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

Brookfield Zoo Multiple Openings! Now Hiring! Apply Today!

We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events).

Position Requirements and Specifications
you must be at least 16 years of age for this position. This is a temporary position with a starting wage of $8.25 per hour.

The requirements for this position include:

- High School graduate or (GED) equivalent preferred.
- Accurate basic math skills required.
- Ability to operate a point-of-sales (POS) system desired. Demonstrated strong customer service skills required.
- Ability to communicate effectively with the public and staff required.
- Demonstrated ability to work effectively under pressure and meet deadlines.
- Incumbent must have the ability to work non-standard hours including evenings, holidays, and weekends.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- Multilingual ability and Spanish fluency a plus.

Apply Here

Product and Marketing Director – Glenview, IL

JOB SUMMARY: Product and Marketing Director will be an in house expert on individual and group supplemental benefits, Combine's own individual and group supplemental products offered through Combined Worksite Solutions and relevant competitor products. He/she must be knowledgeable in how Combined differentiates, competes, compares, and positions itself within the supplemental benefits industry. Additionally, he/she will be responsible for marketing, sales and product management activities such as: competitive marketing research and analysis, product development, supporting distribution relationships and sales channel development, collaborative cross-functional product implementation, product training, and marketing collateral.

RESPONSIBILITIES:

Competitive Analysis & Sales Support

Analyze, document, summarize, position and distribute key differentiating factors amongst competing Worksite products/carriers to Sales Channel

Develop competitive product comparisons to Support Sales

Interpret Requests For Proposals (RFPs) and support Proposal Development

Recommend competitive plan designs to meet the needs of customers and win cases

Create and customize PowerPoint presentations and handouts for Broker/Sales meetings

Pursue language & positioning that promotes value proposition

Apply Here

Brokerage Client Services Manager - Glenview, IL

JOB SUMMARY
The Brokerage Client Services Manager leads a team of Client Coordinators and other support staff to provide outstanding service to brokerage customers and partners. While advocating a climate of ownership and accountability the Manager trains, coaches, and mentors team members in order to deliver support to all brokers, enrollment firms, and their associated client companies. The role continually seeks to improve methods to service customers and deliver positive business results.

RESPONSIBILITIES
Lead team of Client Coordinators, and other support staff, focused on supporting brokers, enrollment firms, and their associated client companies.
Coach and mentor team members and maintain culture of continuous improvement.
Effectively manage resources and direct workflows to optimize service outcomes and achieve business objectives.
Perform regular audits and continually analyze, propose, and implement improvements to workflows, structure, and service models.
Maintain up to date knowledge of client needs, combined products, and insurance industry.
Maintain positive working relationships with related departments to resolve customer issues and make continuous improvements.
Manage team budget to achieve goals with designated resources.

COMPETENCIES
Ability to act as a leader, manager, and mentor to a team
Exceptional customer service and a strong ownership of relationships
Ability to work independently and manage competing priorities
Ability to work under pressure to meet client needs
Strong written and verbal communication skills
Working knowledge of budget process and ability to manage team resources within plan

Apply Here

Sales Support Manager - Glenview, IL

RESPONSIBILITIES
Develop and maintain positive and productive relationships with agents/agencies through extensive travel and remote communications.
Influence positive sales though partnership and exceptional customer service
Act as agent's single point of contact with Combined Insurance. Provide excellent customer service by answering questions, providing recommendations and partnering with other functions as needed to resolve issues.
Collaborate with the global incentives team to create and manage sales incentive programs.
Administer and oversee sales incentive programs that are tailored each region. Use knowledge of agent groups and products to customize solutions.
Answer questions and train outside agents on Combined Insurance products and policies.

