

Job List for Week of September 27th

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://amazon.force.com/BBJobDetails?AZREF=https%3A%2F%2Famazon.force.com%2FBBIndex%3FstartURL%3D%252FBBJobDetails%253Freqid%253Da0R4U00000GJJF2%26refURL%3Dhttps%253A%252F%252Famazon.force.com%252FIndex%253FstartURL%253D%25252FBBJobDetails%25253Freqid%25253Da0R4U00000GJJF2&reqid=a0R4U00000GJJF1UAP&setlang=en_US

Afterschool Tutor at Hardy Elementary

Love Fellowship Baptist Church sponsors an afterschool tutoring program at Hardy Elementary. They are looking to hire adults or college students who are interested in teaching/working with elementary children for part-time work in that program. Work hours are 3:00-5:15, Monday-Thursday for the school year, beginning right away. Hourly pay begins at \$20 for undergraduates and \$25/hour for degreed candidates. If interested in a position, please send a resume to Dr. Joyce Hardaway at joyce7410@aol.com. Please put HARDY JOB POSITION in the subject line. Questions can be directed to the same email address.

Customer Service and Sales Advisor EPB Chattanooga, TN 37402

The Customer Service and Sales Advisor serves as part of the front line team at EPB that provides courteous, efficient, and accurate customer service. This team handles connects, disconnects, installs, removals, or changes to EPB services, account inquiries, credit arrangements, outage reporting, and processing customer payments, etc. The Customer Service and Sales Advisor is also responsible for residential fiber optics sales, signing up new Fiber Optics customers as well as making changes to customer accounts and up-selling new products or services when appropriate. The Customer Service and Sales Advisor is also responsible for first-level troubleshooting for Fiber Optics customer issues. Customer Service and Sales Advisors are considered disaster recovery employees and, as such, are required to work periodically from home and must meet the requirements of the "Work at Home Call Center Policy."

Duties and Responsibilities:

- Provide effective and timely resolution of a broad range of customer inquiries and requests.
- Strive for first-time resolution of customer issues.
- Complete on-going training to stay abreast of products, service, and policy changes.
- Strike a positive and cooperative tone with both customers and coworkers.

- Demonstrate best judgment in adjusting complaints concerning billing or service rendered, referring complaints of service failures to designated departments for investigation.
- Increase the customer experience by providing information on new products, rate plans, and services through up-selling opportunities.
- Provide customers information by accessing a variety of database systems.
- Process customer payments as needed.
- Available to work first, second or third shift; Work overtime 70% of the time when asked.
- Must be available to work mandatory overtime when required.

Education and Experience:

- Associates degree or equivalent experience required.
- Two plus years of related customer service experience, preferably in a call center environment.
- Basic knowledge of office tools provided on each PC (Word, Excel, Access, and Powerpoint).
- Working knowledge and experience in Intranet software and Microsoft.

Certifications and Other Requirements:

- Successfully pass sales and call center pre-employment assessments.

<https://epb.hcshiring.com/jobs/3WnMDXe2G0GmMWikeF-wQQ?ref=Indeed&title=Customer%20Service%20and%20Sales%20Advisor>

Front Desk Attendant/Member Services - North River Y

YOUNG MEN'S CHRISTIAN ASSOCIATION OF METROPOLITAN CHATTANOOGA Chattanooga, TN 37415 Part-time

The Healthy Living Center at North River Y is searching for customer service oriented staff members to work our front desk!

Shifts available: Weekdays 4pm-close; Monday & Friday 1:30pm - 6:00pm.

Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the welcome area.

