



**Job Title: Supervisor, Clerical Staffing \***

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1722

**Job Description:**

Are you a self-motivated leader with supervisory experience looking for a challenging opportunity in a fast-paced healthcare environment?

If this describes your expertise and interests, you may be the right candidate for the Supervisor, Clerical Staffing position in the Division of Nursing.

**Position Highlights:**

In partnership with the Manager, the Supervisor directs, supervises, coordinates, plans and evaluates unit clerk functions and activities in order to provide cost-effective and support high quality care according to the policies, procedures and standards set at Rush University Medical Center. In collaboration with the Manager, the Supervisor provides support to the Clinical Staffing Office in managing and evaluating scheduler coordinators in conjunction with the operational activities of the department.

**Position Qualifications Include:**

Bachelor's Degree required; Master's preferred.

Minimum 1 year supervisory experience required.

Previous experience staffing/scheduling experience preferred.

Previous experience working in a unionized environment preferred.

Demonstrated progressive, proficient management and leadership skills.

Working knowledge and understanding regarding union contract policies, procedures, practices and standard processes. Strong interpersonal skills, oral and written communication. Analytical and problem solving skills required.

Experience in conflict management and strong ability to negotiate differences.

Self-motivator, works independent and has the ability to work with diverse staff and management groups. Basic word processing, email and computer knowledge required.

This job requires availability via page 24/7; ideal candidates must be able to adapt and maintain responsiveness in this environment.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140904154518&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140904154518&)

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

Agency: Human Services

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

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

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-95-85372

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

**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-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Jackson FCRC 342 North Street Murphysboro, IL 62966

Please submit CMS 100 (revised 01/2014) applications to:

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

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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### **Night Reset Team Member**

Premium Retail • Chicago, IL

JOB TYPE: Part Time

HOURS: Saturday, October 4, 2014 from 8:00 PM to 12:00 AM

COMPENSATION: \$13.00 per hour

#### POSITION DESCRIPTION:

Follow the direction of store management and your assigned team leader

Ensure product look and display is consistent with protocol, plan-o-gram compliance, working properly, overall appearance and above presentation standards of competitive products

Collaborate with your assigned team to complete the reset within the allowed time frame

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

Minimum requirement of a High School diploma or GED

Minimum one year experience in retail merchandising and resets

Exceptional customer service skills

Ability to read and implement plan-o-grams

Reliable transportation to arrive at store as scheduled

Commitment to finish the entire reset

Experience with consumer electronic resets helpful

Strong interpersonal and communication skills

#### PHYSICAL:

Walking and standing for long periods of time. Using hands, fingers, vision, handle or feel, talk and hear. Reaching, bending, stooping, twisting, pushing, pulling and moving items. Lifting up to 40 pounds. Install and secure Company products in retail environments.

EQUAL OPPORTUNITY EMPLOYER | BACKGROUND CHECK REQUIRED | DRUG TEST REQUIRED | E-VERIFY EMPLOYER

Apply online at <https://www.ziprecruiter.com/job/Night-Reset-Team-Member/1ec8c9e6/?source=email-candidate-job-alert-mngd-sfs>

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**Lunchroom Attendant (Lunchroom Services) (Job Number: P017116)**

CLASS TITLE: Lunchroom Attendant

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

Physical Requirements.

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=39609>

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### **Hotel Desk Clerk - Full-Time - Chicago, Illinois**

Location: Chicago, Illinois

Posted By: Staff Recruiters

Salary/Wage: 10 Per Hour

Post date: Thursday September 4th

Summary Job Functions: To welcome the guests with a big warm smile and perform all the related tasks from doing hotel room reservations, to ensuring the guest is well settled in the hotel room or with providing any other services as inquired by the guest.

#### Detailed Task List:

- Answer to phone call inquiries or in-person visits of guests regarding room reservations, payment procedures, services available, check-in and check-out time etc.
- To receive the hotel guests in a pleasant approach and check for the room reservations, prior bookings, registering information etc.
- Handing over the room key to the guest(s), call the Bellhop to carry accompanying luggage and necessary floor instructions.
- Make sure that the guest(s) feel at ease and acquire information on any special requests, food choice etc. - Inform the guest(s) on the hotel policies and any instruction related to safety matters. - Ensure to deposit any valuables of the visitors in the hotel vault or safe deposit. - Perform calculation/bookkeeping of daily reservation sums, extra room utilities bill, room service charges etc.
- Take requests from the boarders regarding laundry needs, room service, messages, additional services etc. - Manages the switchboard phone line to take messages to and fro for the guest(s). - Make sure to communicate with the laundry room, housekeeping, bellhops regarding new arrival, probable check-outs and give necessary instructions to help vacate a room and cleaning follow-up. - Arrange taxi services or other transportation for the guest(s), give directions of city centers and other advises on tourist spots or shopping attractions. - Assist the visitor(s) in lodging complaint reports, taking feedback etc. - Ensure the inventory of front desk office stationery, i.e. date-stamp, company letterheads, paper, pen etc.
- Other related tasks as assigned by the supervisor.

