



Job Title Entry Level Tax Preparers

Company Liberty Tax Service

Job Type Full-time, Part-time

Hours Varies

Pay Type Hourly

Wages To be discussed

Location: 4043 W Madison Avenue

CHICAGO, IL 60624

Entry Level Tax Preparers

Liberty Tax Service's Income Tax classes educate the public about the latest tax changes, and the comprehensive ten-week program covers everything you need to know to prepare tax returns. No prior tax experience is necessary to enroll. Register now and you'll be on the way to freedom from the complexity of income tax regulations and the pursuit of a new career!

Description

Our Tax Preparers are an integral part of our business. Once you successfully complete our Tax Course, you will be eligible to interview for many seasonal employment opportunities. Here are some of the things you'll enjoy as a Liberty Tax employee.

- Earning extra money!
- Preparing fast, accurate, and friendly tax returns.
- Learning a new skill.
- Working with industry leading technology.
- Becoming part of a customer friendly culture.
- Joining in our marketing efforts to attract new Liberty Tax clients.
- Working for a company that believes "Having Fun" is essential to their business.
- Giving back to our local community.
- Launching a new career - Many of our tax preparers grow within the organization.

Requirements

- No tax experience is needed to enroll in our Tax Class.
- Basic computer skills are needed

With a comprehensive training and a fun working environment, it is easy to see why so many Tax Professionals turn to Liberty Tax Service to earn extra income or launch a new career.

Liberty Tax has seasonal and part time employment opportunities. This is a franchise and each location is independently owned and operated.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=10242298>

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Job Title Part Time Retail Sales Representative

Company Cricket Communications

Job Type Part-time

Hours Not Specified

Location: Aurora, IL 60502

As a growing company our recruiting needs change daily. We are currently seeking candidates for current and future Part Time Retail Sales Representative openings. If you are an experienced sales professional interested in Part Time employment our Aurora store is located at: 1261 N Lake St Suite E & F, Aurora, IL 60506

Our Part Time Retail Sales Representatives: Sell wireless phones service plans and accessories in a fast-paced environment. Deliver outstanding customer service strive to retain and gain customers. Participate in outside sales events or promotions Work flexible hours weekends and holidays at various locations. Perform daily opening and closing procedures maintain store appearance and help create a positive working environment.

Qualifications: Cricket is looking for outgoing motivated and customer focused individuals with at least one year retail experience in sales or customer service. A definite advantage is given towards individuals who have a college degree and bilingual Spanish skills. Also preferred status is granted to candidates with prior wireless experience.

Basic Requirements:

- * At least one year retail experience in sales or customer service
- * At least one year experience handling cash transactions
- * Proficient use of PC software (MS Office preferred) and point of sales systems
- * At least a High school diploma or GED
- * Pre-employment criminal background and drug screen required

If you are interested in joining the Cricket team please submit your online application. We look forward to hearing from you! Cricket offers a work environment where you can achieve your professional and career development goals. We also offer a competitive compensation and benefits package for Part Time employees.

We are proud to be an EEO employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Additional Info: Minimum Age-18+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=8130032>

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The Residence Inn By Marriott Chicago/O'Hare, a leader in the hospitality industry, is searching for energetic HOUSEKEEPERS preferably with limited-service or extended-stay hotel experience to join our Housekeeping team. You will be responsible for changing linens and cleaning/vacuuming rooms on a daily basis and providing overall superior guest service. Must have a flexible schedule to include weekends and holidays. To apply e-mail your resume with "Housekeeper" in the subject area to OhareGM@ih-corp.com.

