



Job Title: Contract Administrator

Opening Date/Time: Mon. 08/31/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/15/15 11:59 PM Central Time

Salary: \$10.11/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

Description Benefits Supplemental Questions

The Contract Administrator enters, places, and expedites orders for the Central Warehouse and using departments; verifies vendors' compliance with Tollway goods and services contracts, particularly regarding proper pricing; and processes accurate and timely payments for orders generated by the activities of all Tollway departments.

Typical Qualifications:

A high school diploma or GED is required. A minimum of three (3) years of office experience is required. Good knowledge of Microsoft Office including Word, Excel, and Outlook is required. Data entry experience is required. Good math skills are required. Experience with Tollway mainframe systems is desired but not required. Good attention to detail and good organizational skills are required. Ability to perform functions in an independent manner, completing them in accordance with procedures and guidelines, is required. Ability to take initiative with regards to work and good time-management skills are required. Ability to prioritize assignments, handle phone inquiries, and meet deadlines is required. Good verbal and written communication skills are required. Ability to interact positively and cooperatively with co-workers and supervisor is required.

Supplemental Information:

1. Processes accurate and timely payments to vendors.
2. Verifies vendor invoices and contacts vendors when discrepancies are found on invoices.
3. Enters, places, and expedites order requests against established contracts.
4. Monitors contract expenditures and notifies using departments when established thresholds are exceeded.
6. Completes other duties and tasks as required or assigned.

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Job Title: ITS Documents and Inventory Technician

Opening Date/Time: Mon. 08/24/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/08/15 11:59 PM Central Time

Salary: \$52,000.00 - \$60,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Typical Qualifications:

Minimum Qualifications: An Associate Degree in a management or related field, or related military experience. Two (2) years of experience in the management and tracking of assets. Preferred Qualifications: • Excellent organizational skills • Excellent verbal and written communication skills. • Proficient with MS Office Professional applications (including Excel, Access, Power Point and Project), Visio, Google Maps and other graphics tools. Ability to work with a team or as an individual. • Familiar with standard office practices

Supplemental Information:

- Maintain the asset inventory including all existing field devices and associated network and cabinet components. Inventory includes asset photos and mapping that follows the Tollways standard procedures.
- Maintain and perform the audits of the Tollway ITS spare parts inventory (working closely with the Tollway warehouse and maintenance staff).
- Oversee the transfer of any existing spare equipment maintained by the Tollway to the ITS maintenance contractor. Audit the ITS maintenance contractor's spare parts inventory.
- Coordinate all contractor ITS asset transfers.
- Perform quality control checks on contractor's adherence to Tollway standards as it relates to inventory control.
- Liaison between the Tollway and the ITS contractors regarding equipment removed from the field and processed into Tollway inventory.
- Assess the availability of spare parts and recommend their purchase or to scrap as needed.
- Liaison between the Tollway traffic operations unit and the Construction Managers/Project Managers to obtain contractor as-builts, element location information, and required photos.
- Responsible for quality control checks on the as-builts, as well as transferring the as-built information to ITS asset management system(s).
- Responsible for the day-to-day and long term administration of all vendor warranties, equipment maintenance contracts and agreements.
- Develop recommendations for new inventory or asset management systems.
- Maintain wireless communications accounts for all ITS leased line devices.
- Maintain and update the Standard Maintenance Procedures documents to current practice.
- Integrate new assets into the Tollway Traffic Incident Management System (TIMS).
- Assist in configuring, integrating and testing new ITS elements into the system during construction, as requested.
- Fieldwork and other duties as requested

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Job Title: Senior Project Manager/Planning

Opening Date/Time: Mon. 08/24/15 12:00 AM Central Time

Closing Date/Time: Tue. 09/08/15 11:59 PM Central Time

Salary: \$40.87 - \$50.48 Hourly

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

This position provides for overall project and contract management and coordination between the Tollway and consultant firms selected to perform various studies on the Tollway system.

Typical Qualifications:

A Bachelor's of Science Degree is required. A minimum of five (5) years experience in transportation including highway planning, design or construction is preferred. Excellent organizational skills are required. Experience in administrating multiple simultaneous consultant contracts and managing challenging schedules is required. Excellent written and oral communication skills are required. Proficiency in Microsoft Word and Excel is required. Experience in planning studies, geometrics as well as prior supervisory experience is preferred.

Supplemental Information:

1. Develops initial project and contract scope recommendations for anticipated concept studies. This is done in close coordination with appropriate Divisions and Departments.
2. Manages the preparation of assigned concept studies through completion of concept plan documents and reports, including monitoring projects, contract costs and schedule for adherence to established budgets and timeliness.
3. Manages and coordinates the review of technical studies, plans, and documentation to ensure that materials comply with appropriate standards and with environmental regulations. This is done in close coordination with the Tollway's Environmental staff, other Divisions and Departments, as well as with the Tollway's General and Traffic Consultant.
4. Is responsible for ensuring that concept studies are effectively coordinated with appropriate agencies, officials, and the public in a timely manner.
5. Provides timely notice to superiors on substantive project development matters, including those that could affect project scope, schedule, or budget.
6. Assists the Deputy Chief of Engineering for Planning in the development of guidelines and procedures related to the planning process and concept studies.
7. Other duties as assigned.