ESSENTIAL FUNCTIONS:

- **Provides excellent service to members, guests, and program participants in the Y and on the phone, contributing to member retention.**
- **Greets members (by name) and visitors in a positive and professional manner as a representative of the YMCA.**
- **Ensures the security of the facility by scanning all members and enforcing policy regarding visitors.**
- **Conducts interviews and/or tours responsive to the needs of prospective members; sells memberships.**
- **Conducts program registration for members and guests.**
- **Accurately conducts financial transactions for membership and program fees; accountable for all cash collected during shift.**
- **Builds relationships with members; helps members connect with one another and the YMCA.**
- **Handles and resolves membership concerns and informs supervisor of unusual situations or unresolved issues.**
- **Applies all YMCA policies dealing with member services.**
- **Other duties as assigned.**

QUALIFICATIONS:

- **High School diploma or equivalent.**
- **Excellent interpersonal and problem solving skills.**
- **Ability to relate effectively to diverse groups of people from all social and economic segments of the community**
- **Previous customer service, sales or related experience.**
- **Basic knowledge of computers.**

PHYSICAL DEMANDS:

- **Ability to stand for extended periods of time and perform other physical aspects of the job including stooping and bending.**

- Ability to communicate both in person and on the phone, including speaking and hearing.

TRAINING

Certification in First Aid, CPR, AED and O2 required within 30 days of hire.

<https://secure4.saashr.com/ta/6146116.careers?ShowJob=436520512>

Backroom Associate - Sam's Club PM Sam's Club Chattanooga, TN 37450

What you'll do...

Maintains and processes shipments for the Club in accordance with Company policies and procedures by developing and posting delivery schedules; compiling and organizing receiving reports; verifying merchandise counts; routing merchandise to proper locations; and paying expenses.

Receives merchandise for the Facility, and organizes and maintains the Receiving area by following Company procedures, utilizing equipment appropriately; merchandising; and completing required documentation.

Tracks and processes claims by returning damaged goods; handling liquidation merchandise; maintaining and cleaning the clearance area; and utilizing technology to capture required reporting and documentation.

Maintains safety of facility by following all safety standards, procedures, and guidelines; conducting safety sweeps; following proper forklift spotting procedures; following proper procedures for handling and disposing of hazardous materials; following company steel standard guidelines; and correcting and/or reporting unsafe situations to facility management.

Complies with company policies, procedures, and standards of ethics and integrity by implementing related action plans; using the Open Door Policy; and applying these in executing business processes and practices.

Completes work assignments and priorities by using policies, data, and resources; collaborating with managers, co-workers, customers, and other business partners; identifying priorities, deadlines, and expectations; carrying out tasks; communicating progress and information; determining and recommending ways to address improvement opportunities; and adapting to and learning from change, difficulties, and feedback.

Minimum Qualifications...

Outlined below are the required minimum qualifications for this position. If none are listed, there are no minimum qualifications.

Minimum Qualifications

Forklift Certification OR will obtain a Forklift Certification within 30 days of job entry date.

Must be 18 years of age or older

Primary Location...

6101 LEE HWY, CHATTANOOGA, TN 37421-2932, United States of America

https://walmart.wd5.myworkdayjobs.com/WalmartExternal/job/US-TN-CHATTANOOGA-08112-SAMS-CLUB/Backroom-Associate---Sam-s-Club-PM_R-777932-1?source=Adv

Account - Delivery Specialist Rent-a-Center Dayton, TN 37321 \$15 an hour - Full-time

Build your future with Rent-a-Center! This is an entry-level position and we are **hiring immediately**. We are looking for people like you to add to the success of our company. Between our tight-knit professional environment, training opportunities, and competitive benefits, you will not only grow your career but, invest in an incredible future for yourself and your family.

Things you can look forward to here at Rent a Center

- \$15.00/hr. starting pay
- Monthly profit sharing bonus potential
- Top performers can enter training programs to accelerate advancement to Management
- Being recognized for performance by teammates and Management on our Rewards Platform - with the ability to redeem prizes (gift cards, swag, etc.)