#### Job Specifications:

- High school diploma/GED or equivalent. - Basic computer skills, particularly in database management. - Well organized, smart and customer service oriented.

Interested candidates are requested to their application through the online job portal for our consideration. Drug and background check is mandatory.

Apply online at

<http://www.joboffersworld.com/apply/job.php?listing=ODYyMTg%3D&stat1=indeed>

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**Full Time Center Associate - The UPS Store 5608 - Chicago, IL**

The UPS Store - Chicago, IL

The Center Associate is responsible to deliver world-class customer service to all retail customers.

He/She receives and processes packages for courier shipment, operates copiers, fax machines, binding equipment, laminating machines, and point-of-sale devices.

The Associate expertly advises our valued customers by providing accurate information on our array of products, services, and best-value options.

The Associate exhibits confidence by knowing best practices as related to the industry.

The ideal Center Associate candidate will have retail sales experience, strong computer and internet skills, a high school diploma/GED, a friendly and genuinely helpful demeanor, a professional appearance, and will be a fast learner who makes an effort to learn all aspects of the business in the shortest possible time.

The following is a representative list of the duties and responsibilities associated with this position:

- Deliver outstanding customer service to walk-in customers and telephone inquiries
- Continuously practice good listening skills with customers and UPS Store team members, and leadership
  
- Take ownership of the customer's shipping problem and offer viable solutions
  
- Take action to learn all product and service offerings, alternative solutions, and industry trends
  
- Operate all equipment, software, and devices in an expert fashion and be willing to teach others
  
- Maintain a clean and safe working environment

Apply online at

[http://www.indeed.com/viewjob?jk=7709d5c0caefa5f5&q=Customer+Service&l=Chicago,+IL&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_noemail](http://www.indeed.com/viewjob?jk=7709d5c0caefa5f5&q=Customer+Service&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail)

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### **Food Service Worker**

Job #178448626

• Sodexo • Chicago, IL • Aug 2

Sodexo Dining Services at IIT has multiple openings for Food service workers. Position involves serving guests on a station, which could include food production and building product to order or buffet service. Other responsibilities include, but not limited to, opening or closing, stocking, cleaning and organizational tasks, working in a safe work environment and washing dishes. Applicant will need experience with food prep, knife handling, HACCP and capable of multi-tasking. Position will require serving guests and having great customer service skills. Day & Night Openings with weekend hours are available. Schedule would follow a school year calendar and is determined by each individual unit.

*Please fill out an application by stopping by our campus at 3201 S Sate Street, Chicago IL 60616. Interviews can't be scheduled until the application is submitted and assessment is taken.*

### **Dietary Attendant I**

Department: Food & Nutrition Services

Schedule: Part Time

Shift: Rotation

#### **Job Details:**

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

#### **JOB SPECIFICATIONS:**

Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=212728](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=212728)

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**Job Title: Juvenile Justice Youth and Family Specialist Supervisor**

Agency: Juvenile Justice

Closing Date/Time: Thu. 09/18/14 4:00 PM Central Time

Salary: \$5,679.00 - \$8,650.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: CU500 Bid ID#: IDJJ27-00-14-0010

**Minimum Requirements:**

Requires a master's degree in counseling or related social science. Requires three (3) years of professional experience working with youth in juvenile services. Candidates must be over the age of 21. Requires extensive knowledge of counseling and guidance principles and techniques; requires extensive knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment; requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to supervise a professional staff, assign and review work and monitor resources; requires ability to travel, the ability to possess and maintain a valid driver's license and successful completion of an initial pre-service training curriculum.

