



Line Service Supervisor

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Management, Transportation, Customer Service

Experience: Not Specified

General duties include (but are not limited to):

Supervise and facilitate performance of Line Service personnel

Ensure all operations are conducted in accordance with company policies and procedures

Maintain high levels of safety and customer service

Function as a Line Service Technician

Application of the principles of the 'Atlantic Attitude' at all times

Communication of work progress and significant issues with the Line Manager or the Operations Manager

Communication of Atlantic standards, and relevant material, to Line Service employees

We are proud to be an EEO/Females/Minorities/Veterans/Disabled employer

We maintain a drug-free workplace and perform pre-employment substance testing

REQUIREMENTS: Experience with aviation ground handling services is required.

Atlantic Aviation has a thorough training program to ensure that all of our employees meet and exceed the highest levels of safety and customer service. Prospective applicants simply need a strong sense of safety and customer service to apply. This position does require you to work in all weather conditions, and flexibility with your schedule is a must as we operate 24 hours a day.

As a minimum requirement, each applicant posses the following:

High school diploma or GED certificate; Two (2) years of line service experience

Be at least 18 years of age; A valid state drivers license and meet the company's insurability requirements; Participation in Atlantic Leadership Training

Good communication skills, both written and oral

Consistently demonstrated good organizational and leadership skills

Ability to comprehend and perform basic math calculations with minimal errors

Excellent customer service skills

Atlantic Aviation offers competitive pay and a very comprehensive benefits package including medical, dental, vision, flexible spending accounts and 401k with matching!

Atlantic Aviation also provides employees with company paid benefits including life insurance, health and wellness programs, short and long term disability.

Apply online at <http://www.jobs.net/jobs/atlantic-aviation/en-us/job/United-States/Line-Service-Supervisor/J3F32V76LB1X7VYY5TK/>

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Job Title: Mental Health Recovery Support Specialist I

Agency: Human Services

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

Salary: \$4,253.00 - \$5,787.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 14/027

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Hospital Administrator, serves as the State Hospital (SH) Mental Health Recovery Support Specialist (MHRSS), functioning as a patients Liaison to his /her SH Treatment Team regarding identified service issues. Coordinates and facilitates SH wellness activities, including the implementation of Wellness Recovery Action Plan (WRAP) groups. Reviews, analyzes and evaluates consumer study/survey data. Collaborates with the SH Quality Manager and other SH Clinical leadership in representing the SH to community groups. Provides information regarding patient/family service needs and expectations to SH staff. Attends statewide and community meetings. Participates in the statewide Recovery Services Development Group (RSDG).

Minimum Requirements: Requires knowledge skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services and willing to identify as such. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Work Hours & Location/Agency Contact: 10am - 6PM Monday - Friday

Administration Department

Valarie Laird/Human Resources / 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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Job Title: Master Patient Index Analyst

Agency: Illinois Health Information Exchange

Closing Date/Time: Fri. 10/03/14 5:00 PM Central Time

Salary: \$0.00 / Month

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: HIE 9913

The salary range for this position is \$40,000 - \$50,000 per year.

Under immediate Supervision of the Chief Technology Officer, performs specialized functions related to patient identification and linking patients to demographic, clinical and other identifying information. Provides oversight of the Enterprise-wide Master Patient Index (EMPI) and is responsible for reviewing, analyzing and maintaining data integrity within the Master Patient Index (MPI) and all facility systems. The MPI must contain accurate and complete data that includes a single identifier for each patient registered and zero tolerations for medical record overlays. Responsible for ensuring the information exchanged between the Illinois Health Information Exchange and contributing patient data sources are accurate and consistent and that revisions are communicated in a timely manner.

Minimum Requirements:

Requires a Bachelor's degree, preferably a Bachelor of Science. Requires a strong understanding of computer technology, Microsoft Windows environment and running web applications. Organized and Detail-oriented. Strong problem solving skills. Good personal communications skills both oral and written. Strongly motivated, takes initiative.

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

Work Location: Illinois Health Information Exchange

ILHIE Authority 100 W. Randolph Street Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

How to Apply:

This position is not covered by the CMS Examining and Counseling testing procedures. All interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

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Job Title: Office Assistant - Opt 2

Agency: Veterans Affairs

Closing Date/Time: Thu. 10/02/14 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-50-15-84893

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numerical sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type 35 WPM.

