

Job List for Week of November 13th

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. This list is also available on our website at www.nnhouse.org/job-listings/

Office and Scheduling Specialist Northside Neighborhood House 211 Minor St, Chattanooga, TN 37405 \$37,000 - \$40,000 a year - Full-time

Job Title: Office & Scheduling Specialist

Reports To: Chief Stability Officer

Classification: Full-Time, Salary, Non-Exempt

Northside Neighborhood House envisions a thriving community working together to facilitate cross-generational stability, empowerment, and elimination of barriers for all of our neighbors. Through a collaborative approach, the NNH provides basic needs support in addition to access/educational opportunities for neighbors to achieve short and long-term goals that will lead to economic mobility.

Position Summary: The Office and Scheduling Specialist is an energetic, team-oriented professional who will provide administrative support and a welcoming environment for all who visit NNH. This position is responsible for coordinating with all departments to ensure smooth operations of our main agency office. This position is the first point of contact for community members visiting or calling and serves as receptionist, customer service representative, administrative assistant, and office coordinator. This position collaborates closely with various teams and must remain friendly, patient, and calm while managing multiple requests and should be able to prioritize tasks to help all teams meet business needs.

This position is on-site in our main agency office with no remote/telework available. This position is expected to work during agency hours Monday-Friday from 8:30am-4:30pm.

This position is eligible to participate in our benefits package which includes medical, dental, vision, retirement, and paid time off.

Job Duties & Responsibilities:

- Serves as a positive first point of contact for the agency through managing calls and the front entry point for the main office.
- Engages positively with all clients, program participants, volunteers, donors, vendors, and coworkers.
- Responsible for answering the telephone and directing calls/messages to the appropriate party, including transferring calls and placing on hold.
- Greets all guests and notifies appropriate team members of their visitors.
- Supports calendar management for the main office, stability team, and truck team.
- Coordinates with Chief Operations Officer & Executive Administrative Coordinator as needed to ensure the office runs smoothly.
- Supports confidential data entry for multiple aspects of programming with a focus on the Stability department.
- Prepares monthly reports detailing the number of clients served, services completed, and thrift vouchers provided to the community.
- Pulls financial reports weekly to create check request forms & submits to the Chief Stability Officer & Bookkeeper.
- Schedules thrift donation pick-ups and deliveries.
- Logistical planning of truck routes to align with delivery schedules, taking into account factors like location of each pick-up or delivery and loading time to meet customer expectations and ensure on-time deliveries.
- Determines acceptability of large furniture & appliance donations, including but not limited to reviewing images of potential donations & through communications with donors.
- Uses independent judgment to plan, prioritize, and organize a diverse workload.
- Accepts donations to the agency and provides receipts as needed.
- Assists NNH staff with various administrative tasks such as bulk printing, mail merging, mass mailers, binder set up for meeting books, etc.
- Submits work orders & office supply orders in a timely manner.
- Organizes incoming & outgoing packages and other mail efficiently, ensuring items are distributed to the correct individuals within 1 business day.

- Maintains organizational confidentiality and protects operations by demonstrating utmost discretion, a high degree of professional behavior, approachability, responsiveness, and competency.

- Seasonal Responsibilities include:

- o Assisting with scheduling VITA Tax appointments and reminder calls during tax season.

- o Supporting planning and organization efforts for seasonal events like School Supplies distribution.

- o Managing Christmas-related tasks, including sending letters to repeat clients and bulk mailing of thank-you notes.

We seek candidates with the following qualifications:

Education/Experience:

- College degree preferred or relevant equivalent experience

- Front office experience preferred

- Experience in social services preferred

- 2 years of non-profit experience preferred

- Customer service or office administration experience preferred

Physical Skills:

- Ability to sit, stand, bend, and reach.

- Ability to sit for long periods of time.

- Ability to lift up to and sometimes over 20lbs.

- Manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephone, and other office equipment is required.

