



Job Title: Warehouse Manager

Opening Date/Time: Wed. 09/10/14 12:00 AM Central Time

Closing Date/Time: Tue. 09/23/14 11:59 PM Central Time

Salary: \$80,000.00 - \$100,000.00 Annually

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

The Warehouse Manager reports to the Deputy Chief of Procurement and the Chief of Procurement. The following positions report directly to the Warehouse Manager: Warehouse & Materials Distribution Supervisor, Inventory Control Auditor, Messenger Services Supervisor, Inventory Control and Analysis Supervisor, Clothing Room Supervisor, and Property Control Supervisor. The Warehouse Manager, in addition to the six direct reports, indirectly supervises a staff of approximately 25.

Typical Qualifications:

A high school diploma or equivalent is required. College is strongly desired.

Excellent knowledge of Microsoft Word, Excel, and Outlook is required.

Attention to detail is required. Excellent verbal and written communication skills are required. Ability to interact effectively with various levels of management and to communicate well with staff and vendors is required.

Ability to compose memos and reports is required.

Ability to handle more advanced tasks, such as the implementation and management of a new warehousing program like Vendor Managed Inventory is strongly preferred.

Ten (10) years of warehouse inventory security, control, and asset management are required. Relevant experience in managing a warehouse operation from planning to acquisition to distribution and disposition of surplus equipment is required.

Five (5) years or more of demonstrable relevant experience of a high degree of skill in accounting for property at a central location is required.

Experience in managing work of logistics and distribution is desirable.

Knowledge of modern warehouse design methodologies and processes is desirable.

Any experience managing inventory at satellite locations is desirable.

A valid Illinois Driver's license is required. The selected candidate for this position will be required to be on call for emergency situations and overtime will be required.

Relevant experience in managing delivery personnel and operations is desirable.

Experience in administering labor-related contract obligations for several groups of union employees is required. Relevant experience in supervising a warehouse staff of six direct reports and a staff of approximately 25 on different shifts is preferred.

Management experience of a lost and found program is desired.

Management experience of auctioning of inventory and property items is desired.

Apply online at <http://www.illinoistollway.com/about-the-tollway/employment>

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Lighting Technician

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

Responsibilities

Make sure that all exhibit cases are lit. Replaces burned out lamps.
Maintains lamp inventory for temporary, permanent, and traveling exhibits.
Make sure that all exhibit cases are lit. Replaces burned out lamps
Maintains lamp inventory for temporary, permanent, and traveling exhibits
Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
Maintain lighting fixture inventory including repair, cleaning, and replacement
Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
Does low voltage electrical repairs
Assists lighting designer on the install and focus of temporary exhibits
Read drawings and written instructions
Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

Qualifications

High school graduate required. Technical or associates degree a plus.
Minimum of two years related experience
Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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Major Gifts Officer

Location: Chicago, IL

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

He/She will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

Responsibilities include engaging and soliciting donors and friends of The Field Museum for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer will work directly with other fundraisers, senior staff and volunteer leadership.

Qualifications

A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving.

Bachelor's degree required from four-year college or university, Masters degree preferred. Campaign and project management experience preferred.

Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries.

Able to manage confidential information with discretion.

Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Successful track record of fundraising with major donors.

Detail-oriented with a strong focus on quality and accuracy.

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School Partnerships Administrator

Location: Chicago, IL

The School Partnerships Administrator plays a critical role within the team by informing members of the needs of our audience and identifying ways to leverage Field Museum assets to meet those needs. This is a position requiring outstanding leadership skills and experience with coordinating complex partnerships. The Administrator reports to the School Partnerships and Programs Manager.

Responsibilities

Actively gain knowledge of trends in formal education, district-level and school needs to inform overall work of team

Cultivate and maintain relationships with district leaders, schools administrators, universities and informal learning institutions

Identify and spearhead development of new school partnerships

Develop and maintain recordkeeping and reporting systems (financial, operational, and programmatic)

Support the development and implementation of Field Museum educator professional development programs to strengthen educators' content knowledge, ability to implement effective focused field trips, and build skills in inquiry-based pedagogy

Work collaboratively with educators from partnering institutions to ensure cohesion and consistency across programs

Conduct evaluation and assessment on program utilization and impact

Participate in fundraising efforts, proposal writing, award fulfillment and reporting

Develop annual marketing and communications strategy/timeline with emphasis on cross-promotion