Work Hours & Location/Agency Contact: Working Hours: 8:30 AM to 5:00 PM Mon-Fri  
Work Location: 100 N. Western Ave. Chicago, IL 60612

Agency Contact: Robert Huck - Human Resources Representative  
Illinois Department of Juvenile Justice  
707 N 15th St Springfield IL 62702  
217-557-1030 ext. 3025 Fax: 217-557-1107

**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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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Thu. 09/18/14 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-85266

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Snap E&T 1642 W. 59th St. 1st Floor Chicago, IL 60636

Please submit applications to:  
Bureau of Employee Services  
Hiring Unit  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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## **Merchandiser**

Premium Retail Villa Park, IL

JOB TYPE: Part Time

### **POSITION DESCRIPTION:**

Capable of completing projects typically consisting of sets, resets, cut-ins, display installations, surveys & audits and other projects that meet our clients' needs  
Promote client's product including ordering client product as applicable  
Complete and submit all required reports with home computer, printer, and internet access

Foster a positive working relationship between store management and employees  
Assist retail customers in answering their questions with courtesy and care  
Perform other miscellaneous duties as assigned  
Showcase the excitement of your event by uploading your digital images to share with our client

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

Dress code of khaki slacks, white polo or shirt, matching belt, and closed toe shoes  
Have a home computer, printer, and internet access

A High School Degree or GED

A minimum of 1 year retail merchandising experience or equivalent experience

An ability to express ideas clearly in both written and oral communication

Reliable transportation to get to and from assignments

Lift up to 40 pounds

As part of our standard of excellence background checks are required and some projects also require a drug test

### **COMPANY:**

Today's consumer has more buying choices than ever. Smart retailers and manufacturers need every edge to compete in today's marketplace. Premium Retail Services is that edge.

### **PREMIUM CAREERS:**

Retail experience? Check. An unbeatable work ethic? Check. A burning desire to be part of a team absolutely dedicated to delivering results for a who's who roster of clients? Check.

**EQUAL OPPORTUNITY EMPLOYER | BACKGROUND CHECK REQUIRED | DRUG TEST REQUIRED | E-VERIFY EMPLOYER**

Apply online at <https://www.ziprecruiter.com/job/Merchandiser/39730601/>

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**Receptionist Job - HCR MANORCARE**

POSITION LEVEL: Administrative - Clerical

POSITION TYPE: 468 - MCHS - Hinsdale, Hinsdale, Illinois

JOB SUMMARY: Featured Employer

Location: 468 - MCHS - Hinsdale, Hinsdale, Illinois

**Description:**

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team. ·Courteously greeting visitors and directing visitors appropriately. ·Operating switchboard and training others for relief purposes. ·Efficiently processing incoming and outgoing calls. ·Filing and copying documents as needed. ·Typing correspondence, written communication and reports from hard copy as needed. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED.

Position Requirements: Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.

Category: Administrative - Clerical

About The Organization: EOE AA M/F/Vet/Disability

Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability.

EEO Poster

Apply online at

[http://www.advanceweb.com/jobs/search/jobview/463498/receptionist-job.html?utm\\_source=zipalert&utm\\_medium=cpc&utm\\_campaign=ZipAlertPaidCM1](http://www.advanceweb.com/jobs/search/jobview/463498/receptionist-job.html?utm_source=zipalert&utm_medium=cpc&utm_campaign=ZipAlertPaidCM1)

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**DE10 - Data Entry Operator I**

Job Reference #: US24FPKM\_BH850244  
Work Type: Full Time  
Employment Type: Temporary/Contract  
Category: Contact Center/Customer Support  
Career Level: Entry Level  
Compensation: Up to \$15.00 USD Per Hour  
Location: Chicago IL  
Highest Education: High School  
% of Travel: Not Specified  
Date Posted: 9/4/2014

We have an opportunity in Chicago, IL for a Customer Order Processing Tech to work with a top Multi-Media Publishing Company! Wolters Kluwer is one of the leading information providers via software and services for the Health, Corporate & Financial Services, Tax, Accounting, Legal, Regulatory, and Education market and they are looking for candidates who can assist them in processing.

This is a full-time, contract assignment that will run to the end of January 2015. This position will pay up to 15.00/hr.

Job Responsibilities: - Contact customers to obtain signed orders/certificates  
- Verify order is complete before processing  
- Data Entry – Enter orders/Certificates into the system  
- Utilize multiple databases to process

Job Requirements: - High School/GED - Basic Knowledge of computers - Previous Data Entry experience preferred

Benefits Include: - Competitive pay.  
- Access to a comprehensive employee benefits package including health, prescription, vision, dental, and life and short term disability insurance.  
- Paid service bonus and holidays. - Portable 401(k) plans.  
- Recognition and incentive programs.  
- Access to continuing education via the Kelly Learning Center.

