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Part-Time Driver (Midway Airport)

Job ID 2015-145873

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago Midway Airport

Overview:

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management. Drive serviced vehicles to ready line area and park for easy access by customers as directed by management. Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations. Move vehicles to different areas of the lot or facility as needed and directed by management. Answer customer questions or direct them to the appropriate person. Perform other service-related duties to ensure our products and services meet the needs of our customers. Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age. Experience handling similar responsibilities preferred. Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$10.00/hour.

Must be willing to work one of the following shifts:

5:00am -1:00pm

6:00am -2:00pm

9:00am -5:00pm

12:00pm -8:00pm

2:00pm -10:00pm

4:00pm -1:00am

Apply online at <https://us-erac.icims.com/jobs/145873/part-time-driver-%28midway-airport%29/job>

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Part-Time Service Agent (car detailer) - Chicago, IL (2640 S. Michigan Ave)

Job ID 2015-151361

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must have reliable transportation to and from 2640 S Michigan Ave, Chicago, IL

Must be able to work the following schedule:

Monday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Wednesday 9:00 am - 6:00 pm (1 hr unpaid lunch)

Friday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Apply online at <https://us-erac.icims.com/jobs/151361/part-time-service-agent-%28car-detailer%29---chicago%2c-il-%282640-s.-michigan-ave%29/job>

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Sr. Customer Assistance Representative-Chicago-3029 N. Kedzie Ave.

Job ID 2015-151365

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: North Suburbs

Responsibilities:

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors. Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return. Process returns, check-ins and exit transactions. Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed. Understand and communicate rental terms and conditions, vehicle features and other services May sell optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance. Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing. Perform miscellaneous and backup duties job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

High school diploma or GED equivalent required. Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observation, must be able to work the following schedule(s):

Monday/Friday 7:30am-6pm and Saturday 8:30am-12:30pm

Apply online at <https://us-erac.icims.com/jobs/151365/sr.-customer-assistance-representative-chicago-3029-n.kedzie-ave./job>

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Job Title: Accounting Specialist

Agency: Comptroller *

Closing Date/Time: Mon. 09/28/15 4:30 PM Central Time

Salary: \$2,304.00 - \$5,791.30 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: #16-04

Duties & Responsibilities: The successful applicant for this position will float, as needed, to perform IFT/Teamsters bargaining unit work in The Fiscal Research/Funds Management area. Minimum Requirements: Education & Experience Requirements: Requires knowledge, skill and mental development equivalent to the completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience.

Work Hours & Location/Agency Contact: IOC / Department of Human Resources
325 West Adams St., Room 102, Springfield, IL 62704 217-785-4124

How to Apply:

Closing date for receipt of applications is the close of business Monday, September 28, 2015. An Office of the Comptroller application should be thoroughly completed and submitted to the Department of Human Resources by the closing date. Candidates may also attach a detailed resume, but the Office will not consider a resume as a substitute for any part of the required application.

The Accounting Specialist position requires a written examination. The Office of the Comptroller accepts the results of the written and touch screen "Comptroller Accounting Specialist" examination, administered by the Department of Central Management Services (CMS) for this position. This examination is part of the continuous examination program administered by CMS. Examination instructions are included in the Comptroller's Application for Employment package. Please secure this application and read it carefully before taking the written examination at CMS. Applicants are also required to take with them to CMS a form signed by the IOC's Human Resources Director, authorizing CMS to administer to them the "Comptroller Accounting Specialist" examination. Applicants for this position may also be required to demonstrate proficiency in Excel, Word, use of a ten-key calculator and key board, through appropriate exercises administered by the Comptroller's Office.

Candidates must submit the Comptroller's application and their original CMS grade to the Comptroller's Office in order to be placed on the Comptroller's eligibility list for this position.

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services
Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-90-93229

Description of Duties/Essential Functions Benefits Supplemental Questions
As staff assistant to the Senior Public Service Administrator, Bureau of Positive Youth Development, performs a wide range of functions such as assisting in the development and management of Bureau internal control procedures; serves as liaison; oversees the grants management process; supervises support personnel; and prepares a variety of correspondence and special reports.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years of college, preferably with courses in public or business administration. Requires one year experience in a public or private organization. Requires working knowledge of word processing and spreadsheet software packages.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Bureau of Positive Youth Development
401 South Clinton, 4th floor, Chicago, IL 60607
Agency Contact: Lisa Horsley, 100 South Grand Ave East, 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).

