



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



District Office
4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903

Oak Park Office
816 S Oak Park Ave,
Suite A
Oak Park, IL 60304
TEL: 708-445-FORD
(3673)

Springfield Office
239-E Stratton Office
Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

12/26/2015



Front Desk Clerk (Resource Pool)

Req ID: 2823
Location: Chicago - North Side
of Openings: 2
Shift: Varies
FT/PT: Part time
Employment Type: Resource Pool
Salary Schedule: BU 1
Job Notes: This position is on-call, as needed for different shifts including overnights and weekends.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or GED, Demonstrated ability to work effectively with a wide range of populations and demonstrated ability to complete written reports and follow written instructions. A criminal background check is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently required to stand, sit, and walk.

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Office Assistant/Scheduler

Comfort Hospice and Palliative Care - Chicago, IL

\$14 an hour

COMFORT HOSPICE IS LOOKING FOR TOP NOTCH Administrative Assistant.

The Office Scheduler/Administrative Assistant is responsible for coordinating office activities including but not limited to: clinical records, data entry, and storage of patient records, preparing for all meetings, coordinating all telephone calls, collection of employee time sheets, department communications, and maintaining sufficient office supplies. This role also includes special projects assigned by the Clinical Director, Patient Care Liaison and VP of Operations.

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Receptionist Job

Apply now Apply now

Date: Dec 24, 2015

Location: Oak Lawn, IL, US, 60453

Location: 469 - MCHS - Oak Lawn West, Oak Lawn , Illinois

Title: Receptionist

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.

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.

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Staff Assistant Job

DUTIES/RESPONSIBILITIES

Perform Clerical / Technical duties

Prepare and type reports/correspondence for Administrative Director (s).

Answer telephone, relay messages and transfer calls as appropriate.

Develop and maintain filing system for all material.

Schedule appointments for Administrative Director (s).

The following requirements list the minimum to qualify. An equivalent combination of education and experience may be accepted.

TRAVEL: No travel required.

LICENSING: None required.

CERTIFICATION: Current CPR certification

EXPERIENCE:

Minimum two (2) years secretarial experience.

Proficient in the use of computer, dictating and copying equipment.

EDUCATION: High school graduate or equivalent.

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IT Administrative Assistant

Position Code 15-COR-041
Required Licensure/Experience Administrative Assistant
Position Type Regular Full Time
Location IL - Itasca

Job Summary

Are you seeking a challenging, fast paced position with a strong, growing company? You have come to the right place! It's Better @ Medcor!

Medcor clinics operate in facilities across a broad spectrum of industries, including major industrial, distribution, manufacturing, construction, entertainment, service, retail and electronics businesses. Our associates serve facilities ranging in size from 2 to 30,000 people. We operate in urban and rural settings, working with union and non-union workforces, providing a variety of shifts including 24-hour coverage.

Requirements:

High school diploma required

One (1) or more years of administrative/office experience preferred

Must be very organized and able to reprioritize on a regular basis, as well as follow all verbal and written instructions and execute tasks without supervision

Must have intermediate computer skills

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Medical Office Assistant (Full Time)

Title: Medical Office Assistant (Full Time)
ID: 081521
Employment Type: Medical Support
Location: 5215 N California (Erie Foster Avenue)

The Medical Office Assistant assists professional nursing staff in managing a variety of tasks including routine patient care, office management and clerical tasks to support the delivery of patient care. Conducts functions of medical office personnel including answering phones, scheduling appointments, obtaining results, retrieving patient information, and communicating health information to patients as directed by providers and nurses.

Requirements: High School Diploma, completion of Medical Assistant Education Program. Certified by the American Association of Medical Assistants preferred. One year experience in a health care setting. Experience working with all populations in family practice models a plus. Bilingual fluency in English and Spanish or Arabic.

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Facility / Clinical Administrative Assistant - Grand Crossing Dialysis

Be the "face" of one of our outpatient or hospital facilities-and use your administrative skills to impact the lives of our patients and their families. In this support role you will ensure the timely and accurate completion of change requisitions, treatment logs, patient charts, invoices and purchase orders. You also will assist patients with transportation arrangements and physician appointments.

