



Part-Time Service Agent - LaGrange

Job ID 2014-117517

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

This position is located at:
5508 S LA GRANGE RD
COUNTRYSIDE, IL 60525

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 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 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 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Monday - Friday: 3:00pm - 8:00pm

Saturday: 8:00am - 3:00pm

Sunday: 10:00am - 3:00pm

Apply online at <https://us-erac.icims.com/jobs/117517/part-time-service-agent---lagrange/job>

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Part-Time Branch Shuttle Driver - Schaumburg-Roselle Rd

Job ID 2014-114151

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: West Suburbs

Overview:

The Branch Shuttle Driver for Schaumburg, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

6 months work experience required

Previous customer service experience

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

No drug or alcohol related conviction on driving record in the past three 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 Schaumburg, IL

Customer Service experience preferred

Must have at least 6 months of work experience

Must be willing to work for \$8.25/hr

Apart from religious observances, **MUST** be able to work the following schedule:

Monday 8:00am-6:00pm (with 1 hr unpaid lunch break)

Friday 8:00am-6:00pm (with 1 hr unpaid lunch break)

Apply online at <https://us-erac.icims.com/jobs/114151/part-time-branch-shuttle-driver---schaumburg-roselle-rd/job>

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Job Title: Automotive Parts Warehouse

Agency: Central Management Services

Closing Date/Time: Thu. 10/02/14 5:00 PM Central Time

Salary: \$4,071.00 - \$5,428.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC453

Bid ID#: CMS 9769

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or completion of an approved training program; two years experience in the keeping of automotive or vehicular stores and records or as an automotive mechanic; requires working knowledge of storeroom and warehouse methods, procedures, and inventory record keeping and controls specific to automotive and vehicular parts; procurement, requisitioning, and shipment procedures that are specific to automotive and vehicular parts. Requires the ability to instruct others in automotive and vehicular stock handling duties; identify automotive and vehicular parts visually or from mechanics oral descriptions; prepare and maintain stock records reports and inventories; to evaluate the quality of goods on hand and received; use an automated computer system. Requires a valid Illinois Drivers License.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Illinois Central Management Services

Agency Services/Vehicles/Carbondale Garage

2801 Murphysboro Rd. Carbondale, IL (Jackson County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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: Accountant Advanced

Agency: Workers Compensation Commission
Closing Date/Time: Fri. 10/03/14 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IWCC-50-14-0019

Minimum Requirements:

Requires working knowledge of accounting and auditing theory, principles, methods and procedures.

Requires knowledge, skill and mental development equivalent to a college degree in

Business or Accounting.

Requires 2 years of professional accounting, external auditing or budgetary planning experience.

Requires working knowledge of the laws, rules and regulations relating to state or non-state accounting principles.

Work Hours & Location/Agency Contact:

Monday - Friday 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission
100 W. Randolph Street, 8th Floor
Chicago, IL 60601

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: Child Support Specialist Trainee

Agency: Healthcare & Family Services

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

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3037

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently and Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services / Cook County - Southern Region
6221 S. Emerald Drive Chicago, IL 60621 (Cook County)

Agency Contact: Brenda Young
36 S. Wabash Ave. Chicago, IL 60603
Work #: (312) 793-9807
Fax #: +1 (312) 793-9808

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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Bookseller

Barbara's Bookstore

Job Description:

This position is either part-time or full-time and entails working scheduled hours, usually at one specific store location.

Booksellers report to store managers and are responsible for helping customers to find the books they are looking for and ringing up the sales. Often a bookseller will be given other responsibilities as well, including shelving, display, and back office functions. Booksellers are required to read books and select their favorites, and to write short reviews of these books for display at their store.

What we're looking for... The skills required for this position vary according to the needs of the store at the time of hire. However, our ideal candidates all possess a love of reading and the willingness to share their enthusiasm with our customers.

Please send your resume to us at jobs@barbarasbookstore.com, (MS Word Documents only, please) for consideration.

Corporate Staff

Barbara's Bookstore

Job Description:

Corporate employees are responsible for specific areas of the business across all the stores, such as buying, event planning, marketing, information systems, and accounts payable, to name a few.

