



## **Sportswear Associate**

Location: Chicago, IL  
Requisition ID: 836017  
Posting Date: 9/1/2014  
Shift: Flexible  
Status: Part Time

### **GENERAL PURPOSE OF POSITION:**

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

### **RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service  
Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Assist in completing price changes as a member of the mark-down team  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any manager

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-4723812>

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## **Multi-Media Sales Representative**

Job ID 2014-41123

Location US-IL-Chicago

Category Sales

Posted Date 9/2/2014

*WGN-TV is looking for a dynamic Multi-Media Sales Representative!*

This key position will be responsible for new business development for WGN-TV, CLTV and WGNTV.com.

Sales Reps will be working on a team to sell new TV and online advertisers while focusing on local programs geared towards lucrative business categories such as Health, Home Improvement and Décor and Entertainment.

Responsibilities include: cold calling, building new relationships through lead generation and internet research to secure new advertising accounts.

The ideal candidate will be able to demonstrate strong communication skills, preparation, follow through, follow up, and relationship building skills.

Excellent negotiation and customer service skills are a must to close new business. Computer proficiency a must, Word, PowerPoint, Excel, etc.

Must be courageous/fearless, aggressive, have high energy and be able to adapt well to an ever-changing, fast paced environment.

Equal Opportunity Employer

If interested, apply online or send resume and cover letter to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Multi-Media Sales Representative".

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## **Sales Assistant**

Job ID 2014-40379

Location US-IL-Chicago

Category Sales

Looking for the Michael Jordan of Radio Sales Assistants!

Required Qualities of a Michael Jordan-Caliber Sales Assistant:

Anticipates salespeople's needs and is proactive to follow-up

Employs stellar prioritization

Exhibits excellent communication skills, including listening, speaking and writing

Possesses an optimistic, can-do attitude

Omits all signs of passive-aggressiveness, disingenuousness and hostility

Is reliable and trustworthy

**Position Overview:** Provide administrative support to a group of account executives as well as the sales department as a whole. Candidate must have experience with Microsoft Office Suite (particularly Word, Excel and PowerPoint) and be interested in working on a variety of projects in a fast-paced environment.

### **Responsibilities:**

Coordinate all digital advertising campaigns, by communicating with both the AE and the optimization team, checking ad file sizes and correcting when necessary, monitoring campaigns and providing screen shots and reports to the AEs

Create/revise proposals, recaps and various presentation documentation/correspondence for account executives regarding their accounts

Serve as the initial contact person for clients when account executives are out of the office

Record airchecks/obtain spot times and send to clients

Enter orders/edit orders in traffic system

Provide additional administrative support as required

Answer phones, filing, general office admin

Experience creating ads in Photoshop a plus

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If interested please send cover letter and resume to:

WGN Radio

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com) and search for keywords "Sales Assistant".

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**Production Coordinator**

Job ID 2014-40740

Location US-IL-Chicago

Category Programming/Production

**Overview:**

The Production Coordinator is responsible for assisting in the planning and execution of all station productions (Sports/News/ Specials) and overseeing scheduling of in-house facilities, supervising department internship program and assisting in live news production by taking shifts as floor director/other crew duties.

You will be the point person for national broadcast vendors, handling hiring and scheduling for out of town sporting events and will work closely with Engineering to confirm all telecast requirements are as contracted.

Responsibilities also include working with Professional Sports Teams on day-of-game logistics, coordinating all crew/talent travel and expense needs.

Additionally, will work with all departments to coordinate and locate various clips and dubs for clients and viewers.

College degree with communications background is preferred. Computer proficiency and knowledge of Microsoft Office, including Word, Excel, and Outlook, is needed.

This is not an entry level position.