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Job Title: Administrative Assistant

Agency: Executive Inspector General *
Salary: \$3,166.67 - \$3,500.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 01-310

POSITION SUMMARY: Subject to supervision of the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

MINIMUM REQUIREMENTS:

- high school diploma;
- minimum of two years of college or business education;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

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.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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Job Title: Building Services Worker

Agency: Central Management Services

Closing Date/Time: Fri. 09/11/15 5:00 PM Central Time

Salary: \$2,951.00 - \$3,934.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: CMS 11171

Description of Duties/Essential Functions Benefits Supplemental Questions

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school, supplemented by six months of experience performing janitorial/maintenance work. Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations. Requires ability to use various cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to perform minor manual labor. Requires the ability to lift up to 50 pounds individually and 75 pounds with assistance to load and unload equipment and in assisting with the set up of events. Requires the ability to utilize agency supplied materials/equipment (pager, cellular phone, blackberry, etc.).

Work Hrs & Location/Agency Contact: Work Hrs: 8:00 A.M. – 4:00 P.M.; No lunch hour

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region/JRTC

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 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: Building/Grounds Laborer

Agency: State Police
Closing Date/Time: Tue. 09/15/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 21-31-ISP15-044

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, and shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to follow simple oral and written instructions. Requires possession of an appropriate valid driver's license. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday
WORK LOCATION: Illinois State Police / Forensic Science Center at Chicago
1941 W. Roosevelt Road, Chicago, IL 60608

AGENCY CONTACT: Lloyd Peterson Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277
Springfield, IL 62794-9277
Phone: (217) 557-6015

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: Public Service Administrator - Opt 8N

Agency: Human Services

Closing Date/Time: Mon. 09/14/15 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: GB063

Bid ID#: 10-72-84082

Minimum Requirements:

Requires knowledge, skill and mental abilities equivalent to completion of four years college with course work in nursing services and three years progressively responsible administrative experience. Requires a RN license for the state of Illinois.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM- 5:00 PM

WORK LOCATION:

Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers

Human Resource Representative

Elisabeth Ludeman Center

114 N. Orchard Drive

Park Forest, IL 60466

708-283-3015

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 8N - Nurse Registered II

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:

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

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

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

How to Apply:

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

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*Concessions - Servers, runners, stand workers, bartenders, Supervisors, Barback, Cook
Banquets - Porter*

Chicago Stadium Club - Hostess, Server Bartender, Server Assistant

Ketel One - Hostess, Bartender, Server

Theater Box - Hostess, Barback

BMO Harris Club - Server, Barback, Hostess

Suites - Supervisor, Runners, Dessert Attendants

Sanitation

Warehouse - Op-Tech

Culinary - Cook, Dishwashers, Porters, Carvers

Levy Restaurants is currently hiring for the following positions at the Oak Brook and Michigan Ave. Blackhawks Retail locations:

Retail - Sales Associate, Retail Warehouse Associate, Supervisor

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Are you friendly and dependable? Do you enjoy entertainment? At Your Service is now hiring. Many positions offer year-round employment at the United Center and U.S. Cellular Field. All positions require evening, weekend and holiday availability.

Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket scanner, Usher

Event Security Representative – Active or retired law enforcement certification required

Security Crowd Managers – Criminal justice studies preferred

Guest Relations Representatives – Dedicated guest service booth representatives, complaint resolution

Suite Representatives – Premium seating access control

Building Security – Round the clock, facility security

Apply online today by visiting the [At Your Service website](#).

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Counter Sales Rep (Part Time)

Job ID 95812

Positions 2

Location US-IL-Chicago

Category Sales - Sales

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment

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

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

Proficiency in English

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. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand 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.

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

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Courtesy Bus Driver - No CDL Required (O'Hare Airport)

Job ID 98227

Positions 5

Location US-IL-Chicago

Category Driving - Bus

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

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Part-time Courtesy Bus Driver (O'Hare Airport) - No CDL Required

Job ID 96263

Positions 2

Location US-IL-Chicago

Category Driving - Bus

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

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Instant Return Rep (Part Time) - O'Hare Airport

Job ID 96241

Positions 1

Location US-IL-Chicago

Category RAC Operations

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.

Mandatory Requirements:

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

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Barista (US)

Job Summary and Mission

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience: No previous experience required

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING_ID=667441924

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Juice Partner

Job Description

As an Evolution Fresh Juice Partner, you will contribute to the success of the store by providing legendary customer service to all customers by providing prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Juice Partners are required to have basic knowledge about health and learn about all Evolution Fresh products to effectively educate our customers. You will be also responsible for modeling and acting in accordance with the company's guiding principles.