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Apply online at  
<https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000001UtbEAE&searchFlag=true>

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### **Accounts Payable Associate**

Job Reference #: US2497TW\_BH842000

Work Type: None Specified

Employment Type: Direct Hire

Category: Accounting/ Finance/ Insurance

Career Level: Experienced (Non-Manager)

Compensation: From \$14.00 to \$16.00 USD Per Hour

Location: Broadview IL

Industry: Accounting and Auditing Services

Highest Education: Some College Coursework Complete

% of Travel: Not Specified

Date Posted: 4 days ago

Our manufacturing client in the Broadview area is looking for an Accounts Payable Assistant to join their busy Accounting Team! This is a direct hire position that offers stability, flexible hours an excellent benefit package and an opportunity for growth!

Responsibilities include -

Process full cycle Accounts Payable

2way and 3way matching of PO's

Post invoices to the system

Research and resolve invoice discrepancies

Get proper approvals for invoices

Process electronic payments, checks and EDI payments

Working in a fast paced busy environment

Requirements include -

Outstanding multitasking skills

Previous Accounts Payable experience preferably in a manufacturing environment

Intermediate MS Excel Skills

Previous ERP experience

If you are looking for a new opportunity and would like to be considered for this role, please forward your resume to [vanwata@kellyfinance.com](mailto:vanwata@kellyfinance.com) for further consideration.

iPad is a trademark of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.

Apply online at

<https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000001RQnEAM&searchFlag=true>

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**Forklift Drivers Needed in Chicago/Summit/Burbank, IL...pay \$10/hr**

Job Reference #: US2426SR\_15593997

Work Type: Full Time

Employment Type: Temporary/Contract

Category: Manufacturing/ Production/ Operations

Career Level: Experienced (Non-Manager)

Location: Chicago IL

Industry: Manufacturing - Other

Highest Education: GED

Date Posted: 8 days ago

Shift/Hours: First Shift (Day)

Job Description: Kelly Services is currently seeking forklift drivers for the Summit, Burbank, Chicago, IL area. This is a 1st shift position, long term temporary assignment paying \$10/hr with the prospect of overtime.

Qualifications are: -GED or HS diploma

-Must have experience operating forklifts; especially sit downs

-Must be willing to work in a manufacturing/warehouse environment

Duties are as follows:-Operate a sit down forklift to move regular skids and corrugated skids -Pull materials for production purposes  
-Stage finished materials -Load / Unload trucks

Qualified candidates should respond to this posting or submit a resume to [2426@kellyservices.com](mailto:2426@kellyservices.com).

**About Kelly Services®**

Kelly Services, Inc. (NASDAQ: KELYA, KELYB) is a leader in providing workforce solutions. Kelly® offers a comprehensive array of outsourcing and consulting services as well as world-class staffing on a temporary, temporary-to-hire, and direct-hire basis. Serving clients around the globe, Kelly provided employment to more than 540,000 employees in 2013. Revenue in 2013 was \$5.4 billion. Visit [kellyservices.com](http://kellyservices.com) and connect with us on Facebook, LinkedIn and Twitter. Download WorkWire™, a free career and employment resource iPad® app by Kelly Services.

iPad is a trademark of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.

Apply online at

<https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000001TvcEAE&searchFlag=true>

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**Sit-down Forklift Operators needed in Bedford Park, IL \$12.00/hr**

Job Reference #: US2426SR\_15378634

Work Type: Full Time

Employment Type: Temporary/Contract

Category: Manufacturing/ Production/ Operations

Career Level: Experienced (Non-Manager)

Location: Bedford Park IL

Industry: Manufacturing - Other

Highest Education: High School - Diploma

% of Travel: None

Date Posted: 8 days ago

Shift/Hours: First Shift (Day)

**Job Description**

Hi Kelly Services is currently recruiting for forklift drivers in Bedford Park, IL.

The position details are as follows:

Pay: \$12 per hour, overtime after 40 hours

Shift: 1st shift

Duration: Temporary with potential for temporary to hire

Job duties are as follows:

- \*Perform manual warehouse duties \*Ship and receive products
- \*Load and unload company trucks, common carriers and customer vehicles using forklift and other required equipment \*Assist in the maintenance of the warehouse facility
- \*Place hazardous materials or waste into appropriate containers
- \*Complete inspections and paperwork associated with receiving and storing hazardous waste
- \*Properly manage hazardous waste

Qualifications are as follows: -Must have at least 1 year of forklift experience

-Must have a high school diploma

-Experience in a manufacturing / warehouse environment a plus

Please reply to this posting or email your resume to [2426@kellyservices.com](mailto:2426@kellyservices.com). Only qualified candidates will be considered.