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Fax: 773-528-1387

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**Photographer /Editor**

Job ID 2014-40832

Location US-IL-Chicago

Category Content

Overview: Responsible for the operation of cameras, editing and microwave equipment used in electronic newsgathering. Undergraduate degree in broadcasting or similar major required. Must know spot news, but have an eye for creative storytelling, as well. Ability to maneuver and operate a live truck required. Must be able to lift and carry heavy equipment (50lbs) and work various shifts. Driver's license with good driving record required. Good communication skills, sound editorial judgment and familiarity with Chicago city streets a plus. Knowledge of Final Cut Pro, a plus. Three to five years television news gathering, editing and microwave experience required.

*Must submit a DVD/Reel with your resume!*

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Send cover letter, resume and DVD/Reel to:  
WGN-TV Human Resources Department  
2501 W. Bradley Place  
Chicago, IL 60618  
Fax: 773-528-1387

**We are looking to hire multiple hostesses to fill our elite host stand.**

Hubbard Inn

110 W Hubbard St Chicago, IL., River North, Near North Side

River North Dining and Nightlife venue looking for EXPERIENCED Hostess

Job Description: HUBBARD INN features European inspired small plates, quintessential mid-century cocktails, and old world decor, making this eccentric River North establishment one of Chicago's preferred dining and nightlife destinations.

Duties Include: -Taking reservations - Developing floor plans -Strategically seating guests and optimizing room turn time -Contacting concierges and pursuing reservations for establishment -Maintaining Lounge and table reservations -Must be familiar with Open Table and experienced hostess. Please contact to set up interview time.

Apply online at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-hubbard-inn-8443023>

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**Now Hiring: Daytime (M-F) Associates!**

Potbelly Sandwich Works  
4709 N Lincoln Ave Chicago, IL  
Ravenswood, Lincoln Square  
Job ID: 8404311  
Job Type: Full Time  
Shift Type: Morning  
Compensation: Hourly + bonus potential  
Experience: No Experience

Job Description

Position: Potbelly Associate

Want to be psyched about where you work??

Potbelly Sandwich Shop is looking for friendly and outgoing hourly Associates--a.k.a. our Sandwich Makers, Shake Makers, and Cashiers ---who enjoy working in a fast-paced, friendly environment.

What is Potbelly, you ask?

Potbelly Sandwich Works is your neighborhood sandwich shop that offers an eclectic, homey environment with live music. What could be better than working in a friendly atmosphere, listening to live music, chatting with cool customers all day long, and getting crazy deals on the best sandwiches in town?

As one of our hourly Associates you will get the experience of a lifetime. Customer Service is our forte so you must like to make people REALLY happy. We also sell A LOT of sandwiches so you need to like to work in a fast paced environment as well. If you're looking to show off your sandwich making skills, meet awesome people on a daily basis, have something to do in between your classes, or just make some extra cash (did I mention we pay really well?), then Potbelly is the place for you. Sound good?

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-potbelly-sandwich-works-8404311>

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### **Customer Service/Production**

Edible Arrangements

7511 Lemont Rd Ste 196 Darien, IL

Job ID: 8404573

Job Type: Part Time

Shift Type: None

Compensation: 9.00/hr starting

Experience: No Experience

References: Preferred

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

### Job Description

We are looking to immediately hire a Part-time team member with a pleasant attitude, who is detail oriented, flexible, responsible, RELIABLE and great with customers! Must be a good multi-tasker.

Responsibilities include all dealings with customers both in person & over the phone, ability to prepare arrangements when needed and clean-up. Hours vary week by week, longer hours leading up to holidays.

We are open 7 days per week & most holidays. Hours will be 18-25 per week, probably closer to 25 on a regular basis. We are a small team environment.

Casual attire, jeans, EA T-shirt, gym shoes. Starting pay is \$9.00 per hour with room for advancement if you prove your ability to offer a proactive effort and take on more responsibility.

If you are interested and would like to interview, please stop in to fill out an application (preferred method) OR send an email stating your Name, City in which you live, Phone number, any dates or times you are unable to work, Number of hours desired each week, work experience, something that you want to share about yourself that makes you stand out from all the rest!