The Ringling Bros. and Barnum and Bailey Clown College has announced plans for its first open auditions in Chicago in years. Auditions are set for 10 a.m. to 2 p.m. on Wednesday, August 29, at The Joffrey Ballet dance studios at 10 E. Randolph Street. "We're looking for individuals with an overactive funny bone and a heart the size of Alaska," said Davis Kiser, VP of Talent and Production. Auditions are open to any aspiring 'funster' interested in traveling and performing with the circus while "learning the ancient traditions of clowning from members of the famed Ringling Bros. ® Clown Alley." Among the traits the circus will be looking for: improvisational ability, sense of timing, and a "sincere desire to be a clown." No previous experience is required, and those auditioning do not have to bring costumes or props, but the circus does encourage anyone wishing to demonstrate skills in specialties like juggling, unicycle riding, or "playing the ukulele with a spoon" to bring their own props. The audition includes a workshop on improvisation and physical comedy. People must be at least 18 years old to contract to perform with a nationally touring Ringling Bros. and Barnum & Bailey production, but younger people are welcome to audition. For more information or to register for auditions, visit www.ringling.com/clownauditions/ Advance audition registration is requested.

DNC Sportservice, Soldier Field's premier food and beverage provider, is looking for motivated individuals to join our team. Soldier Field is home to the Chicago Bears, Headline Concerts, NCAA Football games, and International Soccer games. Currently we are searching for help in the member exclusive 8000 seat United Club. Positions needed include Cashiers, Seat Vendors, Stand Attendants, Stand lead, and Supervisors. Qualified applicants must be available on Sundays (during Bears NFL season), and must be over 21 years of age. Job fair is Monday, August 20 from 4pm-8pm at Soldier Field entering Gate 22. No parking provided! Training is August 21 5pm-11pm & August 22 5pm-9pm or August 23rd 5pm-11pm and August 24th 5pm-9pm. Both dates are MANDATORY!!!!!! Email your resume and cover letter indicating the position (s) of interest in the subject area to sfbearsclub@dncinc.com

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Little Black Pearl is seeking an Executive Assistant. The Executive Assistant serves as the liaison to internal and external stakeholders to include Little Black Pearl and Options Laboratory School staff, board members, committee members, community partners and parents. This position provides highlevel administrative and clerical support to the Executive Director, executive office, and support staff as needed. Responsibilities include preparing, and arranging schedules, itineraries, and travel plans, and coordinating meetings. Must be able to work in a fast-paced environment. May require weekends and overtime work as needed. Requirements: Some college required, Associate or Bachelor degree preferred; three to five years prior administrative experience supporting senior-level staff is also required; Strong written and verbal communication. Ability to multi-task and provide a high level of professionalism and phone etiquette; Extreme Proficiency in MS Office Professional (PowerPoint, Word, Excel, Access, and Outlook) and the Internet are required; ability to type more than 60 words per minute. Professional demeanor and attire required. LBP offers a competitive industry compensation and benefits package. For consideration please send your resume to: Little Black Pearl Art and Design Center, 1060 E. 47th Street, Chicago, Illinois 60653, Attn: Human Resources Department, zcartman@blackpearl.org, 773-285-1211

Haymarket Center has several open positions that include: Detox Specialist, Certified Nursing assistant, Case Manager, Case Aide, Registered Nurse, Housekeeper, LPN, and Counselor. To see full job descriptions and apply go to www.hcenter.org.

Food Service Professionals seeks part-time Food Service Workers for school located in Arlington Heights. Work hours are from 9:30 am - 1:30 pm on days school is in session, though flexibility is required for occasional evening and weekend events. These positions will assist the Food Service Manager with meal prep, service, ware washing and clean up. The ideal candidate should be friendly, service oriented and enjoy working with children of all ages. Past food service experience a plus. Please submit resume to recruit@fspro.com listing "Arlington Hts" in the subject line, or fax to 773.304.4271

Dentalplans.com (Near northwest side of Chicago) has multiple several Call Center Customer Service Representative openings. This position provides customer support to all Dentalplans.com members and is responsible for fielding incoming calls and maintaining solid member relationships by handling member questions and concerns with knowledge, accuracy, and professionalism. Must have at least one year customer service experience in a fast paced environment with demonstrated commitment to providing exceptional customer support. Must have a high school diploma/GED. Apply online: www.dentalplans.com (click on the "Careers" link at the bottom of the page)