Qualifications

Master's Degree in Science Education, Curriculum & Instruction, Museum Education, Non-Profit Management, or related field required

Minimum five years related work experience and demonstrated competence in program management, informal education, and/or science education required

Experience leading and/or coordinating educator professional development required

Working knowledge of interests and needs of Chicago Public School community (administrators, educators, and students) required

Outstanding organizational, interpersonal and communication skills

Proven ability to multi-task in a fast-paced working environment

Ability and willingness to work some nights and weekends required

Conversational level Spanish is a plus

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Administrative Assistant III

Blue Cross Blue Shield Illinois Chicago, IL 9/16/2014

JOB DESCRIPTION

We are an Equal Opportunity Employment / Affirmative Action employer dedicated to workforce diversity and a drug-free and smoke-free workplace. Drug screening and background investigation are required, as allowed by law. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or protected veteran status.

BASIC FUNCTION:

Under supervision, this position is responsible for performing secretarial/administrative duties to support the work of the appropriate Sr. Director and the team for IL Medicaid including composing and typing correspondence, report development, schedule and coordinate meetings, appointments and travel arrangements, maintenance of confidential documents, screening phone calls and visitors, prepare and submit expense reports for management team, maintain/order office supplies, keeping track of important deadlines, coordinate mailings with team and printing company, create requisitions for payment, and attending meetings and taking notes. These duties require thorough knowledge of office procedures. This Administrative Assistant level requires independent judgment and initiative.

JOB REQUIREMENTS:

- * High School diploma or G.E.D.
- * 2 years administrative support experience.
- * Knowledge of office procedures and equipment.
- * Verbal and written communication skills, including punctuation, composition, sentence structure, etc.* Maintain high degree of confidentiality.
- * Independent judgment and initiative.
- * PC proficiency to include Word, Excel, PowerPoint, and Lotus Notes.

Employment Type Full-Time
Job Type Admin - Clerical
Education High School
Experience At least 2 year(s)
Industry Insurance
Job ID US-6774

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?SiteID=beyond001&showNewJDP=yes&Job_DID=J3G7YY6JTVN45K2CF0P

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Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Wed. 10/01/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11507

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college including courses in mathematics, statistics, accounting, computer systems, public administration or business administration. Requires three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications and revenue business operations. Requires working knowledge of management principles, applied research, and systems modeling. Requires ability to develop and manage an operational subsystem of a management information system and to resolve management problems through computer applications; effectively document and determine revenue business requirements. Preferred experience in Benefit Funding System (BFS), Benefit Charging System (BCS), TaxNet, Wage Information System (WIS) and laptop audit systems.

Special Skills: Requires education/experience as outlined above for the following: extensive knowledge of PC hardware, software, applications, applied research and systems modeling, management principles and practices. Application programming, database management systems, and business processes analysis/systems analysis and design; PC software: Windows XP, File Transfer Utilities, Adobe, Microsoft Internet Explorer, Outlook, Word and Excel. Requires working knowledge and experience of the complexity of the various parts of the functions contained in the Revenue systems.

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

Work location: 33 South State Street Chicago, Illinois

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

Option 3 - Mgt Info Sys/Data-Telec

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Job Title: Patient Advocate

Agency: Public Health

Closing Date/Time: Mon. 09/29/14 5:00 PM Central Time

Salary: \$30.77 / Hour

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 85731

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs complex technical functions within the Medical Cannabis Program; serves as a patient and caregiver advocate under the guidelines of the Medical Cannabis Program; follows-up with patients and caregivers through written and telephone communications when they ask to speak with the patient advocate; provides emotional support to patients and advocates; creates education materials; and attends events to inform people about the Medical Cannabis Patient Registry program.

Minimum Requirements:

Requires knowledge, skill and mental development including completion of four years college. Requires working knowledge of MS Office computer programs (WORD, EXCEL, PowerPoint) and Social media (including Facebook and Twitter). Requires good customer service/relations skills. Requires understanding of the Compassionate Use of Medical Cannabis Pilot Program Act. Requires personal experience with a debilitating condition as a patient and/or caregiver.