Thank you! Can't wait to have you join our team! email: [zjc6yuoufy@jobs.shiftgig.com](mailto:zjc6yuoufy@jobs.shiftgig.com)  
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## **Marketing Account Coordinator**

Job ID 2014-40340

Location US-IL-Chicago

Category Marketing

Posted Date 7/18/2014

### Overview:

The Tribune Company, headquartered in downtown Chicago, is one of the nation's premier media companies, with publishing, broadcasting, and online operations in the country's largest markets.

Builder Media Solutions LLC, a division of Tribune Publishing, is seeking a marketing account manager to execute and manage multi-channel media campaigns for our homebuilder clients.

This growing team is a new division leading revenue growth and diversification within our real estate vertical.

The ideal candidate will be extremely organized, detail oriented, a strong problem solver and client service-oriented.

### Qualifications:

Bachelors degree in Marketing

2+ years of campaign management experience including implementation, monitoring delivery, and working across multiple teams to ensure fulfillment of all campaign elements

High level of understanding of digital & traditional media and the overall media landscape

Working knowledge of "media math" & language such as CPM, CPA, CPC, modeling, ROI forecasting, cost negotiation & budgeting

Strong project management skills

Effective time management skills – ability to prioritize and meet deadlines

Outstanding troubleshooting, analytical, and problem-solving abilities, along with an ability to collaborate cross-functionally in a fast-paced start-up environment

Highly organized, with extreme attention to detail, and excellent communication skills

Self-motivated with ability to work independently

Flexible, able to quickly adapt to new situations

Media planning /buying and creative development management experience a plus

Agency experience a plus

Apply online at [http://www.tribunemedia.com/?page\\_id=15562](http://www.tribunemedia.com/?page_id=15562)

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### **Administrative Assistant**

WGN-TV is searching for a highly organized and proactive individual to join our team as an Administrative Assistant for our Engineering Department.

Administrative Assistant will be responsible for various tasks that support various department activities including but not limited to; processing Engineering Department time sheets, attendance, premium time, and vacation reports and related documentation; processing and maintaining purchase orders, capital project files and related spending documentation; assisting the station's designated FCC Chief Operator in the timely completion and filing of transmitter logs; assisting with administrative tasks in relation to both routine and special department activities as assigned by the Director of Engineering and VP of Technology.

Qualified applicants must have a High School Diploma, demonstrated knowledge and the ability to utilize personal computers employing both Microsoft business suite software and task specific programs.

Excellent verbal and written communication skills and the ability to work closely and successfully with fellow employees, vendors and department managers is required.

Must be detail oriented, able to work under the pressure of deadlines and must demonstrate the ability to make sound judgments while handling multiple tasks.

Self-motivation and the ability to focus on task completion while handling interruptions and distractions is critical. Position requires moderate lifting, stretching, carrying, and related physical activities.

Equal Opportunity Employer

If interested send resume and cover letter to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Job Search link and search for keywords "Administrative Assistant".

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## **Project Manager**

# Positions 1

Location Chicago

Experience (Years)

Posted Date 9/2/2014

### **ROLE:**

This role is responsible for the management of advertiser sales related projects and related team operations and fulfillment, starting from initiation through completion.

### **Responsibilities:**

Oversee that all aspects of a project from plan development and kick-off to post mortem and serve as direct point of contact with sales team  
Responsible for effective project plan execution across team members ensuring projects are on task to meet deadlines and expectations as agreed to in the plan which includes multiple project prioritization and communication of updates and changes  
Manage and conduct weekly and/or daily project status calls with team as well as communicate status updates to upper management and other stakeholders  
Schedule and lead project kickoff meetings  
Develop and manage project plans including publishing of meeting notes  
Develop and manage internal and client project timelines  
Serve as direct client point of contact on all project needs including client NDAs, gathering client project assumptions, sharing project timelines and other related communication. Serve as the liaison with legal departments and other internal departments, as needed, on client legal agreements & NDAs  
Serve as the lead on internal support system management (ie.Intuit) and use systems to track metrics of project progress, productivity and success  
Deliver completed project to sales team or client as determined by sales team  
Develop project post mortem and communicate across team for project key learnings and next steps. Publish and maintain internal SOPs

