

## **Job List for Week of October 11th**

*If you need access to a computer or the internet, or need resume help, feel free to call our main office number at 423-267-2217 and we will be happy to find a time for you to come in.*

### **Amazon Warehouse Team Member (Full-Time)**

**Shifts:** Day, Overnight, Weekend

**Location:** Chattanooga, TN

Job opportunities vary by location. We update postings daily with open positions.

**Hourly pay rate:** New! Up to \$18.40\*

\*Effective hourly pay starting date as of 5/16, on select roles

Become part of the dedicated team that gets orders ready for people relying on Amazon's service. From flexible part-time roles to full-time set schedules with health care benefits, Amazon has a variety of jobs. Find the right Amazon opportunity for you today.

Candidates must be 18 years or older with ability to read and speak English for safety.

<https://hiring.amazon.com/app#/jobDetail?jobId=JOB-US-0000001122&locale=en-US>

# Sales Associate **Electronic Express** Chattanooga, TN 37343 Up to \$25 an hour - Full-time, Part-time

We are looking for a result-driven retail Sales Associate to be responsible for all sales job duties, from generating leads to closing sales. Sales Associate duties and responsibilities include working closely with customers to determine their needs, answer their questions about our products and recommend the right solutions. You should be able to promptly resolve customer complaints and ensure maximum client satisfaction. To be successful as a Sales associate, you should stay up-to-date with product features and maintain our store's visual appearance in high standards. Ultimately, the duties of a sales associate are to achieve excellent customer service, while consistently meeting the store's sales goals.

## Responsibilities

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers needs and provide assistance and information on product features
- Welcome customers to the store and answer their queries
- Follow and achieve department's sales goals on a monthly, quarterly and yearly basis
- "Go the extra mile" to drive sales
- Maintain in-stock and presentable condition assigned areas
- Actively seek out customers in store
- Remain knowledgeable on products offered and discuss available options
- Process POS (point of sale) purchases
- Cross sell products
- Handle returns of merchandise
- Team up with co-workers to ensure proper customer service
- Build productive trust relationships with customers
- Comply with inventory control procedures

## Skills

- Proven work experience as a Retail Sales associate, Sales representative or similar role
- Basic understanding of sales principles and customer service practices

- Proficiency in English
- Basic Math skills
- Solid communication and interpersonal skills
- A friendly and energetic personality with customer service focus
- Ability to perform under pressure and address complaints in a timely manner
- Availability to work flexible shifts

<https://www.indeed.com/?vjk=d8b88d218c8c82a7&advn=3534194054174086>

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## **Department Supervisor** Home Depot 1944 Northpoint Blvd, Hixson, TN 37343

Department Supervisors train, coach and develop associates in each department to ensure customers receive excellent service and can easily find the merchandise they need. In addition they provide valuable input into merchandising decisions to the Store Management Team and Operations Team. Department Supervisors have strong product knowledge and the ability to lead and develop others. Specific store departments may include Building Materials, Décor, Electrical, Flooring, Gardening, Hardware, Kitchen & Bath, Lumber, Millwork, Paint, Plumbing, Pro Account Sales, Tool Rental, Front End, Freight, Receiving, Associate Support, Special Services, and Merchandising Execution.

<https://careers.homedepot.com/job/6948681/department-supervisor-hixson-tn/?source=10588&codes=1-INDEED>

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## **CUSTOMER SERVICE REPRESENTATIVE** Family Dollar

10188 Dayton Pike, Soddy-Daisy, TN 37379

**As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.**

**Principle Duties and Responsibilities:**

- Provides customer engagement in positive and approachable manner.
- Assists in maintaining a clean, well-stocked store for customers during their shopping experience.
- Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor.
- Independently stocks shelves and recovers merchandise in the store.
- Accurately handles customer funds and processes transactions using the POS system.
- Remains constantly aware of customer activity to ensure a safe and secure shopping environment.
- Performs all other duties as assigned in order to maintain an effective and profitable store operation.

**Position Requirements:**

**Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

**Experience:** Prefer experience working in retail, hotel, restaurant, grocery or drug store environments.

**Physical Requirements:** Ability to regularly lift up to 40lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling and repetitive lifting, with or without reasonable accommodation.