Dialysis is serious business. That is why we encourage fun. If you love patient-centered health care with real relationships inside a company that encourages fun on and off the clock, then DaVita is the place for you. We offer career options to fit your lifestyle. Here is what you can expect when you join our Village as an Administrative Assistant: A community first, company second culture based on Core Values that really matter. Clinical outcomes consistently ranked above the national average.

Award-winning education and training across multiple career paths to help you reach your potential.

Performance-based rewards based on stellar individual and team contributions.

A comprehensive benefits package designed to enhance your health, your financial well-being and your future. Dedication, above all, to caring for patients suffering from chronic kidney failure across the nation.

Qualifications

We seek a personable individual with excellent computer and clerical skills (Microsoft Office). You must type 60 WPM and have a high school diploma or GED. Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.

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Administrative Assistant

Degen Consulting Group - Wilmette, IL

Description: Obtaining information to research products/information. Answering phones, Gathering information. Skills: Excellent written, communication skills

Proficient in Microsoft office products, must be able to operate a mac, some faxing/scanning

Education: HS diploma

Some college, 2 years' experience required

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Front Desk Clerk

Part-Time Front desk personnel interact with tenants and visitors on a regular basis. Superior customer service and communication skills are a must at all times. Staff must maintain a clean-cut, professional appearance and attitude at all times.

Job Duties:

- Greet residents and visitors in a friendly, welcoming manner
- Sign in/out all visitors
- Show model unit to prospective renters
- Ensure that all visitors are at least 18 years old
- Prevent unwanted visitors from entering the building
- Record all activities in the Daily Log
- Clean and maintain the front desk, lobby and common areas
- Sort and rack all incoming mail and packages
- Record and file maintenance requests
- Record and file all incident reports
- Monitor surveillance equipment
- Perform other duties as assigned by management

Available Shifts (Front desk clerks work 25-28 hours per week)

12:00 am – 8:00 am

8:00 am – 4:00 pm

4:00 pm – 12:00 am

Dress Code

Small business casual. Excessive visible tattoos and extreme hairstyles are not appropriate for front desk staff. We expect staff's appearance will exhibit common sense and professionalism.

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Dental Assistant

Principal Duties and Responsibilities

As a Provider: Open the clinic: Turn on computers, units, pump and compressor. Set up treatment room for scheduled patients. Provide coronal polishing and sealants for scheduled patients. Provide oral hygiene instructions to scheduled patients. Have dentist perform exam on scheduled patients.

Required Skills or Abilities

Requires experience and demonstrated abilities for working in a multi-cultural setting. Ability to strongly embrace and personify the mission of the Lawndale Christian Health Center. Ability to collaborate and interact with a diverse group of health care professionals. Ability to organize and prioritize work appropriately. Excellent guest relations skills.

Required Knowledge, Experience, or Licensure/Registration

Obtain certification needed for functioning as an expanded duties dental assistant. High school diploma or equivalent.

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Administrative Assistant Pepsi

Qualifications:

Bachelor's Degree preferred or minimum 3-5 years of recent executive level administrative support experience.

Proven track record in supporting multiple executive level managers.

3-5 year's working experience with SAP ordering, invoice management and travel/expense processing tools, or similar systems.

Skill Requirements:

High standard of confidentiality, accuracy, attention to detail with excellent follow-up skills

The ability to provide administrative support across executive staff to include:

Well organized with excellent time management skills

Very strong multi-tasking ability

Ability to work effectively against competing priorities

Ability to be flexible/agile across changing needs

Highly proficient in MS Office software (Word, PowerPoint, Excel and Outlook).

Strong presentation building skills (PowerPoint).

Self-motivated, proactive team player.