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Avis Budget Group is hiring Full Time Rental Sales Associates at Chicago O'hare International Airport have the opportunity to earn \$50,000 annually and \$10.20 hourly! Must have at least 6 months of experience in a role where sales and/or customer service were key elements of your duties. Apply online:
<https://avisbudget.greatjob.net/jobs/EntryServlet?job=G34T&media=00G>

The Arlington Rehab & Living Center has immediate openings for Full and Part time in our Housekeeping/Dietary Department. Please apply in person to: 1666 Checker Road, Long Grove, IL 60047

Randstad is currently working with a dynamic Fortune 500 organization in efforts to assist them in finding high energy Customer Service Representatives needed Lincolnshire, IL!! Long Term Temp position. Pay Rate: \$15.00 an hour. Start Date: Late August or Early September. Shift: Must be open to work 7:00am-9:00pm Monday-Friday. Bachelor or Associates Degree in addition to one year of customer service related experience OR High School diploma or equivalent with 2 or more years of call center/customer service experience **MUST BE WILLING TO CONSENT TO A BACKGROUND CHECK, DRUG TEST, CREDIT CHECK, AND 7 YEAR EMPLOYMENT HISTORY VERIFICATION.** If you feel this is you, please email a copy of your resume to kyle.heuer@randstandusa.com **INCLUDE JOB TITLE AND LOCATION IN THE SUBJECT LINE.**

Love Culture, a fashion retailer offering trendy fashions for young women at progressive prices is currently hiring for ALL positions for our new store opening in Orland Square. Please specify which position you are applying for and send cover letters and resumes to love57@loveculture.com.

TCA Health, Inc. is seeking a PT HR Assistant. The HR Assistant's job entails providing administrative support approximately 20-24 hours per week, including supporting the Recruitment, New Hire, Onboarding, Benefits Administration, Performance Appraisal, Compensation Review, Employee Recordkeeping, Data Management and Termination processes for the organization. Undergraduate coursework or degree in an HR field and 1+ years of HR Assistant experience or an equivalent combination of education and experience. Qualified candidates should send their resume and cover letter to HR@tcahealth.org.

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Inspiration Corporation is seeking a Business Service Representative.

The Business Services Representative helps participants of Inspiration Kitchens to find and retain jobs through building and maintaining relationships with employers and assisting participants to develop job hunting and retention skills. Bachelor's degree from an accredited four-year college or university; plus one year of job placement experience. Computer skills essential. To apply e-mail your resume and cover letter with "Business service Representative" in the subject area to resumes@inspirationcorp.org

Levy Restaurants is looking to fill several positions at the United Center. Open positions include: Supervisor, Cash Room Associate, Laundry Room Attendant, Bartender, Server, Food Runner, Concession Stand Worker, Busser, Warehouse OP-Tech, Retail Warehouse Associate, Desert Attendant, Cook, Condiment Maker, Porter, and Dishwasher. Monday-Friday, 9am-5pm on non-event days & Monday-Friday, 9am-Noon on event days, at: United Center - 1901 W. Madison Chicago, IL 60612 (Gate 8) Or email your resume to: ucjobs@levyrestaurants.com.

Dots Fashion is seeking experienced Store Managers for locations in Matteson, Tinley Park, Lansing, Crestwood, and Markham. Must have a minimum of one year retail management experience to qualify. To apply e-mail your resume and cover letter with "Store Manager" in the subject area to dm10@dots.com.