- Hearing and vision necessary to perform the essential functions of this position required

Equipment/Technology:

- Must be able to use a computer & web-based services
- Must be able to use and quickly learn new software to support agency priorities.
- Experience with Google suite & MS suite preferred
- Experience with email, word processing, and spreadsheets required
- Must be able to schedule in Google calendar & link location from Google maps

Skills/Abilities:

- Is committed to understanding and promoting the Neighborhood House's mission to clients, customers, networking agencies, area churches, coworkers, and volunteers.
- Is balanced, tactful, perceptive, and discreet in working with clients, networking agencies, churches, and staff.
- Able to strictly safeguard confidential information and respect clients' privacy.
- Able to work with the public without discriminating and with patience and tolerance.
- Exceptional written and oral communication skills, including spelling and grammar.
- Exceptional listening skills to understand what guests need and help direct them to the appropriate staff member to fulfill their needs
- Organizational skills to manage all of the moving parts of the agency.
- Cultural competence to understand and value clients' unique perspectives.
- Able to self-regulate and maintain a calm demeanor during times of high stress.

- Has patience and understanding in working with individuals from low socioeconomic status.
- Works cooperatively and collaboratively with other members of the NNH team including all internal and external stakeholders.
- Is dependable, punctual, and honest in dealing with time, money, and materials.
- Able to keep detailed, comprehensive records
- Professional, organized, thorough and gives attention to details.
- Creative and takes initiative with new ideas.
- Demonstrates effective problem-solving skills.
- Able to follow instruction, be self-reflective and accept feedback.
- Knowledgeable about and follows ethical practices in a social service context, especially confidentiality.
- Able to accurately work with numbers and money.
- Bilingual in English/Spanish is a plus.

<https://www.indeed.com/jobs?q=Northside+Neighborhood+House&l=Hixson%2C+TN+37343&vjk=9b0de414a6099128>

CommUNITY School Program Assistant - Soddy Daisy and Hixson Northside Neighborhood House

\$16 an hour - Part-time

We are seeking energetic, upbeat and engaging individuals who want to make a lasting positive impact in a child's life through our after school programs. Activities include homework support, mentoring, life-skills, and enrichment. If you enjoy the challenge and rewards of investing in students, this is the position for you!

LOCATION: We are seeking staff for programs located at schools in the Soddy Daisy and Hixson communities. These positions will require staff to be on-site at the assigned school.

POSITION START & END DATES: ASAP - May 17th, 2024

HOURS: Typically Monday – Thursday, 1:45p.m. - 5:00p.m; hours may vary slightly. Some Fridays may be needed, hours and schedule will be finalized closer to school start.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Coordinator in planning and implementation of a variety of learning and social experiences that promote positive student wellbeing and development
- Lead and supervise students in both small and large group activities
- Create an engaging environment that fosters safety and a sense of belonging for all participants
- Assist students in working on and completing school assignments and projects
- Assist Coordinator in maintaining program standards of student behavior to promote effective participation in activities
- Support and encourage program volunteers in developing and engaging in positive mentoring relationships with students
- Set up and maintain a clean and organized environment for students; demonstrate and involve students in cleaning and organizing activity areas before, during and after use.
- Perform a variety of low-level clerical duties to support programming such as log and recording information and basic data entry.
- Participate in regular staff meetings
- Perform related duties as deemed necessary by the Community School Coordinator

QUALIFICATION REQUIREMENTS:

- Desires to build positive relationships with youth.
- Communicates with youth effectively and constructively.
- Organizes and implements activities with groups.
- Has knowledge of or desire to learn behavior management for groups.
- Follows directions and asks great clarifying questions when needed.
- Able to stand for long periods of time.
- Prefer previous experience working with students and/or children
- Prefer some college experience

Job Type: Part-time

Pay: \$16.00 per hour

Expected hours: 12 – 15 per week

<https://www.indeed.com/jobs?q=Northside+Neighborhood+House&l=Hixson%2C+TN+37343&vjk=edf6f4b26e8675ce> - Soddy

<https://www.indeed.com/jobs?q=Northside+Neighborhood+House&l=Hixson%2C+TN+37343&vjk=be16a16bfa2166c1> - Hixson

CSR/Dispatcher Temco Logistics Chattanooga, TN From \$17 per hour

Temco Logistics – Where we have PRIDE in everything we do!

Passion Respect Integrity Dedication Energy

We are looking for a full-time, reliable, detail-oriented, problem solving, positive attitude having CSR to join our Chattanooga, TN team! If this sounds like you, please apply now!

Responsibilities:

- Assist with open driving routes daily.
- Monitoring drivers and their routes.
- Complete paperwork daily.
- Answering incoming calls and responding to customer concerns.
- Schedule and confirm delivery teams daily.
- Ability to map locations and give directions effectively.
- Prepare paperwork for the following day's routes.
- Read route sheets thoroughly with the ability to plan trips to save time and fuel.
- Communicate with dispatch and contact customers when needed.
- Communicate with Drivers/Teams to assess their route scheduled and timing of deliveries.
- Ability to professionally communicate with internal staff, external customers, and vendors.