Summary of Experience: No previous experience required, but preferably has worked in the restaurant business and/or retail

Required Knowledge, Skills and Abilities

- Ability to learn quickly
- Ability to understand and carry out verbal and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships
- Basic knowledge of health and nutrition

Physical Requirements

- Constant standing/walking
- Occasional stooping, kneeling or crawling
- Occasional pushing, pulling, lifting or carrying up to 40 lbs
- Occasional ascending or descending ladders, stairs, ramps.
- Constant computer/POS Register and bar equipment usage.
- Frequent, continual, intermittent flexing or rotation of the wrist(s) and spine.
- Constant reaching, turning, and performing precision work around bar area
- Constant receiving detailed information through oral communication.
- Constant talking, expressing or exchanging ideas by means of the spoken word
- Occasional Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.
- Constant clarity of vision at near and/or far distances.

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

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Lead

Summary of Experience

Customer service experience in a retail or restaurant environment 2 years
Progressively responsible retail and customer experience 1 year
Experience supervising the work of others
Education: High school or GED

Required Knowledge, Skills and Abilities

Ability to supervise the work of others
Ability to learn quickly
Effective verbal communication skills
Knowledge of the retail and/or restaurant environment
Strong interpersonal skills
Ability to work as part of a team
Ability to build relationships
Ability to act with a "customer comes first" attitude and deliver customer service that meets or exceeds customer expectations
Strong problem-solving skills
Team building skills
Ability to work in a fast-paced changing environment
Basic knowledge of health and nutrition

Physical Requirements

Constant standing/walking
Occasional stooping, kneeling or crawling
Occasional pushing, pulling, lifting or carrying up to 40 lbs
Occasional ascending or descending ladders, stairs, ramps.
Constant computer/POS Register and bar equipment usage.
Frequent, continual, intermittent flexing or rotation of the wrist(s) and spine.
Constant reaching, turning, and performing precision work around bar area
Constant receiving detailed information through oral communication.
Constant talking, expressing or exchanging ideas by means of the spoken word
Occasional Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.
Constant clarity of vision at near and/or far distances.
Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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Shift Supervisor (US)

Job Summary and Mission

This position contributes to Starbucks success by assisting the store manager in executing store operations during scheduled shifts. This job deploys partners and delegates tasks so that partners can create and maintain the Starbucks Experience for our customers. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience

Customer service experience in a retail or restaurant environment - 1 year

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Six (6) months of experience in a position that required constant interacting with and fulfilling the requests of customers

Comply with, coach and model a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare and coach the preparation of food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

At least six (6) months of experience delegating tasks to other employees and/or coordinating the tasks of two (2) or more employees

Required Knowledge, Skills and Abilities

Ability to direct the work of others. Ability to learn quickly

Effective oral communication skills

Knowledge of the retail environment

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

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CUSTOMER ACCOUNT SPECIALIST II

Date: Sep 2, 2015

Location: Bolingbrook, IL, US, 60440

Company: Presence Health Network

Requisition ID: 1204

Location: Bolingbrook Corporate

Location Address:

1000 Remington Blvd, Bolingbrook, IL 60440 United States (US)

Daily Hours: No Selection

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: Non Exempt

Provide billing and follow-up related to patient/customer complaints and advocacy for patients related to complaints or billing issues. Ensure proper submission and adjudication on all claims submitted to third party carriers/intermediaries. Respond to all inquiries according to CBO policy and procedures.

Required qualifications:

High School diploma or GED.

Three years in patient accounting/business office environment, specifically billing and/or collections in the assigned insurance area.

Experience with computers, adding machine and normal office equipment (telephone, fax, copier, voice mail, etc.)

Microsoft Office.

Knowledge and ability to apply high level of knowledge of respective insurance billing regulations and guidelines.

Able to communicate clearly and professionally and have excellent interpersonal, verbal communication skills. Above average typing skills.

Preferred qualifications:

Two-year higher education or Associates Degree in finance, accounting or business.

Meditech patient accounting system experience.

Business Unit: Corporate (LRHC and LPH)

COMPANY OVERVIEW: EOE of Minorities/Females/Vets/Disabled

Apply online at <https://jobs.presencehealth.org/job/Bolingbrook-CUSTOMER-ACCOUNT-SPECIALIST-II-IL-60440/292185200/>

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Manager of Housekeeping

Date: Aug 26, 2015

Location: Kankakee, IL, US, 60901

Company: Presence Health Network

Requisition ID: 1633

Location: Presence St Mary Kankakee

Location Address:

500 W Court St, Kankakee, IL 60901 United States (US)

Daily Hours: 8

Standard Hours: 7am-4pm

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: Exempt

Daily oversight of the activities of the housekeeping staff to ensure that the Hospital meets the highest standards of cleanliness and hygiene. This leader is responsible for all housekeeping operations, documentation and reports as well as ensuring all quality standards for cleanliness (IDPH, TJC, etc.) are met through example, inservices and literature reflecting departmental guidelines and goals. Strong written and verbal communication and interpersonal skills are required.

Minimum of five years of direct housekeeping supervision.

Education and/or Experience

High School required and some college preferred.

Computer Skills

Microsoft Office

Business Unit: Presence SMH Kankakee Found

COMPANY OVERVIEW:

EOE of Minorities/Females/Vets/Disabled

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