### **Qualifications:**

Bachelor's degree in Business or related field  
5 years of project management or related experience, preferably within an industry leading marketing and sales organization  
Must have the ability to respond to a fast paced, rapidly changing dynamic environment  
Excellent interpersonal, managerial, organizational, presentation, verbal and written communication skills  
Strong ability to resolve conflicts constructively and with a great attitude  
Proficiency in Office Suite of Products such as Excel, PowerPoint and Word

Apply online at <http://www.tribpub.com/career-opportunities/>

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,291.00 - \$6,452.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 5  
Plan/BU: RC062  
Bid ID#: Chgo Investigations 2014

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p

Vacancies are located at:

1755 Lake Cook Road, Deerfield, IL 60015 (2)

1701 S. First Ave Maywood, IL 60153 (1)

1026 S. Damen Chicago, IL 60612 (2)

Contact: Sue Allen-Oates / Bureau of Operations

JRTC/100 W. Randolph, Suite 6-100 Chicago, Illinois 60601 FAX#: (312) 814-7134

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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**Job Title: Office Associate - Opt 2**

Agency: Veterans Affairs

Closing Date/Time: Tue. 09/16/14 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-25-15-85419

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Appeals Supervisor, performs a variety of complex, specialized clerical assistance, record processing, and general office support functions. Compiles technical data and information used by supervisor in a variety of fiscal and productivity reports specifically related to division statistics. Prepares and maintains Division time and attendance records; collects and retains approved leave requests; reconciles division employee timesheets monthly with leave requests; notifies Division supervisor of any discrepancies; responsible for submitting final timesheets to agency timekeeper.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to follow oral or written instructions. Requires ability to type accurately at 45 words per minute.

Work Hours & Location/Agency Contact: 8:00-4:00 Mon-Fri (1/2 hour unpaid lunch)  
Chicago VA Regional Office 2122 W. Taylor, Ste. 127 Chicago, IL 62881  
Human Resources 833 South Spring Street Springfield, Illinois  
Phone: (217) 785-1788 Fax: (217) 557-7235

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Public Aid Investigator Trainee**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 09/16/14 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#: IG0583

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, for a period of no more than 12 months, participates in an on-the-job training program designed to provide a thorough working knowledge of investigative procedures and techniques in order to conduct thorough overt and covert field investigations relating to allegations of fraud and/or abuse of Public Assistance programs; receives instruction and personal experience in conducting field visits to interview and obtain statements from various parties, including but not limited to clients, former clients, vendors, providers, neighbors, employers, relatives, etc.; receives instruction and personal experience in serving as liaison; testifies in civil and criminal proceedings; travels to various counties to conduct investigations.

Minimum Requirements: Requires a bachelor's degree with major casework in law enforcement, criminal justice or related fields, or requires an associate's degree with major casework in law enforcement, criminal justice, or related field, and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker's compensation investigations, etc. Requires ability to travel to various counties to conduct investigations and ability to work flexible work schedule. Requires possession of a valid driver's license. Must not have been convicted of a felony or Class A misdemeanor.

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

Location: Office of Inspector General / Bureau of Investigations

1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Lori Hudgins / Office of 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Loss Prevention Associate job in CHICAGO**

Requisition ID: 381386BR

Job Function: Asset Protection/Loss Prevention

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, ,CHICAGO, IL 60640, US

Post Date: 09/03/2014

Business Unit: Distribution - Sears

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for protecting company assets from loss or damage through activities in safety training & monitoring, inventory management and property surveillance. Some essential duties include conducting periodic fire, insurance, safety and OSHA inspections, admitting and inspecting inbound & outbound merchandise deliveries, conducting security patrols and monitoring security and surveillance systems.

- Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/343276/Loss-Prevention-Associate-Illinois-IL-Chicago>

### **Pastry Assistant for immediate hire**

Nellcote

833 W Randolph St Chicago, IL

West Loop, Near West Side

#### Job Description

Nellcote Pastry department is currently hiring pastry assistants. Full and part-time positions available. Requirements are: punctuality, energy, willingness to learn and adapt, sense of humor.

#### Requirements & Skills

Must be able to lift 50 or more pounds at a time, work nights & weekends if necessary

Apply online at <http://www.shiftgig.com/job/chicago/il/pastry-chef-job-openings-at-nellcote-8445527>

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### **Backroom Associate job in CHICAGO**

Requisition ID: 372412BR

Job Function: Sales Support

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, IL, CHICAGO, IL 60640, US

Post Date: 08/26/2014

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

- Partners with Selling and Sales Support Associates to provide superior customer service
- Unloads delivery trucks, moves merchandise to appropriate staging locations, and maintains stockrooms in a neat, orderly, and safe manner
- Serves customers promptly at Merchandise Pick Up
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Performs Fill Floor process multiple times per day based on business need, pulling and staging merchandise for Merchandising & Pricing Associate to place on the sales floor
- Locates and pulls merchandise on Out of Stock Pull List, and stages merchandise for Merchandising & Pricing Associates to place on the sales floor
- Locates and pulls merchandise and fixtures to support sales floor resets
- Completes minor repairs of store stock and customer merchandise
- Assembles merchandise for sales floor display and customer sales
- Completes point of sale equipment repair and assists Facility team as required
- Inspects returned merchandise, and determines proper disposition or handling
- Adheres to merchandise and inventory protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Ability to move up to 50 lbs. in weight to maintain flow of merchandise
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation
- Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/333973/Backroom-Associate-Illinois-IL-Chicago>

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## **Merchandising and Pricing Associate job in CHICAGO**

Requisition ID: 378007BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, ,CHICAGO, IL 60640, US

Post Date: 08/26/2014

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Responsible for providing excellent customer service, and executing marketing-related requirements, such as ad set-up and takedown, promotional set-up, and replenishment of promotional merchandise. As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts. • Takes ownership for enhancing the customer experience

- Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register) • Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Sets and maintains sales floor to national merchandising and presentation standards
- Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typical
- Performs promotional ad setup and take down without error or omission
- Performs accurate count updates and inventory adjustments
- Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity
- Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area • Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by Backroom Associates • Adheres to merchandise protection standards
- Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned. • Basic reading, arithmetic, writing and oral communication skills • Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/339507/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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**Sales Associate (Base + Comm) Sales Associate (100% Comm.) job in CHICAGO**

Requisition ID: 372872BR

Job Function: Sales

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Date: 08/15/2014

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for: selling and servicing customers within one or more departments, including Hardware, Lawn & Garden, Electronics, Cosmetics & Fragrance, Footwear and Fine Jewelry; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay plus potential commissions based on sales; however, the compensation structure may vary by department or store.

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/334478/Sales-Associate-Base-Comm-Sales-Associate-100-Comm-Illinois-IL-Chicago>

**Expanding Health Company Seeking open minded, outgoing team player**

Agata's Wellness Inc.

359 Heritage dr. Wood Dale, IL

Job ID: 8444649

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: unlimited earning

Experience: No Experience

References: Preferred

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

Job Description: This is a fun and simple position that is so easy that anyone can do it. We promote health and wellness and help people look good feel good and make money. We share and care with those we know. There is no selling required and it does not take much time to do. We offer training and support! It's part time and with flexible hours. If you would like to know more, contact us and we will share more info with you.

Apply online at <http://www.shiftgig.com/job/wood-dale/il/social-media-marketing-job-openings-at-agatas-wellness-inc-8444649>

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### **Servers / Bartenders Needed**

Bacino's Italian Grill  
248 W Diversey Pkwy, Chicago, IL  
Lakeview

#### Job Description

Diversey Harbor restaurant has Host / Server / Bar Openings for AM & PM shifts with immediate start available. Experience preferred, but we are willing to train the right candidates.