Work Hours & Location/Agency Contact:

Work Hours: 20 - 30 hours per week This is a temporary position

Office of Health Promotion / Division of Medical Cannabis / Job Location: Offsite

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

How to Apply:

Send Resumes to:

Illinois Dept. of Public Health

Attn: Office of Human Resources 535 W. Jefferson St. 4th fl Springfield, IL 62761

Resumes will be accepted till 5:00 PM on September 29, 2014

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Job Title: Reimbursement Officer II

Agency: Human Services

Closing Date/Time: Wed. 10/01/14 4:00 PM Central Time

Salary: \$4,059.00 - \$5,503.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 14/0025

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Health Information Administrator, investigates recipients and relatives ability to pay for State-provided care; determines appropriate schedules of charges and makes claims for reimbursement. Serves as lead worker to lower level staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economics or business administration, preferably including courses in insurance estate and probate law. Requires two years professional work experience in the reimbursement field. Requires working knowledge of community, state and federal agencies concerned with providing service and support to recipients; requires working knowledge of DHS guidelines used in budget preparation. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: 7am to 3PM Medical Records
Valarie Laird / Madden Mental Health Center
1200 S. First Ave Hines, IL. 60141
Fax #708-338-7078

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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Technology Operations Administrator

Location: Chicago, IL

The technology operations administrator will be responsible for managing and executing administrative tasks for the Technology department including: working with senior management to manage and track departmental and project budgets, call screening for senior staff, managing meeting requests for senior staff as well as processing and assessing all inbound Technology project requests. Additionally they will serve as the main point of contact for external departments requesting Technology project-related services. He/she will maintain a master list/schedule for all projects throughout the museum requiring Technology oversight/support.

Responsibilities

- Serve as the main point of contact for Technology project requests, as well as processing, scheduling, and tracking all of these requests
- Manage and coordinate Technology resources for selected projects, events and inter-departmental collaborations, delegating tasks to the appropriate teams as determined
- Communicates project status to stakeholders and senior staff on a regular basis
- Writes policies, procedures, and other documentation related to projects and systems with appropriate team members
- Act as a resource to Technology staff members with questions and suggestions
- Participate in various FM committees for technology as assigned
- Coordinate meetings and events for the department
- Manage and track budget for the department
- Process administrative paperwork for the Technology Department (Purchase requisitions, payment approvals, IT clearance forms, IT NDAs, etc)
- Various administrative tasks for the Director of Technology or other senior members of the department
- Maintain relationships with primary technology vendors as designated by senior department staff
- Other duties as assigned

Qualifications

- Must be a team player and effective communicator
- Working knowledge of technical competencies, or aptitude and motivation to develop new competencies
- Strong troubleshooting skills and creative solution development
- Talent to effectively communicate both verbally and in writing with team members, vendors and other departments of varying technical backgrounds
- Able to handle multiple issues of varying priority effectively and work unsupervised

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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.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Management / Sales

PANDORA Jewelry - Chicago, IL

PANDORA Jewelers is in need of experienced luxury retail sales associates / management trainees for our Michigan Ave Concept Store.

We are looking for creative thinkers who demonstrate strong customer service skills, and bring an outgoing and energetic personality to our team.

JOB DESCRIPTION:

The Sales Professional will utilize strategic selling skills to assist customers with purchases.

This individual is responsible for engaging customers in conversation to understand their needs and objections; presenting merchandise and detailed information on features and benefits; provide outstanding service with all customer interactions and follow the Pandora Way of Selling.

JOB REQUIREMENTS:

Minimum of 1 year previous retail experience, with a retail career focus.

Proven track record in achieving sales results and creating add-on sales.

Must be detail oriented and security conscious.

Must be a creative thinker with display and merchandising skills.

Strong communication and customer service skills, as well as the ability to prioritize while handling multiple tasks is required.

Willingness and flexibility to work non-traditional business hours including evenings, weekends and holidays.

Ability to work in a fast-paced, changing environment.

COMPENSATION:

We offer comprehensive training, generous hourly + commission + incentives, health insurance benefits, opportunity for professional growth, vacation time and employee discount.