**Availability:** Ability to work a flexible, full-time schedule to include days, evenings, weekends and holidays.

**Skills and Competencies:** Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25600&siteid=5477&jobid=1502893&Codes=Indeed#jobDetails=1502893\\_5477](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25600&siteid=5477&jobid=1502893&Codes=Indeed#jobDetails=1502893_5477)

# Customer Service Advocate - Work from Home **UnitedHealth Group**

Chattanooga, TN 37424•Remote Full-time

Welcome to one of the toughest and most fulfilling ways to help people, including yourself. We offer the latest tools, most intensive training program in the industry and nearly limitless opportunities for advancement. Join us and start doing your life's best work.SM

UnitedHealth Group is working to create the Healthcare system of tomorrow and you can help. Already Fortune 10, we are totally focused on innovation and change. We work a little harder. We aim a little higher. We expect more from ourselves and each other. And at the end of the day, we're doing a lot of good.

Through our family of businesses and a lot of inspired individuals, we're building a high-performance Healthcare system that works better for more people in more ways than ever. Now we're looking to reinforce our team with people who are decisive, brilliant and built for speed. Join with us and start doing your life's best work.SM

This is high volume, customer service environment. You'll need to be efficient, productive and thorough dealing with our members over the phone. Strong computer and software navigation skills are critical. You should also be strongly patient-focused and adaptable to changes.

This position is full-time (40 hours/week) Monday - Friday. Employees are required to have flexibility to work any of our 8-hour shift schedules during our normal business hours of 8:00am - 8:00pm EST. It may be necessary, given the business need, to work occasional overtime. We offer 8 weeks of paid training. The hours during training will be 8:00am to 4:30pm Monday-Friday. Training will be conducted virtually from your home. *All Telecommuters will be required to adhere to UnitedHealth Group's Telecommuter Policy.*

## Primary Responsibilities:

- Respond to and resolve, on the first call, customer service inquires and issues by identifying the topic and type of assistance the caller needs such as benefits, eligibility and claims, financial spending accounts and correspondence

- **Help guide and educate customers about the fundamentals and benefits of consumer-driven health care topics to select the best benefit plan options, maximize the value of their health plan benefits and choose a quality care provider**
- **Contact care providers (doctor's offices) on behalf of the customer to assist with appointment scheduling or connections with internal specialists for assistance**
- **Assist customers in navigating myuhc.com and other UnitedHealth Group websites and encourage and reassure them to become self-sufficient**

**This role is equally challenging and rewarding. You'll be called on to research complex issues pertaining to the caller's health, status and potential plan options. To do this, you'll need to navigate across multiple databases which requires fluency in computer navigation and toggling while confidently and compassionately engaging with the caller.**

**You'll be rewarded and recognized for your performance in an environment that will challenge you and give you clear direction on what it takes to succeed in your role as well as provide development for other roles you may be interested in.**

**Required Qualifications:**

- **High School Diploma / GED (or higher) OR equivalent work experience**
- **Minimum of 3+ years of combined education, work and/or volunteer experience**

**Preferred Qualifications:**

- **Health Care/Insurance environment (familiarity with medical terminology, health plan documents, or benefit plan design)**
- **Social work, behavioral health, disease prevention, health promotion and behavior change (working with vulnerable populations)**

- Sales or account management experience
- Customer Service Experience

**Soft Skills:**

- Demonstrated ability to quickly build rapport and respond to customers in a compassionate manner by identifying and exceeding customer expectations (responding in respectful, timely manner, consistently meeting commitments)
- Demonstrated ability to listen skillfully, collect relevant information, determine immediate requests and identify the current and future needs of the member
- Proficient problem solving approach to quickly assess current state and formulate recommendations
- Proficient in translating healthcare-related jargon and complex processes into simple, step-by-step instructions customers can understand and act upon
- Flexibility to customize approach to meet all types of member communication styles and Personalities

[https://careers.unitedhealthgroup.com/job/13639738/customer-service-advocate-work-from-home-remote/?p\\_sid=3HSwIJb&ss=paid&src=JB-19548&p\\_uid=v85q4K0w5B&utm\\_medium=jobad&utm\\_content=pj\\_board&utm\\_source=indeed&utm\\_campaign=unitedhealth%20group\\_high%20volume\\_remote%20nationwide](https://careers.unitedhealthgroup.com/job/13639738/customer-service-advocate-work-from-home-remote/?p_sid=3HSwIJb&ss=paid&src=JB-19548&p_uid=v85q4K0w5B&utm_medium=jobad&utm_content=pj_board&utm_source=indeed&utm_campaign=unitedhealth%20group_high%20volume_remote%20nationwide)

# **F&B Service Staff** The Lookout Mountain Club Chattanooga, TN Full-time, Part-time

The Lookout Mountain Club is a private club formed by the union of two historic institutions: The Lookout Mountain Golf Club and the Lookout Mountain Fairyland Club.