Intelligentsia Coffee & Tea is seeking Production Team Members. The Production Team Member is responsible for working in coordination with order processing, packaging, and quality control. The Production Team Member participates in all stages of production and shipping. To apply e-mail your resume with "Production Team Member" in the subject area to jobs@intelligentsiacoffee.com

Environmental Service Worker

Facility: Resurrection Medical Center, Chicago, IL

Department: Environmental Services

Schedule: Full-time

Shift: PM shift

Hours: 3:00pm - 11:30pm Mon-Fri Rotating weekends

Job Details: Environmental Service Worker - 3 pm to 11:30 pm - Full Time - rotating weekends. Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English. Floor care experience is required

Apply online at http://www.reshealth.org/findajob/career_search.cfm

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Job Title Customer Service Coordinator

Company T.J. Maxx

Job Type Part-time

Hours Varies

Pay Type Hourly

Wages To be discussed

*Location: 2099 1/2 North Mannheim Road
Melrose Park, IL 60160*

Customer Service Coordinator:

- Responsible for operational controls at the Front Line Service Desk, Layaway and Jewelry.
- Ensures Front Line Associates provide prompt, courteous and knowledgeable service to all customers.
- Resolves customer service issues appropriately and competently.
- Audits and approves all necessary Front Line paperwork.
- Responsible for training and developing store Associates on customer service standards, register procedures and proper Front Line procedures and controls.
- Full-time or part-time.

Qualifications:

- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest Ability to work a flexible schedule, including nights and weekends

Minimum Age-16+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=10242863>

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Job Title: Cashier- Part-time

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2012-1469

Job Description:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Responsibilities:

Counts and reconciles bank at start of shift.

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer.

Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift.

Completes deposits of cash, meal tickets per department procedure

Programs register for daily menu and prices.

Maintains clean, well organized work area.

Restocks food and supplies as directed.

Complies with all regulatory agency standards and all department policies and procedures. Trains new personnel as assigned.

Orients dietetic interns to work areas as assigned.

Performs related duties as assigned.

Position Qualifications:

High School diploma/GED required. Ability to read, write, speak English

Strong math skills. Illinois Department of Public Health & City of Chicago Sanitation Certification required within Six months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation.

Interpersonal skills, customer service oriented, problem solving.

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard, able to communicate using a variety of audio-technology, able to see, 50% of time sitting, 50% of time standing or walking.

Apply online at

http://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20120820170112&

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Executive Assistant

Company: Community Health Center

Start Date: September 2012

Wage: Based on experience

Location: Chicago

Deadline: August 30, 2012

To provide detail orientated administrative/clerical support to the Executive Director of the Community Health Center in executing day-to-day operational activities of the agency; will work with minimal instruction or supervision.

Must be able to establish and keep a confidential working relationship. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

Independent judgment is required to plan, prioritize and organize a diversified workload. This position calls for excellent computer, organizational and communication skills.

Mandatory Job Qualifications

- Bilingual and/or Bilingual/Bicultural - English/Spanish
- At least two years of college and two years of responsible office experience
- Prior Community Health Center experience preferred
- Hold knowledge of a variety of computer software applications in word processing, spreadsheets, databases, and presentation software.
- Contain a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
- Analytical skills are required to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Establish and maintain effective working relationships with coworkers, subordinates, and the general public.
- Flexible and able to handle multiple responsibilities.

How to Apply

Interested candidates may submit their cover letter and resume to chicagochc@yahoo.com

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Administrative Assistant

Company: Illinois African American Coalition Prevention

Start Date: September/October 2012

Wage: \$13-18 per hour

Location: Chicago

Deadline: September 21, 2012

Essential Function: The Administrative Assistant provides administrative and clerical support to the ILAACP. This is a part-time position. 24 hrs. per week. General Administrative & Clerical Support • Provide telephone coverage, take messages, reduce messages to critical information, and return calls within 24 hours. Manage incoming and outgoing mail functions including bulk mailing and other correspondence related tasks. Coordinate repairs to office equipment. Maintain a highly organized filing system (both electronic and paper) for all programs, projects, initiatives, grant reports, and financial records. This includes, but is not limited to, tracking and appropriately filing all purchase orders, travel vouchers, check requests, and invoices. • Using MS Outlook, manage Executive Director's contacts and schedule, which includes the scheduling of meetings. Schedule and coordinate staff meetings, which includes emailing reminders, compiling meeting agenda, and transcribing meeting minutes. • Knowledgeably answer inquiries about ILAACP's mission, values, and the organization in a professional manner.