Option H7 - Dept Human Services

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Job Title: Civil Engineer IV Area Mixture Control Supervisor

Agency: Transportation

Closing Date/Time: Mon. 09/28/15 4:30 PM Central Time

Salary: \$5,800.00 - \$9,230.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: IPR#40509

Description of Duties/Essential Functions Benefits Supplemental Questions
This position oversees plant and jobsite Quality Assurance testing for HMA and PC concrete incorporated into federal, state, and Motor Fuel Tax funded projects. This position reviews and processes project inspection documentation, QC Plans, and Mix Designs to ensure that these materials meet current standard specification and contract requirements.

Minimum Requirements: The following criteria is required:

- A current Illinois Professional Engineer license
- A valid driver's license
- Statewide/district wide travel and occasional night and weekend work hours
- The ability to successfully take and pass the QC/QA training program for both HMA and PCC through Level III

The following criteria is desired:

- Six years' experience in civil engineering including four years of supervisory responsibility of which three years should be in the specific area of highway construction
- Excellent oral and/or written communication skills
- Managerial skills and the ability to resolve conflicts

Work Hours & Location/Agency Contact:

7:00 am – 3:30 pm / Monday - Friday (30 minute lunch)

Highways/District One/Bureau of Materials/201 W. Center Court, Schaumburg, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Monday, September 28, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

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Job Title: Executive I - Opt H7

Agency: Human Services
Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-92625

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as office manager of a local Family & Community Services office. Organizes, plans, executes, controls, and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Uptown FCRC, 2112 W Lawrence, Chicago IL 60160
Agency Contact: Lisa Horsley, 100 South Grand Ave East, 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).

Option H7 - Dept Human Services

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Job Title: Executive II - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly \$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-93108

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, organizes, plans, develops, writes grant applications, monitors, supports, provides technical assistance, and completes program evaluations, quality assurance reviews, and compliance monitoring for statewide programs such as the Homeless Prevention Program and other Adult Services and Basic Support Programs within the division of Family and Community Services (DFCS).

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization.

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

Bureau of Community Support Services

1210 Hanson Street, Murphysboro, IL 62966

Please submit applications to: Kelly Kindred

Bureau of Employee Services

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: Maintenance Equipment Operator

Agency: Human Services

Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time

Salary: \$4,605.00 - \$6,140.00 monthly

\$55,260.00 - \$73,680.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-10-93192

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs a variety of semi-skilled manual tasks; operates automotive and maintenance equipment; makes deliveries and pickups of office and medical equipment, furniture, supplies, typewriters and other equipment in accordance with established procedures and written or verbal instructions.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license-class B. Requires the ability to lift over 50 lbs.

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

Business Services, 9511 Harrison, Des Plaines, IL 60016

Please submit applications to: Kelly Kindred

Bureau of Employee Services

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: Social Services Career Trainee - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Location: Varies Statewide in Division of Rehabilitation Services.
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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 MC - Manual Communicatn Skill

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Part-Time Service Agent- Forest Park

Job ID 2015-153254

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

The position is based at: 7630 W Roosevelt Rd Ste: 73, Forest Park, IL 60130

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$10.00/hr.

Apart from Religious observances you must be able to work one the following schedules:

Sunday 9:30am-1:30pm

Monday-Friday 4:30pm-8:30pm

OR

Sunday 9:30am-1:30pm

Monday 6:45am-11:45pm

Tuesday 12:30pm-8:30pm

Friday 12:30pm-8:30pm

Apply online at <https://us-erac.icims.com/jobs/153254/part-time-service-agent--forest-park/job>

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Part Time Service Agent-Lombard- Afternoons

Job ID 2015-153526

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: West Suburbs

This position is based in Lombard and pays \$10.00 per hour.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must have reliable transportation to and from Lombard, IL

Must be willing to work for \$10.00 per hour

MUST be able to work the following schedules

Monday through Friday- 1:30pm- 6:30pm

Apply online at <https://us-erac.icims.com/jobs/153526/part-time-service-agent-lombard--afternoons/job>

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Repacker-1507383

CHICAGO BAKERY

Job Summary: Work flexible part-time hours. (Positions open on 3rd Shift and 2nd Shift with very limited, availability on 1st Shift) Responsible for a variety of jobs such as repacking, inspecting, stacking bundling and housekeeping, must be able to follow all applicable policies and procedures, including safety and quality. Must be flexible to perform a variety of duties.