The Club was originally established in 1925 and offers a celebrated links style golf course designed by renowned architect Seth Raynor, two elegant clubhouses with several dining and banquet venues, a “state of the art” fitness and wellness center, a tennis center, and a swimming pool; all with exquisite views of the north Georgia mountains, the Chattanooga Valley and rolling foothills.

Base pay of 7.00 an hour plus tips. Our servers average between \$17 and \$20 an hour.

## **Job Knowledge, Core Competencies and Expectations**

- Greet and acknowledge members and guests.
- Is knowledgeable about the menu, buffet and wine list.
- Ability to time the service of each course.
- Learns members’ names and their special preferences.

## **Job Tasks/Duties**

- Sets up side station and performs assigned side (prep) work.
- Provides immediate attention to all members and guests upon seating.
- Makes sure that children are in the appropriate type of seat and are safe and secure.
- Distributes food and wine menus; answers questions.
- Fills glasses with ice water and suggests menu items.



- **Ensure that the correct account numbers and names are given for billing.**
- **Efficiently serves food and drinks in a friendly and courteous manner, offers suggestions on daily specials and wine selections.**
- **Places orders with kitchen; informs cooks about any special cooking instructions.**
- **Assembles food on tray; procures items from each station as necessary.**
- **Serves meals; places dishes by courses in front of each person.**
- **Checks back to ensure member and guest satisfaction; replenishes water and butter as necessary.**
- **Removes soiled dishes. Clears tables after each course and resets them with appropriate silverware.**
- **Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.**
- **Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks.**
- **Presents the bill.**
- **Handles all cash and credit card charges as prescribed by standard operating procedures.**
- **Keeps dining room and bus station areas clean.**
- **Clears, cleans and resets tables that have been vacated.**
- **Advises supervisor of any complaints as soon as they occur.**
- **Performs clean-up and closing duties as assigned by manager.**
- **Attends pre-meal meetings as requested by the Dining Room Captain; Dining Room Supervisor; Dining Room Manager; or Outlet Manager.**
- **Turns in signed tip declaration form weekly.**

- Thanks members and guests; invites them to return.
- Consistently follows local and state laws and the club's policies and procedures for the service of alcoholic beverages to members and guests.
- Performs other appropriate duties assigned by Food and Beverage Service Manager.

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=43e5607625ac11c7&advn=5122520402655224>

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## Cashier/Sales Associate - Joe's Kwik Mart Dunne Manning Stores

7420 Bonny Oaks Dr, Chattanooga, TN 37421 Full-time, Part-time

**\*\*\*HIRING IMMEDIATELY\*\*\* \$\$ EARN A \$500 SIGN ON BONUS \$\$**

Joe's Kwik Mart Cashiers:

- 2nd and 3rd shift
- Part time and Full Time hours available
- Flexible schedules

We are looking for friendly and smiling faces with:

- Previous customer service/cashier experience
- Ability to provide quick & friendly customer service

We offer up to \$500 sign on bonus, paid vacation, health insurance, holiday pay, 401K & more!

Join our team - apply now or stop by for an interview!

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=b469ac5e0db22bc4&advn=2258555906349931>

# Subway Sandwich Artist® Subway Chattanooga, TN 37415 \$8.50 - \$9.50 an hour - Part-time

A SUBWAY® Sandwich Artist® greets and serves guests, prepares food, and maintains food safety and sanitation standards. Exceptional customer service is a major component of the Subway experience.

## Benefits of choosing Subway\*:

- \$100 Welcome Bonus
- Immediate \$0.25/hr raise once trained
- Tips increase hourly pay \$1-\$3/hr on average
- Scheduled raises & reviews twice/year
- Unlimited Bonus Opportunity (Earn \$100-\$300 for each new team member you refer!)
- Paid vacation time
- Birthdays off with pay!
- Exclusive discounts from a variety of travel, technology, education, pharmacy, and retail vendors including Choice Hotels, Apple, Dell, Skechers, Purdue, DeVry, and Drexel Universities—and many more!
- Employee of the Month incentive
- Health insurance available for Full-Time Employees (30+ hrs/wk)
- Manager-In-Training promotions available to motivated Sandwich Artists! (Higher hourly pay while you're in training; Bonus monthly as a percentage of store sales when you become a Store Manager!)
- Benefits above are exclusive to this Subway location and may not be available at locations owned and operated by other Subway franchisees.