Work Hours & Location/Agency Contact:

Monday-Friday 8:00am - 4:30pm 1/2 hour unpaid lunch

IL Veterans' Home #1 Veterans' Drive Manteno, IL

Jeri Gulli

815/468-6581 Ext. 328 815/468-1596

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 2 – Typing

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Accounts Coordinator

Stainless Sales Corporation - Chicago, IL

Chicago based stainless steel service center is seeking an Accounts Coordinator for their Chicago office sales department: - Support Sr. Accounts Manager on contract sales activities - Accurately process customer transactions such as order entry, quotes and rejections - Monitor scheduled shipments and dates to ensure timely delivery and expedite as needed - Learn the Company's products, capabilities and operational procedures - Work with operations, purchasing, and management as needed to ensure quality customer service and customer satisfaction - Must know Microsoft Excel and Word - Other duties as assigned - Excellent communications skills - Highly motivated with a desire to be successful - Exhibit effective time management skills
Job Type: Full-time

Apply online at <http://www.indeed.com/job/accounts-coordinator-4a40e5b76e33d5cc>

Swagger Needs office worker

Swagger

5050 S Prairie Ave Chicago, IL., Grand Boulevard

Job ID: 8455823

Job Type: Full Time

Shift Type: Afternoon, Night, Overnight

Compensation: Top Wages

Experience: < 1 Year

References: Preferred

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

Job Description

Swagger has underwent numerous changes during the past two years, closing its doors for the past year to allow for renovation and major changes in ownership and management. During its previous times of operation the establishment made great strides to bringing quality entertainment into less desirable neighborhood. Since then renovation and development has sprung up in the community all around Swagger which sparked the entire community to see a dramatic increase pride and culture appreciation, this we are really proud of, this time Swagger will bring a form of entertainment that will staple Chicago as the place to be: Join us on this mission

Requirements & Skills: Must be 21 and able to work nights and weekends and love people

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-swagger-8455823>

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EMT-B Superior Markham

Job Title: EMT-B Superior Markham

Job Type: Full-Time

Location: Markham, IL

Job Description:

Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana.

We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees.

Openings include: Basic Emergency Medical Technician - EMT-B

The basic function of the EMT is to provide medical care and transportation for a patient at the Emergency Medical Technician (EMT-B) level, within their scope of practice, as stipulated by Illinois Department of Public Health (IDPH) and/or EMS Commission of Indiana

Requirements:

High school diploma or equivalency.

Illinois and/or Indiana EMT-B Licensure

Must have successfully passed Company's written and practical exam, and successfully completed the interview process.

Preferred: PHTLS/BTLS Certification National registry

Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

Apply online at

https://www4.recruitingcenter.net/Clients/SAGAS/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10209&esid=az

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River North Nightclub Needs Talented Receptionist

NV Penthouse Lounge
116 W Hubbard St FL 8 Chicago, IL
River North, Near North Side
Job ID: 8467151
Job Type: Part Time
Shift Type: Morning, Afternoon
Compensation: \$10/hr
Experience: 1-3 Years

Job Description

Skills/Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

PRIMARY RESPONSIBILITIES:

- Answer phones and enter bottle service & private event requests into system.
- Route calls to specific people. Take and relay messages.
- Answer inquiries about NV Penthouse need to know the venue and the brand we represent
- Accept deliveries and sign invoice when necessary during shift.
- Coordinate mail flow in and out of office.
- Coordinate office activities.
- Handle phone calls from people calling in sick.
- Gather personal and insurance information
- Hand out employee applications.
- Arrange appointments and maintain calendar of events for venue
- Send email and faxes.
- Collect and distribute parcels and other mail.
- Perform basic bookkeeping, filing, and clerical duties.
- Update appointment calendars.
- Schedule follow-up appointments. Maintain a log book for phone correspondence and capture customer information.

Requirements & Skills

Clear Criminal Background, Must be 21+

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-nv-penthouse-lounge-8467151>

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Sales Associate

Kohl's
2140 N. Elston Ave.
Chicago, IL 60614

At Kohl's, we encourage our Associates to take control of their own success. Working at Kohl's requires energy, commitment and a competitive spirit. Here, you'll work in a fast-paced environment filled with challenges and opportunities. You will be able to try new things, set goals and build a career that fits your expectations — and have some fun along the way!