Mandatory Job Qualifications: Education Bachelor's degree in business (or related field) and at least 2 years of experience providing administrative support to agency executive.

Knowledge, Skills, & Experience: Personal qualities of integrity, credibility, and unwavering commitment to ILAACP's mission; • Highly proficient with MS Outlook, MS Excel, and MS Word; • Excellent typing ability; • Strong interpersonal and written/verbal communication skills; and • Ideal candidate is a pro-active (vs. reactive) self-starter with excellent organizational and time management skills.

Work Condition: Sitting for extended periods of time. • Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects. • Physically able to participate in training sessions, presentations, and meetings.

The Illinois African American Coalition for Prevention is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

How to Apply: Interested candidates may apply online through www.NPO.net
NO PHONE CALLS OR EMAILS PLEASE.

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Case Manager

Company: Child Link

Wage: Based on experience

Location: Chicago

Agency Email: janet.fisch@childlnk.org

Description

Provide full casework services, including the following:

- Host service plan meeting
- Participate in quarterly review of the service plan
- Case note management
- Arrange agency staffing at least three weeks prior to ACR reviews
- Attend court hearings and prepare court reports
- Contacts DCFS court facilitator or other DCFS legal prior to any consultation with GAL
- Ensure court mandates are being adhered to for successful permanencies
- Attend scheduled training
- Maintain records in "AP" order
- In addition, counsel and aid individuals and families requiring assistance of social service agency by performing client interviews, securing information, counseling clients, helping client to modify attitude and behavior, referring clients to community resources and compiling records and preparing reports.
- Review and update service plans, secure supplementary information for client, and assist clients around respite care and community resource services.

Mandatory Job Qualifications: Must have Bachelor's degree in Social Work or other human services field with at least 2 years experience in case management as it relates to Child Welfare Services or Foster Care. The appropriate licensing training with the ability to pass the required IDCFS test; Foster Family Home-Part 402, Child Care Act, and Child Endangerment Risk. Assessment Protocol (CERAP) within 30 days complete initial Child Welfare Licensure training as applicable.

Desired Qualifications

The ideal candidate possesses: Experience with case planning, service provision, resource identification and acquisition, and permanency outcomes. A strong attention to detail and the ability to manage time wisely. A passion for excellence and the desire to be a professional role model to all by adhering to all agency policies and procedures. A demonstrated ability to work cooperatively as a full team member in the assigned program, and in the agency.

How to Apply

Interested applicants should submit their resume at www.childlnk.org.

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Job Title: Corrections Identification Technician

Agency: Corrections

Closing Date/Time: Thu. 08/30/12 4:00 PM Central Time

Salary: \$4,005.00 - \$5,353.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-12-0363

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Corrections Identification Supv., participates in a program of fingerprint and photographic identification at the Stateville Reception & Classification Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures. Position Number: 09801-29-82-410-20-01

Minimum Requirements:

Requires completion of an approved training program in the taking and classification of fingerprints; requires completion of an approved course in guard training within six months of employment; requires working knowledge of modern methods and procedures used in fingerprints classification and identification work; requires working knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of photographic techniques.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

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

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 08/30/12 5:00 PM Central Time

Salary: \$4,388.00 - \$6,004.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-65771

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as office manager of a local Human Capital Development office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance and petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30 AM - 5:00 PM

LOCATION: DHS/FCS/Northwest Local Office

4105 W. Chicago Avenue, Chicago, IL 60651

CONTACT: Cherie Repp / Department of Human Services/BES

100 S. Grand Ave East, 3rd FL. Springfield, IL 62762 Fax #: 217-557-3142

How to Apply:

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

Option H7 - Dept Human Services

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Job Title: Executive I - Opt S3

Agency: Central Management Services

Closing Date/Time: Tue. 08/28/12 5:00 PM Central Time

Salary: \$4,623.00 - \$6,325.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CMS 5510

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires the ability to develop and manage a small agency program function. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, implement and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to develop and maintain cooperative working relationships. Requires ability to perform research and compile statistical information, and to develop and maintain comprehensive reports. Requires ability to use PC applications such as word processing, spreadsheet and database applications in the development of reports, and in the monitoring and tracking of various aspects of the Program. Requires an appropriate, valid driver's license and the ability to travel, statewide.