Our corporate team is a small in number but composed of greatly talented and experienced individuals (if we do say so ourselves). Therefore, it is rare that we either lose or hire employees in this category. Any openings at the corporate level will be advertised in specific detail as they become available.

Please send your resume to us at jobs@barbarasbookstore.com, (MS Word Documents only, please) for consideration.

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Store Manager

Barbara's Bookstore

Job Description:

This is a demanding but rewarding full-time position that involves managing every aspect of store operations at a specific location.

Typically there is only one manager per store except in rare circumstances. Store managers report to the corporate General Manager, yet they have a great deal of autonomy and are encouraged to take ownership of their stores.

Every Barbara's store has its own unique flavor, size, shape, traffic patterns, and customer base. The manager must always strive to better serve the community that the store calls home.

Some locations frequently host events (such as author appearances) and managers are required to prepare for and staff these events.

Managers are responsible for hiring and scheduling booksellers. They have to ensure that the basic functions of the bookstore are performed properly.

That includes communicating regularly with our central offices and providing necessary financial and sales information.

Also, the manager is responsible for doing some of the buying for the store. Buying is done at both the store level as well as centrally, so this requires careful coordination of efforts.

What we're looking for... We expect our managers to be well-rounded individuals who are capable of responding to the many challenges of this role.

Successful store managers are excellent communicators, self-motivated, independent, creative, and detail-oriented.

A candidate must have a significant amount of bookstore experience to be considered for this position.

Please send your resume to us at jobs@barbarasbookstore.com, (MS Word Documents only, please) for consideration.

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Job Opportunities at Berghoff Catering & Restaurant Group

Berghoff Catering & Restaurant Group is an equal opportunity employer. All applicants for employment are considered without regard to race, color, religion, national origin, age, sex, marital, disability, veteran, sexual orientation or any other legally protected status.

Our current openings are posted below. However, The Berghoff Catering & Restaurant Group is always seeking talented individuals.

We are also accepting applications onsite, at 17 West Adams, M-W, 2-4PM. Please just leave your application and/or resume with the host or hostess.

Sous Chef
Sales Intern
Lead Cold Floor Cook
Cook
Seasonal Restaurant Front of House Staff
Berghoff Catering On- and Off-premise Staff

Should you not find a posted position on our jobs board, feel free to send your resume to events@berghoffgroup.com and tell us what your ideal position would be at BCRG.

Operations Officer (O'Hare)

Will manage and provide supervision to overall airport operations. Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Please send resume to HR@seawaybank.us.

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Tellers (Maywood, Broadview, and O' Hare Airport) locations

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests at airport location. Bilingual skills are a plus at the O'Hare location. High School diploma and 1-2 yrs of cashier experience is required.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Please send resume to HR@seawaybank.us.

Commercial Loan Assistant

Assistant will complete reports and loan proposals; and assist with collection of financial information and due diligence for loans. Will complete reviews and assist officers. Will assist with business development and provide other assistance to the commercial lending staff. Some college is a plus.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Please send resume to HR@seawaybank.us.

Personal Banker (Milwaukee)

Will perform a variety of duties to provide existing and potential customers with efficient and cordial service; including cross-selling bank services to customers. Prior experience in banking, customer service, and cross-selling a must. High school diploma and some college preferred.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Please send resume to HR@seawaybank.us.

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Teller (Milwaukee)

Process transactions, service customers, and balance cash drawer daily. High School diploma and 1-2 yrs of cashier experience is required.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)
Please send resume to HR@seawaybank.us.

Now hiring: Shift Leads!

Potbelly Sandwich Shop
6464 N Sheridan, Chicago, IL., Rogers Park

Job Description-Position: Shift Leader

Want to be psyched about where you work??

Potbelly Sandwich Shop is looking for friendly and outgoing hourly Shift Leaders--who enjoy working in a fast-paced, friendly environment.

The Shift Leader role is the first step along the Potbelly Management Career Path. You will learn the basics of running a profitable business, you'll manage shifts on your own, you will train and develop Hourly Associates and you'll uphold Potbelly's high standards for customer service, product quality and consistency and store cleanliness.

As a Shift Leader, you may be eligible for benefits, you get to work with really cool people, and you get crazy deals on delicious Potbelly food!