Location: Mondelez International

Chicago Bakery 7300 S. Kedzie Chicago, IL 60629 Phone (773) 925-4300

Starting Rate of Pay: \$11.50 per hour

Employees on the payroll for 12 months will receive \$.50 per hour added to the classification rate. Employees on the payroll for 24 months will receive an additional \$.50 per hour.

Probationary Period: The Company shall be the sole judge of the competency of the new employees and may discharge such employees for any reason whatsoever, at any time during the first (30) days worked of such new employee's employment.

Background Check and Drug Screen: A background check and drug screen (hair test) will be required of all to whom a conditional offer of employment is extended.

Joining the Union: Joining the Union will be required.

"Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law."

Qualifications

Manufacturing Trainee Job Requirements ·Must be 18 years of age ·HS Diploma or GED preferred ·Must be able to work flexible part-time hours ·Must be able to bend, carry, reach, climb, twist and lift up to 25 pounds ·Must be able to perform repetitive work, to continuously perform the same work according to set procedure, sequence or pace ·Must be able to perform visual inspection and measuring techniques. ·Ability to receive guidance from supervision; communicate, follow work rules, safety practices, work procedures, meet deadlines, punctuality and attendance standards, etc. ·Ability to perform various duties as necessary, often changing from one task to another in different environments ·Prior manufacturing/industrial experience is a plus

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmondz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Technical Electrician-1507633

Description

TECHNICAL ELECTRICIAN - 1507633 PURPOSE OF JOB:

To provide technical knowledge and service, install and maintain the electrical needs of the plant. Apply electrical theory and related knowledge to test and modify developmental or operational electrical machinery and electrical control equipment and circuitry in the plant.

MINIMUM QUALIFICATIONS

Education: High School Diploma or General Education degree (GED)

Experience

At least 2-4 years manufacturing experience as a hands-on Electrician or successful completion of an approved Apprenticeship Program. An understanding of Basic Electronics with a 2-year associate degree Basic Electrician/Electronic Technician skills, AB and TI PLC's temperature control, PID loops, RTDs, TC's pressure level, humidity/moisture, pH, electronic scales, photoelectric sensors, etc. PC skills - replace and reconfigure personal computer utilized in process applications. Install and maintain motors, motor control circuits, VFD drives, and 480v-power distribution

PHYSICAL DEMANDS

The following physical demands are examples of duties that may be performed:

Climb steps

Lift 50 pounds and maintain balance

Ability to perform duties in extreme varying temperatures

Crawl over, under and into equipment as necessary to perform job duties

Work from ladders and lifts

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Job : Manufacturing Maintenance

Primary Location : NA-US-IL-Naperville

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Nabisco Part Time Merchandiser - Chicago - Andersonville-1507526

This Seasonal/Temporary Mondelēz Global Sales Service Representative (merchandiser/SSR) role is designed to fulfill our business needs during the peak volume timeframes. This position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
 - A flexible work schedule is required, including availability to work weekends and holidays.
 - High School Diploma or GED is preferred
 - Retail and /or Grocery experience is preferred
 - Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
 - Effective communication skills
 - Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
 - Successful completion of drug test, MVR check, and general background check.
- Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Field Sales

Primary Location : NA-US-IL-Chicago

Mondelēz International, Inc. is an affirmative action/equal opportunity employer
M/F/D/V

As an equal opportunity employer, Mondelēz International is committed to a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Act of 1974, and Title I of the American's with Disabilities Act of 1990, applicants that require accommodation in the job application process may contact 847-943-5460 for assistance.