Work Hours & Location/Agency Contact:

Work Location: Central Management Services/Business Enterprise Program (BEP)

JRTC - 100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson WIB Mail Code 3-110 Springfield, IL 62702

Phone: 217-558-0962 Fax: 217-782-9925

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

Option S3 - Dept Central Mgt Service

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 08/28/12 4:00 PM Central Time

Salary: \$2,942.00 - \$3,709.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-70-12-0030

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as primary timekeeping for Center, inputs on computerized payroll system employees daily attendance, meets with area timekeepers to revolve outstanding issues including incorrect or no entries, etc., and advises on timekeeping codes and entries. Creates and assigns employees on appropriate timekeeping schedules, establishes and maintains file systems for staff attendance reports, resignations, retirements, etc.; monitors, logs, docks employees for tardy time based on facility policies and procedures.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two (2) years of secretarial/business college or completion of high school and two (2) years of office related experience or two years of independent business experience. Must be able to type 45 wpd accurately, and have working knowledge of departmentally approved computer applications and data entry.

Work Hours & Location/Agency Contact:

8:00 am - 4:00 pm Monday through Friday - Timekeeping

Betty Vallier, Human Resources / Ann M. Kiley Center

1401 W. Dugdale Road Waukegan, IL 60085

WHERE TO APPLY: Ann M. Kiley Center

1401 W. Dugdale Road, Waukegan, IL 60085

fax: 847-249-0722, phone: 847-249-0600, x206

How to Apply:

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

Option 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Mon. 08/27/12 5:00 PM Central Time

Salary: \$3,035.00 - \$3,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-91-65590

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Englewood Office of the Division of Community Operations, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards, and records.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years secretarial/business college or completion of high school, and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, punctuation, and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30AM - 5:00PM

LOCATION: DHS/FCS/Englewood Office

5323 S. Western Avenue Chicago, IL 60609

CONTACT: Mandy Alavarez / Department of Human Services

100 South Grand Ave East 3rd Floor Springfield, IL 62762

FAX #: 217-557-3142

How to Apply:

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

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Job Title: Program Integrity Auditor I

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 08/31/12 5:00 PM Central Time

Salary: \$4,192.00 - \$5,683.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Plan/BU: RC062 Bid ID#: IG0494

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, assists senior auditor in conducting on-site fiscal analysis and procedural audits of medical providers; assists in the review and evaluation of general ledgers and journals; gathers information requested by senior auditors for comprehensive audit reports; provides assistance in supplying detailed and highly sophisticated testimony utilized for administrative hearings regarding the analysis methodology used and the professional principles, concepts, and procedures involved in the conduct of reviews and review findings; contacts providers to be audited by senior auditors; confers with supervisor and senior auditors in revising audit scope; travels to various sites throughout the State to assist in conducting audits. Minimum Requirements: Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration; requires satisfactory completion of an agency-sponsored program integrity training program; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Office of Inspector General / Bureau of Medicaid Integrity
401 South Clinton, 5th Floor Chicago, Illinois 60607 (Cook County)

Contact Person: Debbie Doerfler / Office of Inspector General – ASU
404 North Fifth Street, Springfield, IL 62702

217-524-5104 217-558-6733 Fax

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title Merchandise Associate

Company Marshalls

Job Type Part-time

Hours Varies

Pay Type Hourly

Wages Discussed at interview

*Location: 2544 Narragansett Avenue
Elmwood Park, IL 60707*

Position Duties for an Merchandise Associate include:

Responsible for assisting in the daily operations of the store. Must be able to work in the areas of merchandise presentation, processing, markdowns, fitting room, cashier, customer service and layaway.

Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned. Part-time or full-time.