#### Ideal candidates will:

- Be able to work in a team setting
- Be responsible, punctual, and hardworking
- Have a steady employment history

*Please email with resume & availability or stop by 248 W Diversey Pkwy to fill out an application and conduct an interview.*

### **Marie's Pizza & Liquors**

4127 W Lawrence Ave., Chicago, IL - Albany Park  
Job ID: 8445281  
Job Type: Full Time  
Shift Type: Afternoon, Night  
Compensation: N/A  
Experience: 1-3 Years  
References: Preferred

Well established restaurant seeks Dependable, Talented, Charismatic Bartenders

#### Job Description

Successful applicants will be responsible for service and control of bar area as well as service bar. Other responsibilities include, but are not limited to, servicing drink tickets, cashing out guest checks for servers and cleanliness of bar area.

#### Requirements & Skills:

- Must be 21+
- Must be able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/chicago/il/bartender-job-openings-at-maries-pizza-liquors-8445281>

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**Part time kitchen assistant and sandwich maker**

HoneyBaked Ham

2815 N Ashland Ave Chicago, IL. - Lakeview

Job ID: 8443341

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: 9.25/hr to start

Experience: 1-3 Years

References: Preferred

*No walk-ins or phone calls will be considered. Please apply online*

**Kitchen Assistant Key Responsibilities:**

Prepare ham and turkey products for sale to retail customers. Responsible for glazing set-up and clean-up, wrapping and weighing of ham and turkey products. Prepare sandwiches, soups and salads for customers, either dine in or carry-out  
Acting as a kitchen assistant, keep sandwich cart fully stocked for current shift and shift that follows. Prepare portions (PARs) of ham, turkey, cheeses, lettuce, tomato and other sandwich materials depending upon current menu. Acting as kitchen assistant, prepare according to HoneyBaked recipes, sauces, mustards, soups and deli style salads. Provide overall consistency to recipes. Stocking of main cooler, freezer and retail portion of store. Unload deliver trucks/store raw goods  
Participate in monthly inventory and advising management when products/ingredients are running short.

Responsible for maintaining company standards of cleanliness  
Routine sweeping and mopping; Sanitation of equipment  
Dishwashing and maintenance of sandwich cart cleanliness

**Retail Assistant Key Responsibilities**

Service clients at front counter including; Operate cash register/Cash handling  
Maintain professional appearance; Timeliness in responding to customer  
Wait on customers, suggestive selling of HoneyBaked products.  
Answer telephone, accept telephone orders and handle phone inquiries

General: Contribute to Overall operation of department and company. Quality of effort; accuracy/thoroughness of work. Team image/effort. Effective, positive employee relations. Safety Periodically assigned tasks and projects, which differ from the normal activity/focus of the job. These assignments may involve department goals or broader company goals.

Apply online at <http://www.shiftgig.com/job/chicago/il/kitchen-worker-job-openings-at-honeybaked-ham-8443341>

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### **Front Desk Agent (full-time)**

The University Club of Chicago  
76 E Monroe St Chicago, IL  
The Loop

#### Job Description

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

The University Club of Chicago is one of the premier private city clubs in the country. Club facilities include three restaurants, thirteen private dining rooms, 60 overnight sleeping rooms and athletic facilities for over 3,000 members and their guests.

Conveniently located in the heart of the city, we are directly across from Millennium Park, The Art Institute, Orchestra Hall and minutes away from the Field Museum, Shedd Aquarium, Navy Pier, as well as shopping on State Street and the Magnificent Mile. This is a full-service city and athletic club with a high volume of member usage.

We are currently seeking polished, friendly, and upbeat individual with excellent customer service skills. Min. two years hotel front desk experience.

Flexible schedule required. Must be able to work any day/night of the week, including weekends and holidays. Competitive wage and benefits package.

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

**NO PHONE CALLS WILL BE ACCEPTED!**

#### Requirements

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

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

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