Our coworkers also enjoy a total rewards package that pays for performance and includes:

- Industry-leading base pay ranges for all positions
- 5-day workweek with every Sunday off
- Paid sick, personal, vacation and holidays
- Employee purchase plan
- 401(k) Retirement Savings Plan
- A comprehensive benefits package to include: medical, dental, and vision insurances, plus company paid life and AD&D insurance, critical illness and accident coverage, short term and long term disability

As an Account Delivery Specialist you would be responsible for:

- Greet and assist customers with a positive attitude
- Prospect for new business by telemarketing and distributing print materials
- Maintain accurate records of customer account activity, including current and past due accounts; communicate in person or via phone with to promote timely payments
- Collect customer payments and meet daily/weekly collection standards
- Obtain new rental orders on the sales floor and over the phone; complete rental agreements as required
- Refurbish merchandise to like new condition
- Maintain cleanliness and organization of showroom
- Taking inventory and moving items around storage and the stock room
- Complete customer service calls in a timely manner as assigned

- Making daily deliveries of furniture to customers including loading and unloading of items, set-up and installation of items
- Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise
- Regular lifting of heavy items 25+ pounds
- Deliver/Pick-up merchandise to/from customer homes in company provided vehicle
- Install and set up merchandise, and instruct customers on proper use of merchandise
- Other duties as assigned

Qualifications

- Must be at least 18 years of age
- High school diploma or GED
- Friendly with great communication skills
- Excellent customer service skills
- Valid state driver's license and good driving record for a minimum of 1 year
- Must be able to lift and move (push/pull) heavy items and merchandise as needed
- Must pass a background check, drug screening, and motor vehicle records check

https://www.appone.com/maininforeq.asp?Ad=427647&R_ID=4018587&Refer=https://www.indeed.com/&B_ID=91

Environmental Svc Attnd **Sodexo** Chattanooga, TN 37403 Part-time

\$500 Sign-On Bonus Available

Come join Sodexo Quality of Life Services and be a part of the healing environment of Erlanger Health System. Sodexo has opportunities that fit your life and your schedule, and we are looking to add team members today! *All applicants that are selected for hire will be required to complete background and drug screenings, as well as required medical screenings for healthcare facilities.*

Location: This location is accessible by public transportation.

Erlanger Baroness Hospital

975 East Third Street

Chattanooga, TN 37403

Work Schedule: AM & PM Shifts,

This position may be required to work Every Other Weekend, and Rotating Holidays.

Company Benefits for *Part Time* employees include:

- 401(k) Retirement Savings Plan
- Employee Discounts (from Sodexo and as an Erlanger Associate)

Benefits Eligibility: Part Time Benefits: At Sodexo, we believe every employee should have the resources to be their best. As part of our overall rewards, we offer benefits like paid time off, financial and savings programs and access to our employee assistance program and other discounts (eligibility varies by unit and may not be available to all employees). **Position Summary:**

The Environmental Svc Attnd may work in any location on client premises. This individual cleans and keeps in an orderly condition facilities or locations in the areas of commercial, health care, schools, universities or other establishments. The general responsibilities of the position include

those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards.

https://external-careers-frontlinesodexo.icims.com/jobs/734377/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&idOrigine=1814&mobile=false&width=1296&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

Team Member (FT) Chick-fil-A Brainerd Village Chattanooga, TN 37411 \$10 - \$13 an hour - Full-time

At Chick-fil-A, the team member role is more than just a job, it's an opportunity. In addition to working directly for an independent Operator, team members gain life experience backgrounds, and no experience is necessary. Please consider visiting your local Chick-fil-A restaurant if you'd like to learn more about the team member experience. A job at Chick-fil-A is more than just a job. It's a stepping-stone to a successful future in the world of business. Here are some of the great benefits of working at Chick-fil-A.

Benefits:

Flexible hours, competitive pay, and a free meal every shift! Additionally, full-time team members earn one week of paid vacation time annually, 401k matching opportunities (after one year of employment), and health insurance contributions (\$300 per month).

Flexible Hours:

You probably have commitments to your family, friends, school or sports teams. We will try to arrange your work schedule around them.