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Office Services Administrative Clerk - (151730)

Organization: Edelman

Practice Area: Admin

RESPONSIBILITIES:

- Provide support to the Office Services' department
- Process incoming and outgoing mail
- Schedule and support office meetings
- Assist other departments with projects
- Manage departmental documents
- Cover the reception desk as needed
- Liaise with the office of the building
- Process business card requests
- Manage corporate subscriptions
- Maintain office cleanliness
- Create expense reports
- Order office supplies

BASIC QUALIFICATIONS:

The Office Services Administrative Clerk must have at least one year full time experience in an administrative or customer service environment.

QUALIFICATIONS: The Office Services Administrative Clerk should have excellent organizational skills; working knowledge of office equipment, such as printers, fax machines, copy machines, and mailing machines; ability to provide troubleshooting assistance on such equipment; proficient in the following Microsoft applications: Outlook, Excel, Word, and the Internet.

Edelman is an equal opportunity employer of all protected classes, including veterans and individuals with disabilities.

Job: Facilities and Administrative
Primary Location: United States-Chicago
Job Type: Experienced
Schedule: Full-time
Job Posting: Sep 10, 2015, 12:03:55 PM

Apply online at

<https://djeholdings.taleo.net/careersection/us/jobdetail.ftl?job=151730&source=Indeed>

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College Building Services Clerk-Part Time - DAL0000602

*Daley College - College Building Services Clerk- Part Time
7500 South Pulaski Road
Chicago, IL 60652*

Provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services. Operate mail service equipment. Deliver copier paper to the departments as requested. Sort, process and deliver mail and packages over 40 pounds or more. Receive and account for dock deliveries and deliver these items to the departments. Sort and distribute incoming and outgoing U.S. mail and interoffice mail. Process requests and deliver audio/visual/video equipment. Assist with the Mail Center functions including using postage machines, folding and sealing machines and related duties. Keep office area clean and in order at all times. Answer questions in person or over the phone about Mail Services' products and services of the Postal Service, Federal Express and United Parcel Service.

Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred. Ability to maintain log of equipment usage and other requests. Ability to perform storekeeper duties for the Mail Center only. Ability to take a physical inventory of assigned rooms every four weeks. Ability to inventory the asset account paper supply monthly. Ability to create monthly reports on Excel. Ability to handle difficult situations. Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services. Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail. Good organizational skills. Able to work in a crowded area. Able to work with constant interruptions. Able to use a postage machine, electronic scale.

We are an equal opportunity and affirmative action employer.

Job: Other Facility Operations
Primary Location: Daley College
Employee Type: Part Time | Regular
Union Code: 1708Unit1
Job Posting: Sep 9, 2015, 11:30:49 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=83360>

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Data Entry Specialists/Mailroom Clerk

Posted September 3, 2015

City Staffing's client, a financial institution located in Downtown Chicago, is looking for reliable and professional Data Entry specialists/Mailroom Clerk. All applicants MUST be able to pass a state, county, and federal criminal background check, credit check, as well as a drug test.

Around the clock shifts available:

1st Shift — 7:00am to 3:30pm

2nd Shift — 3:00pm to 11:30pm

3rd Shift — 11:00pm to 7:30am

Essential Duties and Responsibilities:

- Sorting and distributing work • Opening mail • Ensuring accuracy
- Key data into a computer terminal retrieve information and update files
- Proof your own work to ensure accuracy and completeness of all data recorded
- Ability to work in a high volume production environment required

Qualifications:

- Fast and accurate typing skills
- Ability to type both alpha and numeric (minimum of 9,500 keystrokes)
- Minimum of two years operations experience preferably in accounts receivable or remittance processing and/or image based processing center
- Ability to use an image scanner and document encoding is essential
- Meet productivity and quality standards as defined by department
- Compare and verify data captured and data represented on screen
- Identify errors and correct any errors in data, and escalate to supervisor
- Ability to sit or stand for long periods of time
- Attention to detail
- Team player
- High School Diploma or equivalent

Requirements:

- Must be able to pass a state, county, and federal criminal background check
- Must be able to pass a credit check (No delinquencies or bankruptcy)
- Must be able to pass a drug test
- Some heavy lifting may be involved (mail bins etc.)

Apply online at http://citystaffing.com/job/data-entry-specialistsmailroom-clerk/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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