Specifically, we are looking for our shop located at:
Loyola University - 6464 N Sheridan, Chicago, IL

The person in this role must be a role model of Potbelly's Values. Some supervisory experience in a restaurant or retail environment is ideal but what's most important is that you have excellent customer service skills, great communication and leadership ability, and you must be able to multi-task in a fast paced environment. Oh, and you need to be able to work at least 2 opens and/or closes per week. Sound good?

Apply online at <http://www.shiftgig.com/job/chicago/il/hourly-managershift-supervisor-job-openings-at-potbelly-sandwich-shop-8587757>

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 10/02/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76874-3-PS CONTRACT

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families.

Minimum Requirements:

Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

TERM OF CONTRACT: REMAINDER OF FY'15 (JULY 1, 2014 - JUNE 30, 2015) There may be an opportunity to renew for part of FY16.

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

401 S Clinton, Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

ATTN: Alicia Huguelet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Job Title: Forms Officer

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Closing Date/Time: Thu. 10/02/14 5:00 PM Central Time

Salary: \$51,435.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 095

Education/Experience & Skill: Minimum: A combination of education and experience equivalent to an Associate's Degree in business, paralegal studies or a related area. Work experience in forms analysis, design, and production including experience with electronic forms creation and development.

Preferred: A Bachelor's Degree is highly preferred with three years' experience in forms analysis, design and production. Professional-level experience in a forms management consulting role, including experience with legal forms and process.

Selection Factors:

Must have a valid Illinois drivers' license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Must have strong written/oral communication, organizational and interpersonal skills. Proficiency with Microsoft Office products, including PowerPoint, Excel, Access, technology appropriate for forms creation, such as A2J automation software. Knowledge of the principles and practices of court management and operations. Knowledge of the principles and techniques of short-term and long-range project management. Ability to coordinate with councils, committees, state agencies and other organizations. Ability to collect data and prepare statistical and informational reports. Use of independent judgment within established practices and procedural guidelines. Skills in program development, implementation and evaluation.

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

Administrative Office of the Illinois Courts 222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601 Barbara Black (217) 524-6429

How to Apply: Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts Attention: Human Resource Unit, #4700
3101 Old Jacksonville Road, Springfield, Illinois 62704

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those persons submitting materials by Thursday, October 2, 2014 will be given first consideration.

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Position: Operations Manager

Job Summary: Responsible for managing the Dufry shops within an operation, consistent with the short and long term interests of the company, its employees and its customers, and ensuring the highest level of customer service possible.

Job Responsibilities: Customers

Promote quality of customer service among staff through training and by acting as a positive role model. Create "seamless customer service" by making every effort to find merchandise for customers even if an item is not in stock. People. Hire people who are passionate about our products and philosophy and maintain employee attitude and morale by recognizing outstanding performance and service and by motivating and developing staff. Maintain staff levels that allow for the best possible customer service
Execute performance evaluations and goal assessments

Prepare the work schedule to ensure that the store goals will be met through appropriate planning and organization of staff and manage absences and health management with HR. Provide an "open door" policy where employees are free to express their concerns and feelings without fear of retribution or ill will

Hold weekly staff meetings and submit notes to Area Retail Manager

Operations . Ensure that company policy & procedures are communicated in a timely manner & adhered to accordingly. Work with other departments on developing plans, and implement them. Ensure that the store is in compliance with all Airport, State and Federal employment laws. Monitor a loss prevention program to protect the company's inventory and assets. Finance. In conjunction with the Area Retail Manager, formulate the fiscal revenue, expense and profit goals, as well as the inventory levels for the store
Ensure that goals will be met through appropriate planning and organization of staff, inventory, and expenses and making staff aware of sales goals

Review the store's progress on a monthly basis with the Area Retail Manager

Knowledge, Skill and Ability:

Strong leadership skills demonstrated ability to build effective teams and motivate employees. Knowledge of effective merchandise presentation standards

Understanding of basic retail concepts. Good problem solving skills

Fluent English and additional languages as applicable for operation

Education and Experience: 5 years of retail experience with at least 3 years of experience in a management / supervisory role

Apply online at http://www.hudsongroup.com/careers_details.php?jobid=3260

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Courtesy Bus Driver (O'Hare Airport)

Job ID 82356

Positions 1

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/82356/job>

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Lot Attendant (Midway Airport)

Job ID 81003

Positions 1

Location US-IL-Chicago

Category Customer Service

Job Summary:

Responsible for ensuring that the overall car rental flow in the lot is as efficient and seamless as possible, including monitoring the car lot supply, movement and cleanliness, receiving and inputting car ready tickets, and processing vehicles upgrades, exchanges, and Express rentals.