Closed Sundays:

All Chick-fil-A restaurants are closed on Sundays so you can have a day off to spend with family and friends.

Work Directly With A Chick-fil-A Operator:

The Operator is an independent business person, responsible for the operation of the restaurant, who invests time in his or her employees, teaching them important business skills for the future.

Competitive Pay:

Along with a competitive paycheck, you will work in a nurturing environment where you will learn valuable business and people skills.

It's a Great Place to Work:

At Chick-fil-A, our Operators consider their team members to be more than just employees, they are a highly valued part of each Chick-fil-A restaurant. Our high retention rate is proof that team members really enjoy working at Chick-fil-A.

No Experience Is Necessary

Requirements: You must be hard-working, team-oriented, friendly, honest, and have great customer service skills.

<https://www.indeed.com/jobs?q&l=37343&sort=date&vjk=9e2bb906a56fc159>

Clerical and OS&D [AAA Cooper Transportation](#) Chattanooga, TN 37421 \$16.00 - \$16.50 an hour

Essential Job Duties:

- Reviews and investigates overages, shortages and damages in order to reduce or eliminate loss and damage claims.
- Performs other work related duties as assigned.

Job Requirements:

- Ability to read, write, understand, and communicate English
- High School Diploma or Equivalent
- Working knowledge of Microsoft Office Products
- Professional verbal and written communication skills
- Self-motivated/positive attitude
- OS&D and/or investigative experience preferred.
- Working knowledge of Microsoft Office software.
- Strong verbal, interpersonal, communication and organizational skills.
- Experience with various office equipment: copier, printer, fax, etc.
- Administrative tasks to assist operations that include, but are not limited to:
 - o Answering the telephone

- o Data Entry
- o Validating documents
- o Professional communications with internal and external customers
- o Filing
- o Scanning and imaging documents
- o Other job duties as assigned and within the education requirements set forth

Job Requirements

- Ability to read, write, understand, and communicate English
- High School Diploma or Equivalent
- Working knowledge of Microsoft Office Products
- Professional verbal and written communication skills
- Self-motivated/positive attitude

<https://www.indeed.com/jobs?q&l=37343&sort=date&start=10&vjk=895cea145a90f2a5>

Client Administrative Representative-Remote Florida Organic Growers and Consumers/QCS United States•Remote \$18 - \$20 an hour

The client representative will have clients assigned to them. They will be responsible for all aspects of managing the administrative aspects of their clients, including ensuring renewal reminders are sent, incoming renewals are properly received, renewal dates are updated in the database, contact information is verified, fee payment forms are verified, documents are properly uploaded to ECert, outstanding fees and incoming checks are sent to billing, payment is verified, and the initial review order is created. The Client Representative is expected to build a relationship with their assigned clients such that the clients know that their Client Representative is the first go to person to contact. Will also answer phones on a rotating basis. ESSENTIAL DUTIES AND RESPONSIBILITIES: Renewals: Keep track of renewal deadlines and reminders for the assigned list of clients. o Generate a list of operations that missed this deadline and submit it to the Administrative Manager to further coordination. o Submit regular reports on clients that are past due on application renewal and include incomplete applications to Admin Manager.

Issue 1 month and 3-month renewal reminders including recertification materials Applications: Process incoming applications (new and renewal) following our procedures and checklists for assigned clients. o Process additional requests regarding other certification services (additional products, land, facility, label reviews, rush requests, etc) Maintain database updated regarding contact information or pending partial application documents, pending partial/full payments. o Follow up with clients that are behind on payments or documentation. General: Work locally (at the Gainesville office) re remotely at the discretion of the Administrative Manager. Maintain a personal relationship with assigned clients, being their primary point of contact for administrative issues. Answer incoming calls, obtain caller information, document the calls, and direct to appropriate staff. Answer client questions about the status of their certification.

https://www.careersinfood.com/client-administrative-representative-remote-job-1274586.htm??utm_source=indeed&utm_medium=feed&utm_campaign=indeed&utm_keywords=keywords&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed

Retail Stockroom Supervisor Full Time Now Hiring Marshalls

Hixson, TN 37343 Full-time

All 1,000 of our Marshalls stores embrace discovery, from designer luggage to statement shoes. Our assortment of brands is always changing, but our mission to provide the surprises that make the everyday a little more fun is unwavering. Just like working here. Everyone encourages each other and embraces the excitement that can come with change. Each shift is a new opportunity to Discover Different.