**Requirements**

-1 year of forklift experience (sit-down) -High school diploma

-Temporary work with potential to be temporary to hire

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## Account Representative LLF

Chicago, IL

Thomson Reuters - Posted 1 day ago

ID: JREQ020996

### Key Skills, Knowledge and Abilities

- Demonstrates strong customer relationship skills by cultivating, maintaining, and engaging customers on West and Westlaw products in order to promote usage and revenue growth objectives; makes customers and their interests a primary focus of ones actions.
- Assist in developing, marketing, and conducting training classes at customer locations and at West Group training centers
- Assist in other marketing efforts, including trade shows, topical seminars, and new product releases
- Partners with Education Training Managers, Marketing, Sales Executives and Legal

Qualifications - J.D. degree required - Strong communication, presentation and Westlaw legal research skills - Customer service orientation and experience - Sales experience and aptitude a plus - Proficient in MS Office/internet - Legal practice experience preferred - Ability to travel occasionally to sales training, meetings and to customer locations

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Job: Product / Process Training Family Group  
Primary Location: Chicago, IL, US  
Organization: L CS&E Large Law Firm Sales  
Schedule: Full-time  
Education Level: Doctorate Degree (over 19 years)  
Job Type: Standard  
Shift: Day Job  
Travel: Yes, 25 % of the Time

Apply online at [http://www.analystjobs.com/job/25795504/thomson-reuters/account-representative-llfjobs?utm\\_source=indeed&utm\\_term=Account%20Representative%20LLF&utm\\_campaign=Thomson%20Reuters](http://www.analystjobs.com/job/25795504/thomson-reuters/account-representative-llfjobs?utm_source=indeed&utm_term=Account%20Representative%20LLF&utm_campaign=Thomson%20Reuters)

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### **Medical Biller**

Aggeus Healthcare, LLC - Chicago, IL  
Healthcare Billing Associate

Immediate Opening

MINIMUM 1-2 years of experience in Revenue Cycle Management

Payment Posting

Medical Biller

Account reconciliation

Claim Rejections through Practice Management software and Payer Portals.

### **JOB DESCRIPTION:**

The qualified candidate for this position must have AR, payment posting, and billing experience as well as experience with navigating insurance web-sites, evaluating payments and reports to ensure productivity.

This position will be a team member of our fast paced, high volume AR, payment posting, and billing staff. This candidate will be cross trained on working A/R, payment posting, and billing, but main job function will be medical billing.

### **REQUIREMENTS**

At least 1-2 years of medical payment posting, AR, and/or billing

Must have knowledge of explanation of benefits denial and adjustment codes

Can effectively communicate with principals of the company

NextGen experience highly desired

Well versed in web based and Microsoft applications

Must possess good customer service skills

Ability to handle multiple tasks at once

Ability to work efficiently, in an organized fashion

Must be able to work independently as well as part of a team

High school diploma

Apply online at <http://www.indeed.com/viewjob?cmp=Aggeus-Healthcare,-LLC&t=Medical+Biller&jk=4b2760aa47cad05d&sjdu=QwrRXKrqZ3CNX5W-09jEvbIz9WNS0a2CaZUdGYDNxfu7wPpUETJFVRvG4QABWXw2TrtLU6k-G3EhzN41GFg4uA>

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### **Hotel Desk Clerk - Full-Time - Chicago, Illinois**