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OFFICE ASSISTANT/DISPATCHER

LUCKYS AUTOMOTIVE INC - Chicago, IL

Looking for full time office assistant/dispatcher for towing company in Bedford Park IL. Applicant must be bilingual, have good communication skills, basic computer skills, and be able to multitask, attend multiple phone lines, and detail oriented, work well under pressure, fast learner. All interested applicants please call 708-800-6788 ask for Joe or Patricia

Job Type: Full-time

Required experience: DISPATCHER: 1 year

Required education: High school or equivalent

The NMG Patient Service Representative is primarily responsible for greeting patients, answering and appropriately managing incoming telephone calls; registering patients, scheduling patient appointments; responding to customer's information needs, collecting payments, and cash management. Answer incoming telephone calls promptly and in accordance with NMG standards. Manage calls by working with customer to meet their need or referring to appropriate party. Scheduling patient appointments.

Qualifications: High School Diploma

Desired: Bachelor Degree preferred

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Executive/Personal Assistant

Family Office Ventures Capital Group LLC - Chicago, IL

Household Director for prominent Chicago family seeks a refined and polished Executive/Personal Assistant with superb administrative and organizational skills to round out his team of household staff in this formal residence. Responsibilities include handling extremely busy phones and emails with grace, aplomb and efficiency

Must-have's include prior experience working with employers/clients, a 5-star hotel or Family Office environment; mastery of MS Office including Word, Excel and Outlook and all Apple products; discretion; long-term intent; calm and calming; an attitude of "no job is too big or too small"; genuine team spirit; and service heart. General schedule is Monday through Friday 9AM-6PM with occasional evening or weekend work if family is hosting an event. Only local-area candidates with excellent verifiable references who can pass a thorough background check will be considered for this amazing opportunity. For immediate consideration, please email your updated resume in Word (not pdf) including reason for leaving under each position and a letter of introduction expressing why you are the perfect candidate for this position.

Required experience: Administrative or Executive Support: 3 years

Required education: Bachelor's

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Front Office Coord - Floater

(Full Time 40 hrs. Griffith, IN)

Individual is responsible for the general organization of the office including data entry and maintenance of patient charts and records. Strong computer skills are necessary for appropriate documentation, reporting, and communication. Position requires the highest level of customer service with patients on the phone and as they enter and exit the clinic.

The individual must communicate professionally with patients, clients, and ATI employees. Bi-lingual skills will be preferred where client basis requires additional language needs. Required Skills High school degree, or equivalent, Required Experience Previous experience in an office environment, preferably in a health related field. ATI is an Affirmative Action/Equal Opportunity Employer.

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Marketing Coordinator / Graphic Designer Intern & Office Assistant

Lee & Associates of Illinois - Rosemont, IL

\$15 an hour

- OFFICE ASSISTANT DUTIES

Answer incoming phone calls

Greet clients

- Maintain/schedule conference room(s)

Set up conference calls

UPS/FedEx shipping and receiving

Manage Incoming Faxes

MARKETING COORDINATOR INTERN ASSISTANT DUTIES**

Assist Marketing Coordinators with various design projects

Assist with various mailings (Addressing envelopes, preparing mailings)

Minor Word document changes

Minor Excel document changes

Update Databases

Assist with broker travel plans

Any other duties/responsibilities, which may be required

Basic knowledge of Adobe InDesign a plus

Job Type: Part-time

Salary: \$15.00 /hour

Required experience:

ADOBE / INDESIGN: 1 year

Required education:

High school or equivalent

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Administrative Assistant Intern/Volunteer

Qualifications Knowledge is defined as the acquisition of information stored in memory through experience and learning. Skills represent the practical aspect of knowledge. The implementation of knowledge in daily tasks that can be acquired or developed through training is termed as skill.

Lastly, ability is characterized as the stable and abstract behavioral and cognitive capacity. Bachelor's Degree preferred. Some Admin experience is preferred. The Administrative Assistant's primary goals are to assist the Aparecio Foundation leadership team by providing the necessary administrative assistance.

This will include completing assigned administrative tasks, coordinating schedules, following up on projects, managing accounts, and maintaining communications among the Executive team and the Aparecio Foundation staff.

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10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).