Posting Notes: Marshalls Store 0815 || 5756 Highway 153 Suite G || Hixson || TN || 37343

Job Summary:

Responsible for executing receiving and merchandising standards while ensuring Associates are processing efficiently and effectively, and working as a team. Ensures an excellent customer experience by engaging and interacting with all customers, and maintaining a clean and organized store.

Responsibilities:

- **Role models exceptional customer service**
- **Creates a positive internal and external customer experience**
- **Promotes a culture of honesty and integrity; maintains confidentiality**
- **Orchestrates truck delivery, prioritizing the processing of merchandise onto the sales floor**
- **Takes an active role in training and mentoring Associates on established merchandising and processing principals utilizing appropriate company resources and tools**
- **Ensures merchandise is properly tagged, hung, secured, and coded per company guidelines**
- **Communicates with the Coordinator on Duty to ensure efficient flow of goods to sales floor**
- **Ensures Associates execute tasks and daily activities in accordance with store plan; reprioritizes as needed**
- **Monitors and measures productivity of team and coaches as necessary**
- **Organizes and rotates back stock for easy replenishment**
- **Maintains and upholds merchandising philosophy and signage standards**
- **Maintains all organizational, cleanliness and recovery standards for the backroom area according to established company procedures**
- **Ensures compliance with recycling and, where applicable, hazardous waste programs**
- **Communicates accurately and effectively with management and Associates when setting and addressing priorities; provides periodic progress updates**
- **Provides and accepts ongoing recognition and constructive feedback**
- **Partners with Management on Associate training needs to increase effectiveness**
- **Ensures adherence to all labor laws, policies, and procedures**
- **Promotes credit and loyalty programs during customer interactions**

- Supports and participates in store shrink reduction goals and programs
- Promotes safety awareness and supports maintenance of a risk-free environment
- Performs other duties as assigned

Requirements:

- Able to work a flexible schedule to support business needs, including nights and weekends
- Superior organizational skills with attention to detail
- Capable of handling multiple tasks at one time
- Ability to respond appropriately to changes in direction or unexpected situations
- Team player, working effectively with peers and supervisors to accomplish tasks
- Capable of lifting heavy objects with or without reasonable accommodation
- Strong communication skills
- Ability to train others
- One year retail and 6 months of leadership experience

https://www.indeed.com/rc/clk?jk=d9d53aabcf2f6b9c&from=vj&pos=bottom&mvj=0&jobsearchTk=1fgmhsI10t65j800&sjdu=YmZE5d5THV8u75cuc0H6Y26AwfY51UOGmh3Z9h4OvXjprqehOBABLpbt8xSWJFg2kiS-2XS_43VyhyRGICpJaw&astse=f7fe485a510a0d6f&assa=3810&vjfrom=vjs

Retail Cashier Supervisor Full Time Now Hiring Marshalls Hixson, TN 37343 Full-time

Responsible for promoting an excellent customer experience. Oversees a team of Associates at front of store ensuring prompt, courteous customer service and promotion of loyalty programs. Leads by example by engaging and interacting with all customers, and maintaining a clean and organized store.