COMPETENCIES
Ability to influence agent behavior through partnership and incentives
Exceptional customer service and a strong ownership of relationships
Ability to customize sales incentives and training based on local agency dynamics and product type Strong written and verbal communication skills, especially remote communication
Ability to maintain high energy and positive attitude
Empathize with customers and diffuse difficult situations

QUALIFICATIONS
5+ years of insurance related experience in marketing or sales
2+ years of relationship management experience
2+ years in supplemental health insurance – accident, critical illness, and disability
Ability to multitask and manage multiple projects concurrently
Excellent organizational and time management skills.
Strong skills using Microsoft Office suite of products

Apply Here

Bilingual Retention Specialist

JOB SUMMARY:
The Bilingual Retention Specialist position works with customers, via inbound and outbound calls, to assist those that wish to cancel their existing insurance coverage by reviewing products, benefits and/or solving service and claims issues. In this role, you will have the opportunity to affect profitability for the Corporation by matching our products with the needs of the client. In addition, the position assists in the collection of current and past due premiums. Training is 2 weeks for outbound activities and up to 3 months for inbound activities. Training consists of class room and on the job as well as one-on-one coaching sessions.

SKILLS/EXPERIENCE:
Telephone sales
Telephone etiquette
Excellent verbal and written communication
Customer service focus
Insurance knowledge is a plus
MS Office Suite
Bilingual skills (verbal, written, read) in Spanish and English required

EDUCATION:
AA or BA degree preferred

COMPETENCIES:
Problem solving – take an organized and logical approach to thinking through problems and complex issues
Initiative – Willing to do more than is required or expected
Adaptability – ability to redirect personal efforts to respond to changing environment
Results Oriented – effectively executes son plans, drives for results and takes accountability for outcomes

Apply Here

Risk Analyst

Qualifications

SKILLS/EXPERIENCE:

- Understanding of Company activities and the risks inherent in those activities including potential conflicts of interest in transactions with or involving affiliates
- Hands on individual, capable of identifying and escalating gaps in controls, and holding management accountable for the closure of gaps
- Knowledge of the traditional risk management framework
- Demonstrated experience in a Risk, Audit or Compliance role relating to an Insurance business
- Demonstrated experience using data analytic tools for examining trends and anomalies in large volumes of data
- Up to 3 years of experience in a risk management or control monitoring function
- Up to 3 years of experience in the A&H Insurance industry

EDUCATION:

- Bachelor's Degree
- Certification in risk management, audit and/or control practices (e.g. Certified Risk Professional, Certified Internal Auditor, and Certified Management) is a plus.

Apply Here

Retention Specialist

Combined Insurance, an ACE Group Company, is seeking an Retention Specialist to join our fast-paced, high energy, growing company. We are proud of our tradition of success in the insurance industry of over 90 years. Come join our team of hard-working, talented professionals.

JOB SUMMARY:

The Retention Specialist position works with customers, via inbound and outbound calls, to assist those that wish to cancel their existing insurance coverage by reviewing products, benefits and/or solving service and claims issues. In this role, you will have the opportunity to affect profitability for the Corporation by matching our products with the needs of the client. In addition, the position assists in the collection of current and past due premiums. Training is 2 weeks for outbound activities and up to 3 months for inbound activities. Training consists of class room and on the job as well as one-on-one coaching sessions.

SKILLS/EXPERIENCE:

- Telephone sales
- Telephone etiquette
- Excellent verbal and written communication
- Customer service focus
- Insurance knowledge is a plus
- MS Office Suite
- Bilingual skills (verbal, written, read) in Spanish and English highly preferred

Apply Here

Bilingual Customer Service/Call Center Rep

The successful individual who has learned all policy product lines, all procedures for the core calls, demonstrated good productivity, quality and dependability results along with being customer focused in all call work will be considered for a promotion to the level 2 CSR position. Typically an employee will spend 12 – 18 months in this position before they are considered for promotion.

