job ID: 8409303
Job Type: Part Time
Shift Type: Afternoon, Night
Compensation: N/A
Experience: < 1 Year
References: Preferred

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

Job Description

Treasure Island Foods, America's Most European Supermarket, is seeking to fill a PT position for Floral Team Member for its Broadway location.

Our product assortments include whatever ingredients your recipes require including a large selection of organic and natural items.

Our buyers travel the USA & Europe each year to find the "new things" and the best quality items available.

This is a position that requires great attention to detail, quality control, time management, and great communication skills.

We are looking for someone that has prior knowledge and floral experience and a great customer service attitude..

Qualifications: Great Customer Service skills

Experienced:

Flexible schedule including evening and weekend availability
Willing to travel between stores if necessary

Apply online at <http://www.shiftgig.com/job/chicago/il/sales-associate-job-openings-at-treasure-island-foods-8409303>

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