## Eligibility:

- No prior experience required. (Starting pay determined by experience).
- Willingness to listen, learn, and a positive attitude will help you grow and succeed in this position.

<https://www.mysubwaycareer.com/StoreSearch/StoreResults?clt=en-US&stNumber=3732&satNumber=0&SOURCE=INDEEDIPC&da>

# Subway Manager

Subway Chattanooga, TN 37415 \$506 - \$575 a week - Full-time

A SUBWAY® Manager performs and directs overall restaurant management and ensures that food safety, product preparation, and cleanliness standards are maintained. Rec inventory schedules. Maintains business records. Exceptional customer service is a major component of this position (and goes a long way towards maximizing your Monthly E

## Benefits of choosing Subway Management:

- Pays between \$506-\$575/week depending on experience
- Monthly Bonus (a percentage of store sales) when cost controls are met. On average, ranges from \$350-\$700 monthly in addition to base pay
- Automatic \$600 bonus after 6 months of store management
- \$300 bonus for each employee you develop and promote to Manager-In-Training
- Annual raises
- Free meals
- Employer-sponsored health, dental, and vision insurance
- IRA (retirement savings) employer match program
- Paid vacation time
- Birthdays off with pay!
- Exclusive discounts from a variety of travel, technology, education, pharmacy, and retail vendors including Choice Hotels, Apple, Dell, Skechers, Purdue, DeVry, and Drexel Universities—and many more!
- Growth opportunity (regional management and executive management positions promoted internally)

## Eligibility:

- Management experience preferred but not required
- Fast food service experience preferred but not required
- Base pay determined by experience level
- A positive, self-motivated attitude and ability to maintain strong relationships with employees will help you grow and succeed in this position.

<https://www.mysubwaycareer.com/StoreSearch/StoreResults?clt=en-US&stNumber=3732&satNumber=0&SOURCE=INDEEDIPC&dai>

# **Retail Sales Associate** TSC Acquisitions Chattanooga, TN \$400 - \$700 a week - Full-time

We are Chattanooga's most ambitious promotional company working with clients such as AT&T, Apple, and Samsung. We are looking to grow our Retail Sales Associate team so we can provide more coverage for our clients! No experience is required because we offer full training, but a positive attitude and desire to succeed are necessary! We are currently looking to fill several Retail Sales Associate openings as soon as possible to assist with our current campaigns

We are looking to hire people that consider themselves:

- competitive
- ambitious
- goal oriented
- hard-working
- ready for their next opportunity!

Requirements of Retail Sales Associates:

- full training is provided
- all levels of education and experience is considered, but customer service, and sales, is a plus!
- applicants must be able to commute to the Chattanooga area
- professional dress and confident communication skills are essential

What we Offer:

- travel opportunities
- guaranteed weekly pay with hourly base plus commission incentives
- multiple networking events
- positive, diverse, and goal-oriented working environment

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=721301ad598c63c3>

# **Dishwasher** Firebirds Wood Fired Grill 2107 Gunbarrel Rd, Chattanooga, TN 37421 \$13 - \$20 an hour - Full-time, Part-time

Firebirds is seeking a hardworking, reliable Dish Machine Operator to join our team!

## **What We Expect of You:**

- **Fast, efficient and able to produce a quality product in a timely manner while maintaining proper equipment and food safety procedures**
- **Equipped with proper hygiene and uniform standards**
- **Monitors and maintains proper water temperatures in the dish machine**
- **Stacks and rinses dishes prior to running them through for best results**
- **Maintains proper concentration of chemicals for optimum cleaning and sanitizing**
- **Drains, cleans, and refills dish tank hourly to maintain our standards**
- **Practices proper wash, rinse, and sanitizing methods in the 3-compartments sink**
- **Disposes of trash and compact cardboard boxes routinely**
- **Maintains dumpster area sanitation**
- **Restocks clean wares to proper locations**
- **Completes daily prep duties as needed**
- **Must keep your station Neat, Clean, and Organized**
- **Completes closing & weekly Cleaning checklists**
- **Comfortable working with a team in a fast-paced kitchen environment**

**What's in it for you:**

- Flexible schedules
- Competitive hourly wage
- Time-off on holidays— closed on Christmas and Thanksgiving Day; early closures on the Fourth of July and Christmas Eve!
- New store openings— several growth opportunities for all team members!
- Extensive training and development—fun, exciting opportunities to learn and grow!
- Benefits for eligible team members—medical, and paid time-off
- Team member motivation— discounted meals, exhilarating contests, and thrilling prizes!