SKILLS/EXPERIENCE:

Very good communication skills with the customers and agents

Excellent telephone skills

Focused on customer experience providing professional service

Very good problem solving skills

Very good business writing skills – emails, case work documenting calls and occasional letters written to the customer

Ability to multi-task while on line with customer

Bilingual - Fluent in Spanish

Apply Here

Customer Service Representative

The employee must assimilate and utilize their job knowledge of Combine's products, procedures, claim practices/procedures, all service applications (CLARIFY, main frame systems - L70, LPS COPS, Accident system - Content Manager, Outlook and effectively incorporate with their strong interaction skills. In addition, this employee has also been cross trained to handle all core calls in Claims and Customer Service from our policyholders and Agents.

This training program also includes training in soft skills while communicating with customers, being focused on their needs and develops a customer centric approach in servicing customer's needs. Ultimately should demonstrate very good service capabilities and consistent customer focused approach.

The successful individual who has learned all policy product lines, all procedures for the core calls, demonstrated good productivity, quality and dependability results along with being customer focused in all call work will be considered for a promotion to the level 2 CSR position. Typically an employee will spend 12 – 18 months in this position before they are considered for promotion.

SKILLS/EXPERIENCE:
Very good communication skills with the customers and agents
Excellent telephone skills
Focused on customer experience providing professional service
Very good problem solving skills
Very good business writing skills – emails, case work documenting calls and occasional letters written to the customer
Ability to multi-task while on line with customer

Apply Here

Account Executive II

Essential Duties and Responsibilities: Develops outreach plans to grow corporate relationships as well as plans to identify and place qualified individuals in collaborate partners vacancies or approved training programs.
Works with approved training partners to develop candidates with the aptitude and interests to create a pipeline of qualified candidates.

Conducts research and reviews national and local trends in private industry workforce development arenas, and provides reports to senior management to aid in better targeting private industry needs.

Required Knowledge, Skills and Abilities:
In-depth knowledge of and familiarity with terminology, occupation, certification, trends, and major players of assigned industry and general developments within respective customer industry.

Proven and successful skills in selling, marketing, candidate sourcing and training/workforce development.

Strong management skills with the ability to address customer concerns.
Possess knowledge, ability, focus, and skill to provide superior business delivery support.
Customer oriented and committed to 100% customer satisfaction.

Must have access to a vehicle for job-related travel and valid driver's license.

Education and Experience:
Must have 5+ years of strong and proven healthcare industry experience, preferably in recruiting and or training.

2+ years of successful B2B marketing and selling experience including within the health care sector/industry.

Bachelor's degree or successful equivalent/relevant experience accepted.
Equal Employment Opportunity Employer/Minorities/Females/Disabilities/Veterans

Apply Here

Drivers to operate a 14-passenger van

Essential Duties and Responsibilities:
Operate a Pace passenger van safely and within Department of Transportation (DOT) guidelines
Document daily ridership accurately and legibly
Attend weekly meeting to stay current with scheduling and program initiatives
Transport vehicles during off-shift hours for repairs, maintenance and other tasks, as assigned and as required

Required Knowledge, Skills and Abilities:
Successful experience driving a passenger van
Familiarity with Chicago and suburban roadways
Must be able to obtain medical DOT card and pass a drug test
Must complete and pass a required Pace Transportation one-day driver training course
Must be willing to work weekends, holidays and various shifts, as this is a 24/7 a week operation

Education and Experience:
High school diploma or equivalency
A minimum of one-year professional driving experience; ideal candidates will possess a minimum one-year of passenger transportation experience
Experience working with people with criminal backgrounds is a plus
Must be at least 23 years old with hold a valid Illinois Driver's License.

Apply Here

Sector Manager

Essential Duties and Responsibilities:
Ensures the needs/obligations of interested parties (clients, funders, and employer-partners) are addressed including spending at least 2/3 time in the field making direct employer contacts. Prospects for new employers through intensive research, calling, information dissemination and presentation campaigns.

Brings multiple job leads to Safer's pre-screenings to interview appropriate Safer clients, provides verbal and written feedback on clients' interview performance, and makes referrals to actual employer interviews.