Kohl's is currently hiring Sales Associates!

Misses, Juniors, Men's, Home, Kids, Jewelry, Shoes, Intimates, Accessories

Responsibilities will include:

Responsible for greeting and offering assistance to customers as needed.
Assists in the execution of merchandizing and operational functions to Company Standards within sales floor areas where assigned. Responds appropriately to POS backup calls and Service Desk calls and assists at POS and Customer Service as needed
Solicits, opens and activates Kohl's Charge applications
Completes price changes, ISC memos, callbacks, transfers, and other paperwork as directed by Store Management. Assists the Replenishment team by utilizing all replenishment reports daily and ensures Company in-stock goals are maintained.
Performs and assists with price changes, fitting room recovery, sales floor and fitting room recovery outside of immediate department area and housekeeping duties
Preparation and taking of inventory, and stock room organization
Shows initiative to work independently to meet presentation and recovery expectations

Job Requirements

Prior experience in sales, customer service or other work environment working with the public; Ability to lift up to 50 pounds on an occasional to frequent basis; Ability to spend up to 100% of work time standing or moving about the departments within the store. Physical activities include bending, stooping, lifting, climbing, carrying, walking and/or reaching on a frequent basis. Effective verbal and written communication skills
Basic math and reading skills, legible handwriting, and attention to detail
Ability to work as part of a team and interact effectively with others

Additional Info: Minimum Age - 17+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13936917&item=1&searchid=75a06f8e-1194-4aea-65af-46d52fa1db5b&src=title>

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Job Title: Program Integrity Auditor Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 10/02/14 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#: IG0585

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills; completes assigned auditing projects to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the State to assist senior auditors in conducting audits.

Minimum Requirements:

Requires possession of a bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Bureau of Medicaid Integrity

401 South Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office Inspector General/Personnel 412 North Fifth Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

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: 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#: 14/025

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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Job Title: Storekeeper I

Agency: Human Services

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

Salary: \$5,036.00 - \$5,036.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 14/028

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs storekeeping duties involving the receipt, storage and distribution of commodities, property, mechanical and office supplies; takes and maintains inventory.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years high school. Requires one year of experience in the keeping of stores records. Requires ability to perform arduous labor including lifting and carrying 50-75 Ibs. Requires ability to use dollies and flatbeds. Requires ability to operate various computer programs. Requires ability to push and pull heavy items.

Work Hours & Location/Agency Contact:

Stores 8am-4pm Mon-Fri

Valarie Laird/Human Resources

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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Kohl's Freight Associate job in Chicago, IL

Kohl's
2140 N. Elston Ave.
Chicago, IL 60614

Freight Associate

At Kohl's, we encourage our Associates to take control of their own success. Working at Kohl's requires energy, commitment and a competitive spirit. Here, you'll work in a fast-paced environment filled with challenges and opportunities. You will be able to try new things, set goals and build a career that fits your expectations — and have some fun along the way!

Kohl's is currently hiring Freight Associates!

Responsibilities will include:

Responsible for unloading, processing and stocking all incoming freight to the sales floor and stockroom areas. Processes and prepares receipts of fixtures and supplies
Replenishes merchandise to the sales floor from the stockroom. Assists in processing incoming/outgoing transfers and returns to vendor. Preps merchandise for the merchandising process by ensuring merchandise is sorted and staged appropriately.
Removes merchandise from cartons and packaging, places merchandise on proper hanger, verifies price ticket information and tickets merchandise as required
Maintains all Company stockroom capacity and organizational guidelines, including recovering the dock at the end of each shift. Performs other duties such as assisting on the sales floor, completing price changes, assisting with housekeeping duties, preparing for and taking inventory, organizing the stockroom and other tasks as assigned

Job Requirements

Prior experience in merchandise receiving, handling and stocking in other retail or warehouse/distribution environments. Ability to lift up to 50 pounds on an occasional to frequent basis. Ability to spend up to 100% of work time moving about the receiving area, stock areas, and sales floor. Physical activities include using hand tools, bending, stooping, climbing, and reaching. Effective verbal and written communication skills
Basic math and reading skills, legible handwriting, and attention to detail
Ability to work as part of a team and interact effectively with others

Additional Info: Minimum Age - 17+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13936915&item=3&searchid=75a06f8e-1194-4aea-65af-46d52fa1db5b&src=title>