Location: Chicago, Illinois

Posted By: Staff Recruiters

Salary/Wage: 10 Per Hour

Post date: Thursday September 4th

#### Detailed Task List:

- Answer to phone call inquiries or in-person visits of guests regarding room reservations, payment procedures, services available, check-in and check-out time etc.
- To receive the hotel guests in a pleasant approach and check for the room reservations, prior bookings, registering information etc.
- Handing over the room key to the guest(s), call the Bellhop to carry accompanying luggage and necessary floor instructions.
- Make sure that the guest(s) feel at ease and acquire information on any special requests, food choice etc.
- Inform the guest(s) on the hotel policies and any instruction related to safety matters.
- Ensure to deposit any valuables of the visitors in the hotel vault or safe deposit.
- Perform calculation/bookkeeping of daily reservation sums, extra room utilities bill, room service charges etc.
- Take requests from the boarders regarding laundry needs, room service, messages, additional services etc.
- Manages the switchboard phone line to take messages to and fro for the guest(s).
- Make sure to communicate with the laundry room, housekeeping, bellhops regarding new arrival, probable check-outs and give necessary instructions to help vacate a room and cleaning follow-up.
- Arrange taxi services or other transportation for the guest(s), give directions of city centers and other advises on tourist spots or shopping attractions.
- Assist the visitor(s) in lodging complaint reports, taking feedback etc.
- Ensure the inventory of front desk office stationery, i.e. date-stamp, company letterheads, paper, pen etc.
- Other related tasks as assigned by the supervisor.

#### Job Specifications:

- High school diploma/GED or equivalent.
- Basic computer skills, particularly in database management.
- Well organized, smart and customer service oriented.

Interested candidates are requested to their application through the online job portal for our consideration. Drug and background check is mandatory.

Apply online at

<http://www.joboffersworld.com/apply/job.php?listing=ODYyMTg%3D&stat1=indeed>

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### **Call Center Customer Service Rep Needed**

Posted By: CSR Staffing

Posted Date: 2014-09-01 09:19:24

Location: Chicago, Illinois

Salary: \$38,500 Per Year

Our busy Eastside call center in Chicago is looking to add another CSR on days – 7:30 a.m. to 3:30 p.m., Mon. – Fri. If you have a minimum of one year CSR or call center experience, we want to hear from you today.

#### Objective

Customer Service Representatives answer phones and emails and respond to customer inquiries and orders, always maintain professionalism and top quality service.

#### Skills and Specifications

The successful candidate must be:

- A strong communicator
- Active listener
- Polite and professional via phone and email
- Capable of calculating monetary amounts and quantities
- Able to operate standard office equipment
- A multitasker with strong attention to detail and accuracy
- A flexible individual able to work well independently and as part of a team of professionals

#### Education and Qualifications

- High School diploma or equivalent
- One or more years experience in a CSR capacity
- High volume call center experience a plus
- Database and MS Office skills at the intermediate level

#### Benefits

We offer a supportive and pleasant work environment where strong performance is rewarded and every worker's contribution is counted. Good pay, excellent benefits, training and promotional opportunities.

Apply online at

Apply online at

[http://www.topratedjobs.org/job.php?record=3834363332&utm\\_source=indeed](http://www.topratedjobs.org/job.php?record=3834363332&utm_source=indeed)

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## **Cashier Position Available - F/T - Chicago**

Posted By: BH Personnel

Posted Date: 2014-09-01 10:25:27

Location: Chicago, Illinois

Salary: \$28,500 Per Year

Our busy Southside location in Chicago needs two additional cashiers on day shift, with the occasional need to work evenings to meet high demand or adequately cover checkout and customer service needs.

Objective: This entry level cashier position performs a variety of retail tasks, including restocking, bagging, customer service desk operations, and others related to the smooth operation of our store, though the primary assignment is that of a cashier.

### Job Description/Duties

- Ensure customer service and satisfaction with each transaction
- Deliver efficient and effective checkout service
- Complete transactions with proper cash control and point of sale accuracy
- Responsibly handle money, credit transactions, and other funds processing
- Build customer rapport and provide friendly, welcoming, and confidence-inspiring service
- Assist customers by effectively and efficiently answering questions and resolving concerns
- Other duties as assigned

Skills and Specifications • Friendly, professional, and respectful • Able to work the cash register and computerized cashier system • Focused, with an attention to detail and accuracy even in high pressure situations • Good verbal communication skills • Excellent team work skills and ability to work independently as well • Comfortable with handling and being responsible for money

Education and Qualifications • Past cashier experience preferred, with training on specific checkout system provided • Customer service oriented, with a desire to work in the field for some time • Capable of standing for long periods of time

- Able to meet other physical demands of the job, including lifting, pulling, pushing, and twisting while ringing up products or bagging purchases

Benefits • Great starting wages with frequent increases, based on performance

- Full benefits, including health, dental, pharmacy, and flex spending account options, with full time assignment
- Training and career advancement opportunities available
- Good vacation and personal time allotments, accumulation based on hours worked

Apply online at

[http://www.topratedjobs.org/job.php?record=3835323934&utm\\_source=indeed](http://www.topratedjobs.org/job.php?record=3835323934&utm_source=indeed)

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