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills

- Energetic and enthusiastic
- Professional appearance

- Ability to stand for extended periods of time
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Willingness to work as part of a team

Additional Info: Minimum Age-16+ years old

Additional

- Minimum age for work is 16 (for summer and in-school youth)
- High school diploma/GED preferred, except for summer/in-school youth

APPLY IN PERSON TODAY!!! Or online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=10232270>

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LIDS Open Interviews Session. Thursday, September 13th. 10am – 3pm @ Chicago Ridge Mall (95th Ridgeland) Chicago Ridge, IL. Looking for a great career? You'll find it at Lids! We have several open positions in and around the Chicago Ridge, IL area and we need enthusiastic, responsible and customer service oriented people to fill positions as store managers, assistant managers and keyholders.

Brook Furniture Rental is seeking Houseware Labor. The pay is \$8.50 per hour. Inside Distribution /Warehouse Labor -- Cleaning, packaging, and preparing houseware items for delivery. Days and times vary by position. Times could range from 6 AM to 11 PM, Monday through Friday only. *Applicants must fill out an application in person at: 2651 Allan Drive Elk Grove Village, IL 60006 (Located near route 83 and Thorndale)*

The Arlington Rehab & Living Center has immediate openings for Full and Part time in our Housekeeping/Dietary Department. *Please apply in person to: 1666 Checker Road Long Grove, IL 60047*

Aramark is seeking PT Cashiers to work in the South Loop. Must have 3 years of cash handling experience. *Apply in person @ The University Center 525 South State Street Chicago, IL 60605 (Request an application at the security desk)*

Gate Gourmet has several entry-level positions available near O'Hare Airport. No experience necessary. To see full job descriptions and apply go to www.gategourmet.com.

Uhler Dental Supply Inc. is seeking a FT Receptionist to handle data entry duties and order fulfillment duties. E-mail your resume and cover letter to ccrallie@uhlerdental.com.

Corner Bakery is hiring Line Cooks. Apply in person @ 56 W Randolph St Chicago, IL.

Generation Brands has openings in the warehouse - Cycle Counter, Quality Control Inspector, Material Handler, Pickers, Assemblers. Must be able to lift 50lbs. Must submit to a drug screen and background check. Must be able to work 7am to 3:30pm for FT shifts. Apply in person @ 7400 Linder Ave. Skokie, IL 60077

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JB Hunt is hiring is in need of a Trailer Mechanic. The incumbent is responsible for maintaining equipment in a safe and cost efficient manner. The technician is responsible for performing routine maintenance, servicing, and repairing of J.B. Hunt trailers, containers, chassis and other equipment. Technicians must be able to complete all fleet maintenance processes and ensure that units meet J. B. Hunt specifications at all times. Qualifications: Minimum 5 years experience in Trailer maintenance and repair at the Utility level and/or training, or equivalent combination of education and experience. DOT certified in FHWA Inspections & Air Brakes (Required). Welding experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have basic computer skills and/or comfortable working with a computer. Must have proper tools. This is a full time position in Chicago. To apply log on at <http://www.jbhunt.com/>.

Medical Assistant

Facility: Resurrection Health Care - Physician Offices, Various locations - Chicago & Suburbs,

Department: Physician Services

Schedule: Full-time

Shift: Day shift

Hours: 8 AM to 5 PM Mon-Fri Sat 9-1

Job Details:

Associates degree is preferred

Certification Required

1-2 years experience is required

Obtains medical history and vital signs and accurately and legibly documents in the medical record. Performs a variety of procedures including venipuncture, EKG, lab tests and injections. Assists physician with physical exams, medical procedures and treatments. Maintains all required lab and medication logs. Maintains cleanliness and general appearance of exam rooms. Performs telephone and patient triage. Bilingual in Spanish a plus. Previous Medical Experience and strong computer skills required. AAMA or AMT certification a plus, EPIC or EMR experience preferred.

This job is located in the Lincoln Park area.

Apply online at http://www.reshealth.org/findajob/career_search.cfm

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