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Retail Sales Associate – Part-Time

Company: Target Mobile

Responsibilities:

- Drive sales productivity and customer satisfaction within Target Mobile retail locations on various wireless products, accessories and services to customers
- Engage in side-by-side selling with retail associates
- Grow Target Mobile's wireless division sales performance and other key metrics through sales, training and marketing promotions
- Develop and manage in-store promotions, coordinating with appropriate personnel
- Implement and manage wireless sales events in retail locations
- Position Target Mobile's value, including but not limited to:
 - Creating product and brand awareness for various wireless products
 - Communicating competitive knowledge and advantages of various wireless carriers products and services
 - Communicating Target Mobile's benefits compared to competition
 - Effectively communicating various wireless carriers plans, features, products and services to customers
 - Creating first-rate customer experiences
 - Supporting select retail outlets in assigned geographical territory

Requirements:

- Must be 18 years or older; 1-2 years training, sales, account management or related experience; Excellent communication skills; Knowledge of wireless industry preferred
- Proven record as leader, organizer, and/or teacher; Flexibility to work weekends
- Proven self starter
- Ability to take complex technology to simplified consumer value proposition

Physical Job Requirements:

- Bending, stooping, reaching, twisting, lifting, pushing, pulling and moving items
- Requires the ability to move around the store and maneuver merchandise when necessary; Walking and Standing; Requires moving around the store to assist Customers; Identifying and reading reports
- Requires recognizing, identifying and using products and necessary reports

Posted Date: 09/21/2014

Listing ID: 74837514

Apply online at <http://depaul.uloop.com/jobs/view.php/74837514/Target-Mobile-Retail-Sales-Associate--Part-Time?mlink=874a91df223a>

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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

The Center Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. This customer service focused team member is knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping. They will be responsible for taking orders, coordinating activities in the Center, providing pricing and product information, and recommending appropriate FedEx Office products and services. 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.

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=16e305b3dfad2cbf&q=Sales+Associate&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

Or www.fedex.com

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Cashiers Associate

Burlington Coat Factory - Chicago, IL

To support our holiday business, we are looking for people to join our SEASONAL CASHIER TEAM.

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service

Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and maintain all cash and media at the registers

Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

Direct Supervisor Job Requirements - Internal Use Only -

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at

http://www.indeed.com/viewjob?jk=d85c95536f024eb6&q=Sales+Associate&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Pharmacy Technician Trainee / Pharmacy Service Associate

CVS/pharmacy - Chicago, IL

Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to our company Values. The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. Please note in select markets the collective bargaining agreement rules regarding the Pharmacy Technician would apply.

Required Qualifications

Must be at least 16 years of age

Licensure requirements vary by state

Must have the ability to perform the following tasks:

Customer Service

Greet each customer in a courteous and professional manner

Assist all pharmacy and front store customers with their questions and concerns

Request additional help when needed to maximize customer satisfaction

Maintain customer/patient confidentiality according to HIPAA and company standards

Answer telephone with appropriate greeting

Inventory Management

Maintain in-stock by ensuring all inventory management policies and procedures are followed. Utilize appropriate report(s) to maintain replenishment

Pull outdated, damaged and recalled merchandise and prepare for return

Assist with putting away drug orders (except CIIs) as permitted by law

Human Resources

Support scheduling activities according to the needs of the business and workflow model. Complete all required training programs

Communicate with field management and corporate any required reporting

Preferred Qualifications: Previous retail experience

Education: High school diploma or equivalent preferred

Apply online at

http://www.indeed.com/viewjob?jk=1f5d21cdcd306011&q=Sales+Associate&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noem ail

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Marketing Associate

Quicksilver Assoc. Inc - Chicago, IL

Go to work and get energized! Now is the time to move your career forward by joining our team. Get all the benefits of working with Fortune 1000 clients in a small agency environment.