Responsibilities:

- **Role models exceptional customer service**
- **Creates a positive internal and external customer experience**
- **Promotes a culture of honesty and integrity; maintains confidentiality**
- **Takes an active role in training and mentoring Associates on front end principals using appropriate company resources and tools**
- **Trains and coaches Associates on personalizing the customer experience while promoting loyalty programs**
- **Assigns registers, supports and responds to POS coverage needs, and coordinates breaks for all Associates**
- **Addresses customer concerns and issues promptly, ensuring a positive customer experience**
- **Ensures Associates execute tasks and daily activities in accordance with store plan; reprioritizes as needed**
- **Communicates accurately and effectively with management and Associates when setting and addressing priorities; provides periodic progress updates**
- **Provides and accepts ongoing recognition and constructive feedback**
- **Partners with Management on Associate training needs to increase effectiveness**
- **Ensures adherence to all labor laws, policies, and procedures**
- **Promotes credit and loyalty programs during customer interactions**
- **Supports and participates in store shrink reduction goals and programs**
- **Promotes safety awareness and supports maintenance of a risk-free environment**
- **Performs other duties as assigned**

Requirements:

- **Available to work flexible schedule to support business needs, including nights and weekends.**
- **Strong understanding of merchandising techniques**
- **Capable of handling multiple tasks at one time**
- **Strong organizational skills with attention to detail**
- **Ability to respond appropriately to changes in direction or unexpected situations**
- **Team player, working effectively with peers and supervisors to accomplish tasks**
- **Strong communication skills**
- **Ability to train others**

- One year retail and 6 months of leadership experience.

https://jobs.tjx.com/Marshalls/job/Hixson-Retail-Cashier-Supervisor-Full-Time-Now-Hiring-TN-37343/795246000/?feedId=289100&utm_source=Indeed&utm_campaign=TJX_Indeed&utm_source=Indeed

Housekeeping Assistant \$1000 Sign-on Bonus! Life Care Center of Ooltewah

Ooltewah, TN 37363

\$1,000 sign-on bonus!!

Come and grow with us! We are affiliated with Life Care Centers of America, which is a privately owned 47-year industry leader in healthcare with more than 200 locations across the U.S. We are currently seeking a qualified Housekeeping Aide to add to our team of professionals. We believe that every job in our company plays a vital role in our continued growth and commitment to provide quality patient care. We believe in providing our associates with opportunities to help them reach their maximum potential through working with strong multidisciplinary teams. We invite you to come and join our growing team.

As an important member of our team, the Housekeeping Aide performs day-to-day housekeeping services ensuring a clean, attractive facility in accordance with all applicable laws, regulations, and Life Care standards. Your role will be performing day to day housekeeping duties including: dusting, vacuuming, disinfecting, polishing, emptying wastebaskets, cleaning, replenishing, and mopping.

Education, Experience, and Licensure Requirements:

- High school graduate or equivalent preferred
- Prior health-care experience preferred

Specific Job Requirements:

- Must possess the ability to make independent decisions when circumstances warrant such action

- Maintain professional working relationships with all associates, vendors, etc.
- Must exhibit excellent customer service and a positive attitude towards patients

An Equal Opportunity Employer

<https://www.indeed.com/jobs?q&l=37343&sort=date&start=10&vjk=26f3262f3a325b0a&advn=1615546320570283>

General Laborer Rangam Consultants Inc. Chattanooga, TN 37416 \$14 an hour - Full-time

1st Shift - 7am - 3pm; 2nd Shift - 3-11pm; 3rd Shift - 11pm - 7am.

Monday - Friday (3rd shift on Friday ends Saturday at 7am)

MUST DO A BASIC READING WRITING MATH SKILLS

Description:

- Must be able to read a tape measure/ruler.
- Lift 40-50lbs
- Candidates will be working on production floor doing various jobs such as feeding machines, taking off lines, stacking product, cleaning etc.
- Client does not permit any Contract Employee to operate motor vehicles.
- 5+ years of experience.

Job Type: Full-time

Pay: \$14.00 per hour

<https://www.indeed.com/jobs?q&l=37343&sort=date&start=10&vjk=eac60fa93c7030d9>

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/>