Apply online at http://www.indeed.com/viewjob?cmp=PANDORA-Jewelry&t=Management&jk=26ec340320e13ec2&sjdu=QwrRXKrqZ3CNX5W-09jEvYm9ZmF3VsESfMscwVfGfu0sMG27j_VFEAURGkhqD8EtLbocN13i2T1hgGnHI2oIKA

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Job Title: Pharmacy Manager

Agency: Human Services

Closing Date/Time: Tue. 09/30/14 5:00 PM Central Time

Salary: \$7,456.00 - \$11,576.00 monthly

\$89,472.00 - \$138,912.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-81472

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of an accredited five year College of Pharmacy; including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacists Introduction to Clinical Pharmacy; requires registration as a pharmacist in the State of Illinois and two years of professional supervisory experience as a registered practicing Pharmacist; prefers advanced management degree (MBA, MHA, MS) and five years of experience as a practicing Pharmacist.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Elgin Mental Health Center 750 S State St Elgin, IL 60123
Please submit CMS 100 (revised 01/2014) applications to:

Milee Butcher
Bureau of Employee Services
Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
PHONE: 217-557-0347
FAX: 217-524-2116

How to Apply:

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

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Building Maintenance Person

Location: Evanston

Office: Revenue Services

Department: Bus Operations

Job Description:

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

Routine cleaning, painting, maintenance, and repairs of facility. Minor lawn care and snow removal.

Basic plumbing and electrical repairs. 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.

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

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field, basic administrative experience, and must pass Building Maintenance examination.

Must be at least 21 years of age and have or be able to obtain, a valid class A Commercial Drivers License, air conditioning certification, and underground tank certificate.

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=652

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Retail Customer Service Associate

FedEx Office - Chicago, IL

Internal Job Title: Center Consultant

External Job Title for Posting Purposes: Retail Customer Service Associate

<http://careerpreview.fedex.com>

The Center Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. The Center Consultant will operate and maintain a wide variety of equipment, move boxes and equipment, stock materials, manage the production queue and output, manage complex projects, manage retail supply, and complete assigned tasks based on priority.

Responsibilities: (This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)
All other duties as needed or required

MINIMUM QUALIFICATIONS AND REQUIREMENTS :

High School diploma or equivalent education. 6+ months of specialized experience
Excellent verbal and written communication skills

For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check

For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

QUALITY DRIVEN MANAGEMENT (QDM): (Quality Driven Management strives to deliver market-leading customer experience, business excellence, and financial return through a Quality-oriented culture and day-to-day application of Quality science.) Suggests areas for improvement in internal processes along with possible solutions. Works with management to reduce company costs/wastes, and to optimize profitability in areas of responsibility. Applies Quality concepts presented at training during daily activities
Supports FedEx Office Quality initiatives

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at

http://www.indeed.com/viewjob?jk=bb13e383e11fe3b9&q=Sales+Associate&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noem_ail

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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 or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Telephone Interviewer and Bilingual Telephone Interviewer

Description: TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications: Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

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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Job Title: Plumbing Inspector

Agency: Public Health

Closing Date/Time: Tue. 09/30/14 5:00 PM Central Time

Salary: \$5,117.00 - \$6,847.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDPH

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires possession of a valid Illinois plumber's license with at least seven years of experience as a plumber. Requires successfully passing the Department of Public Health's examination for certification as a Plumbing Inspector within six months of hire. Requires extensive knowledge of the Illinois State Plumbing Code, working knowledge of the tools, equipment, materials, methods, and practices of the trade; working knowledge of hydraulics, pneumatics and mathematics; working knowledge of state laws as they relate to prevention and control of communication diseases caused by environmental factors. Excellent computer skills and work experience in Microsoft software products including, Word, Excel, Power-point, etc. is highly desirable. Requires a valid Illinois driver's license. Requires the ability to climb stairs or ladders, access crawl spaces, utility tunnels and other restricted access areas. Requires ability to negotiate construction sites in a safe manner, including wearing site specific required personal protective equipment. Requires ability to lift up to 50 lbs. Must reside in DuPage, Kane or Cook County.

Work Hours & Location/Agency Contact: Monday - Friday 8:30 a.m. to 5:00 p.m.
II Dept of Public Health / Office of Health Protection
Div of Environmental Health 245 W Roosevelt Rod, Bldg 5 West Chicago, IL 60185
II Dept of Public Health / Office of Human Resources / Div of Personnel
535 West Jefferson, 4th Floor Springfield, IL 62761
217-785-2031 fax 217-785-2038

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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Electronic Technician II

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level.

Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment.

Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7.

Qualified candidate must have a good work history and valid drivers license.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156

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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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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Wed. 09/24/14 4:59 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79-14/10

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned, but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

Work Hours & Location/Agency Contact:

1 Days 6am-2pm Housekeeping Department

1 Eve 2pm-10pm Housekeeping Department

CONTACT INFORMATION:

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

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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