Provides intensive follow-up on placements to ensure employer satisfaction and makes prompt replacements when necessary. Creates strong partnerships with all key players within each sector; employers, associations, unions, training providers. Charts sector career-paths and make presentations to safer clients on career opportunities in each sector.

Required Knowledge, Skills and Abilities: 3 years' demonstrated successful experience developing relationships with employer's excellent sales skills.

Experience placing large numbers of clients, delivering reports, and developing marketing/program materials. A valid driver's license is required and access to a (reliable) vehicle is required for job-related travel.

Education and Experience:
Bachelor's degree or successful equivalent/relevant experience and at least three years developing relationships with employers.

Apply Here

Great Lakes Coca-Cola Distribution

L.L.C. is a wholly-owned subsidiary of Reyes Holdings, L.L.C. Great Lakes Coca-Cola is responsible for the sales and distribution of Coca-Cola brands to the market area. Together with Coca-Cola, we are proud distribution partners for the world's largest beverage company, refreshing consumers with more than 500 sparkling and still brands.

WHAT: We are looking for Full Time Driver/Merchandiser positions. You must have 1 year of Class A commercial driving experience or equivalent driving experience in the military.

Preferred Skills and Experience:

High School diploma or GED preferred

Experience with a handheld ordering device, prior grocery store experience, including stocking, product handling, and local delivery and unloading experience.

Prior customer service experience preferred.

Experience in beverage delivery preferred.

Local delivery experience preferred

Prior grocery store and/or consumer products experience a plus Physical Demands and Work Environment:

Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Frequently stand, walk, reach with hands and arms Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply Here

CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.) ***NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: http://work.illinois.gov/default.htm

Retail Hiring Event January 19th

Location: Lincolnwood, Illinois

AT&T IS HIRING RETAIL SALES PROFESSIONALS
Throughout the North Shore, IL Area
(Skokie, Evanston, Niles, Glenview, Lincolnwood)
Are you a People Person?
Then you're an AT&T Person!
Join us for a Hiring Event to learn about
AT&T's exciting career opportunities and interview with Hiring Managers!

Please join us Tuesday, January 19th from 10:00 a.m. – 5 p.m. at:
Doubletree by Hilton
9599 Skokie Blvd, Skokie, IL 60077
We look forward to seeing you Jan 19th!

There are retail jobs, and there are retail careers. If you're passionate about helping people get the most out of the technology they love, you could be a great fit for our retail team. Our motivated employees work directly with our cutting-edge line of products and services. We're passionate about innovation – and even more passionate about connecting our customers to the future.
As a Retail Sales Consultant, you'll belong to a supportive team in a fast-paced environment. Together, you can connect people to the latest technology – all while meeting sales goals. If you love working with people, then this may be the job for you. From the initial greeting to closing the sale, you will play a big role in shaping the retail experience. Bottom line? You are the go-to customer service expert. Sharing your knowledge with our growing customer base comes with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of $50,636 in total compensation in the

first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of $57,511 per year.
You'll also gain an amazing benefits package, including:

- Ongoing paid training
- Exciting career paths
- Supportive team environment
- Employer-provided mobile device
- Medical/dental coverage
- 401(k) plan
- Tuition reimbursement
- Paid time off

Not to mention some pretty cool perks, like:

- One of our latest devices and a service plan. Using our technology, gain first-hand expertise to share with our customers.
- Discounts on accessories and additional AT&T products and services. That means you always have access to the coolest gadgets around.
- A spring and fall fund to spend on a wide range of Team Color apparel. You'll even receive a welcome kit of fun gear to get you started (including two shirts).

To qualify, we'd like you to have 1 to 3 years of retail or customer-facing sales experience.

Apply now.

What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

Click Here For the 13 Designated Agencies

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
  - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of $10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
    - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
    - Completion of all hiring documentation and application inserts
  - Training
    - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

Once in the program, what are the expectations?

- 30-day reviews are conducted throughout the duration by immediate supervisors within their assigned work location

- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

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).