Our Marketing Associate will help us activate a marketing program to promote the Quicksilver brand to our target audience. Your support will include:

- Helping to develop a voice and personality to promote Quicksilver's brand
- Managing ongoing social media and email campaigns
- Writing and/or editing blog posts, white papers, and ebooks
- Monitoring and analyzing SEO, Google Analytics and other campaign tracking systems
- Managing targeted campaigns
- Suggesting new tactics
- Preparing marketing support for sales that include PowerPoint and Keynote presentations, case studies, landing pages, and other client communications
- Using Salesforce.com
- Developing, expanding and managing marketing mailing lists
- Managing online listings
- Online and offline research
- Participation in team marketing meetings

The right candidate will be:

- Experienced in B2B marketing
- Proficient in writing and storytelling
- Detail oriented and creative
- Strong in organizational and interpersonal, analytical and communication skills
- Social Media Fluent
- Highly capable of working in Microsoft Word, Excel and PowerPoint
- Interested in participating in the marketing community, attending trade shows and networking events
- PR background a plus
- Even more desirable if you have experience with Creative Suite, CMS and Mobile Marketing

Apply online at <http://www.indeed.com/viewjob?cmp=Quicksilver-Assoc.-Inc&t=Marketing+Associate&jk=83d03f24fc023877&sjdu=QwrRXKrqZ3CNX5W-09jEvWEuKRfJsQCJGKhFvHSNSCCAQ07ZI8KFR9MvcRBHy7jxO0y9IV5sEIK1PCXNkrkoPA>

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Front Desk Administrative Assistant

ZS Associates - Chicago, IL

We seek an experienced administrative professional who is organized and energetic, and who possesses superb interpersonal skills for our Chicago, IL office. Qualified applicants will have the skills detailed below and at least 2 years of relevant work experience.

The Administrative Assistant/Front Desk has responsibility for management of front desk functions and administrative support for multiple Consultants.

Front desk responsibilities include:

Front desk reception (answering phones, greeting visitors, handling deliveries)
Assist with office operations support as needed. Hours are 8:30 am – 5:30 pm

Administrative support functions include:

Provide administrative support to multiple Consultants (meeting management, travel arrangements, document preparation)
Completing administrative processes (filing, data entry, expense reports)
Assist with client / internal meetings and special projects as needed

Qualifications:

Strong oral and written communication skills
Professional appearance and demeanor, with ability to exercise good judgment and discretion. Attention to detail, ability to manage a variety of tasks and meet deadlines, and reliability/dependability. Computer fluency with MSOffice (Word, PowerPoint, Excel), Outlook a must & SAP & Concur a plus
Prior work experience as an Administrative Assistant preferred.
Maturity and the ability to follow instructions and to work independently
Ability to work in a collaborative team environment with a hands-on and 'can-do' attitude. Punctual, reliable
A post secondary education or college diploma is preferred
All candidates must possess work authorization for their intended country of employment. No relocation provided.

We offer a competitive compensation package with salary, overtime pay, and bonus incentives; complete medical, dental, and life insurance programs; and 401k retirement plan. We are an equal opportunity employer.

Apply online at

http://www.indeed.com/viewjob?jk=310138d31bf33598&q=Sales+Associate&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Auto Technician/Mechanic

Martin Nissan Skokie, IL

We are currently seeking to hire an experienced used car mechanic to work on all makes and models and someone with import experience preferably Nissan. We offer full benefits including family health insurance paid by the dealership, paid holidays, sick time, vacations, uniforms, and union scale or greater pay per booked hour with a 35 hour guarantee. Must have a minimum of 5 years experience fixing vehicles in a dealership environment. Contact Parts & Service Director Bill Taylor for an interview.

JOB REQUIREMENTS

5 Years experience employed as a mechanic for a franchised new car dealer

Base Pay: \$22.00 - \$35.00 /Hour

Employment Type Full-Time

Education None

Experience Not Specified

Industry Automotive - Motor Vehicles - Parts

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc_cmp1=js_jrp_jobclick&APath=2.31.0.0.0&job_id=JHQ37878BM1X751Y2N2&showNewJDP=yes&IPath=ILKV0B

LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center. Levy Restaurants at the United Center, is currently hiring for the following part time/seasonal positions:

Concessions - Runner, Standworker, Bartender, Supervisors

Restaurants - Host, Runner, Server, Server Assistant

Retail - Sales Associate, Retail Warehouse Associate

Sanitation - Cleaning Crew

Suites - Dessert Attendant, Host, Server, Server Assistant, Supervisor, Guest Relations Representative

Warehouse - Op-Tech

Office Support - Administrative Assistant

Accounting - Cash Room Associate

Banquets - Lounge Attendant

Culinary - Dishwasher, Cook I, Cook II, Cook III, Receiving Clerk, Porter

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs>.

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