**Qualifications:**

- Excellent communication skills
- Working kitchen knowledge
- Ability to perform simple mathematical calculations
- Ability to work on your feet for 8+ hours a day
- Ability to bend, kneel, and lift items frequently weighing up to 35 pounds
- Ability to maintain positive working relationships with all team members
- Must have reliable transportation to work
- 18+ age requirements for BOH

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=7cad2b4b29fe0ee1&advn=9704249323098731>

**Back of House Team Member** Firebirds Wood Fired Grill 2107 Gunbarrel Rd, Chattanooga, TN 37421

**\$13 - \$20 an hour - Full-time, Part-time**

**Firebirds Wood Fired Grill is hiring experienced cooks! Competitive wages based on your Kitchen Experience!**

**What We Expect of You:**

- **Fast, efficient and able to produce a quality product in a timely manner**
- **Equipped with proper hygiene and uniform standards**
- **Practices good safety habits when using equipment and handling food**
- **Must properly label, store, and rotate food in all storage locations**
- **Setup and prep work station**
- **Focuses on consistent plate presentations—appropriate plates, garnishes, and side items**
- **Precisely reads and executes ticket orders ensuring ticket time standards are met**
- **Checks food temperatures to ensure food safety standards are met**
- **Multi-tasks throughout shift to meet expectations**
- **Be Neat, Clean, and Organized**
- **Completes closing & weekly cleaning checklists**
- **Comfortable working with a team in a fast-paced kitchen environment**

**What's in it for you:**

- **Flexible schedules**
- **Competitive hourly wage**
- **Time-off on holidays— closed on Christmas and Thanksgiving Day; early closures on the Fourth of July and Christmas Eve!**
- **New store openings— several growth opportunities for all team members!**
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<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=e6a04d0eae706a3d&advn=9704249323098731>

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## **Customer Service Supervisor** Ollie's Bargain Outlet, Inc.

5768 Brainerd Road, Chattanooga, TN 37411 Part-time

**Position Overview:**

The Customer Service Supervisor ensures the efficient operation of the front end of the store. The Customer Service Supervisor leads a sales team that is passionate about selling merchandise and ensuring a good customer experience. Responsibilities include aspects of customer service, merchandising, and store maintenance.

**Primary Responsibilities:**

- Ensure that every customer receives outstanding service by all associates working on the front end including greeting and acknowledging every customer, being knowledgeable of the product in the store, and being efficient on the register.

- **Resolve customer service issues including answering questions, assisting to complete transactions, and communicating customer requests to Team Leaders when necessary.**
- **Communicate all promotions and advertisements to the front end team so they can answer customer questions and/or assist with selling items.**
- **Ensure that all product at the front end is merchandised per the visual merchandise standards.**
- **Maintain a neat and organized front end work area.**
- **Ensure that the front-end, entrance, and exterior of the building are maintained properly.**
- **Assist with receiving the truck and recovering the store.**
- **Ensure that front end operations, store standards, Redbook compliance, and company programs meet all operational expectations.**
- **Perform all Team Leader functions to open and close the store when needed.**
- **Assist with coaching, training, developing, evaluating, and supervising front end Associates.**
- **Provide leadership to front end associates regarding all donation programs and Ollie's Army sign up and membership.**
- **Work with the Store Team Leader or Assistant Team Leader to assist with front end shrink and mail/supplies activities.**
- **Complete any additional responsibilities and/or duties as assigned.**
- **Must have a positive attitude and the ability to interact well with customers and Associates.**

**Qualifications:**

- **Minimum of one to two years' retail experience in a mid-size to large retail service-oriented business preferred.**
- **Ability to work evenings, weekends, and holidays on a regular basis.**
- **Ability to communicate effectively.**
- **Ability to exercise sound judgment.**
- **Ability to preserve confidentiality of information.**
- **Accuracy and attention to detail.**
- **Ability to organize and prioritize a variety of tasks and activities and work within strict timeframes and deadlines.**
- **Knowledge of industry terms and processes.**
- **Ability to effectively communicate information and delegate tasks.**
- **Outstanding interpersonal and listening skills.**

- Must have a positive attitude and the ability to interact well with others.

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=a0ec815c45e75f5f>

### **Chattanooga Area Chamber**- Learn about Career Opportunities

Find jobs and learn about training opportunities for changing your career.

<https://chattanoogacalling.com/find-a-job/jobs/>

### **Samaritan Center Job Board**

List of Chattanooga area jobs

<https://thesamaritancenter.net/job-board/>