Mandatory Requirements:

Required Education/Experience:

High School Diploma/or equivalent

1 year of car rental experience preferred

Valid driver's license as required by State

Required Qualifications:

Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation

Ability to speak and understand English

Ability to operate radio, security and computer equipment

SPECIAL JOB DIMENSIONS: Varied hours.

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements : Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-dtag.icims.com/jobs/81003/job>

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Instant Return Rep (O'Hare Airport)

Job ID 83778

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

General Responsibilities:

The Instant Return Representative is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile
A minimum of one year of sales or customer experience in a high volume or service oriented environment. Proven strong sales and closing skills and the ability to friendly, engaging manner. Basic computer proficiency

Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills

Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team.

100% customer focus, with proven experience within a customer facing environment

Work flexible shifts including weekends and holidays; and work overtime as required

Work outdoors during all weather conditions

Stand for long periods of time

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/83778/job>

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Gold Choice Counter Sales Rep

Job ID 80488

Positions 2

Location US-IL-Chicago

Category Customer Service

Mandatory Requirements: Educational Background: High School Diploma or equivalent
Professional Experience: 1- 2 years customer service and/or sales experience required.

Basic Qualifications:

Proven strong sales and closing skills and the ability to sell in a friendly, engaging manner. Passion for customer service and attention to detail – Goes the extra mile
A minimum of one year of sales or customer experience in a high volume or service oriented environment. Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.
Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative.
Proven experience of working well within a team. 100% customer focus, with proven experience within a customer facing environment. Work flexible shifts including weekends and holidays; and work overtime as required
Work outdoors during all weather conditions
Lift up to 25 pounds. Stand or sit for long periods of time

Physical Requirements:

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

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/80488/job>

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Job Title: Health Facilities Surveillance Nurse

Agency: Healthcare & Family Services

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

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: MP1779

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, (b) a Bachelor's Degree in Nursing and two years of professional nursing experience or, (c) a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of Federal, State and Agency laws, rules and regulations concerning licensure and certification of health care agencies and facilities. Requires thorough knowledge of nursing principles and practices. Requires ability to travel independently in the performance of duties.

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

Location: Bureau of Long Term Care

253 North Schuyler Avenue Kankakee, IL 60901 (Kankakee County)

Agency Contact: Kim Fitzgerald

Bureau of Medical Administrative Support

201 South Grand Avenue East, 3rd Floor Springfield, IL 62763

Work Telephone Number (217) 558-5416 Fax Number (217) 557-2565

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: Insurance Performance Examiner I - Opt 1

Agency: Insurance

Closing Date/Time: Thu. 10/02/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9888

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with major coursework in insurance, finance, statistics, accounting or business administration. Requires six months underwriting and/or claims experience. Requires working knowledge of underwriting and/or claims practices and procedures. Requires essential personal characteristics to be a professional examiner, including integrity, maturity, dependability, tact and enthusiasm. Requires ability to cooperate with others on the examination staff in a manner that recognizes the high importance of teamwork in completing an examination in a professional manner; to extend beyond the immediate demands of the assignment and to accept new responsibilities; to plan and implement a continuing program of self-development in examining skills and business management skills; to speak, write effectively and develop skills in communicating through examination working papers, memoranda and reports. Requires the ability to travel extensively and with overnight travel. Requires possession of an appropriate valid driver's license. Requires the ability to lift and carry materials weighing up to 50 pounds, including transporting to and from work sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Consumer Education & Protection/Market Conduct

122 S. Michigan Ave - 19th Floor Chicago, IL - Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-9993 217-782-9925 Fax

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: Investigator

Agency: Executive Inspector General *

Salary: \$3,333.50 - \$6,667.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 00000-315

Minimum Requirements:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400, Chicago, IL 60602

Division of Human Resources 312.814.1789

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

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