Requirements & Skills Needed:

- High School Diploma or equivalent
- Able to pass prescreen requirements for employment.
- Must be proficient in MS Word, MS Excel and Outlook.
- Must be organized and able to prioritize multiple tasks in a busy office setting.
- Superior listening, verbal, and written communication skills
- Empathetic & Patient
- Proven customer support experience or experience as a client service representative
- Strong phone contact handling skills and active listening
- Customer orientation and ability to adapt/respond to different types of characters.

Temco Logistics is a family-owned company that has been delivering and installing home goods since its inception in 1968. With millions of home deliveries performed for some of America's largest retailers, we continue to innovate and provide world class final mile delivery and installation services.

Temco Logistics is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

https://www.indeed.com/jobs?q=&l=Hixson%2C+TN+37343&radius=35&start=10&pp=gQAPAAABi6UVB_AAAAACFlimnAAvAQEBBgJiPwuzZw-_dhNNa_hctQZgMul5

Mailroom Associate (Cigna) Firstsource Transaction Services, LLC 1232 Pointe Centre Dr, Chattanooga, TN 37421 From \$16 an hour - Full-time

GENERAL SUMMARY:

Candidate must be able to work in a volume driven, fast paced, environment. It is necessary to complete tasks in accordance with client guidelines and in a quick and efficient manner.

Foundation Knowledge, Skills, and/or Abilities Required

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

Shift: 7am - Clean of Desk (*clean of desk means you will work until all tasks have been completed, some days you will work longer than 8hours)

RESPONSIBILITIES:

The principal duties for the Mailroom Associate include, but are not limited to:

- Acquire and open the mail
- Identify and separate mail according guidelines
- Dispose of PHI material in approved HIPAA bins
- Excellent attention to detail
- Work without constant supervision
- Able to manage multiple tasks
- All other duties as assigned

ADDITIONAL RESPONSIBILITIES:

- Must work until “clean desk”
- Maintain a high standard of quality
- Comply will attendance and punctuality policy
- Prompt and dependable

- Comfortable working in a production environment and meeting deadlines
- Good organizational skill
- Must be able to work a varied work week and hours

EDUCATION:

High School diploma or GED

WORKING CONDITIONS:

- Fast-paced production environment
- Must be able to sit and work extended periods of time
- Must be able to lift and move 30 – 60 pound boxes

<https://www.indeed.com/jobs?q=&l=Hixson%2C+TN+37343&vjk=cb9809e49890bb0f&advn=2078695255399628>

Sales Associate Electronic Express in Hixson, TN 37343 \$15 - \$20 an hour - Full-time, Part-time

Sales Associates will ensure Electronic Express delivers a first-class experience as the premier destination for electronics, appliances, and more. You will strive to fill customer needs and make sure that no customer is left unserved or underserved. We require our sales associates to communicate the benefits of purchasing from our brand.

- ***Sales experience beneficial but not required.***
- ***Good attitude, and a willingness to learn required.***
- ***Ability to adapt to the forever evolving technological changes and communicate changes to returning and potential customers.***
- ***Opportunities for advancement are always available as we are a growing company.***

Specific Tasks:

Understand and utilize basic selling skills to properly engage and present solutions to customers

Deliver exceptional customer service

Create an inviting environment for customers by maintaining a neat, clean, and friendly store
Ensure inventory and merchandising standards are upheld
Perform front-end responsibilities such as cashier and returns
Correctly file paperwork and run financing for our customers Perform other related duties as assigned by management

<https://www.indeed.com/jobs?l=Hixson%2C+TN+37343&radius=5&vjk=c04fbc8bdb384b0c&advn=3534194054174086>

Team Member Chick-fil-A 209 Northgate Mall, Chattanooga, TN 37415 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 that goes far beyond just serving a great product in a friendly environment. Chick-fil-A is a great opportunity for people of all ages and backgrounds, and no experience is necessary. As a Team Member, you will welcome & greet guests, take and prepare customer orders, support the kitchen team, assemble food & drink orders quickly and accurately, and ensure each guest leaves with a smile. We are looking for friendly, enthusiastic people who enjoy serving customers. We will teach you everything else you need to know!

At Chick-fil-A, the team member role is more than just a job, it's an opportunity. Team members gain life experience that goes far beyond just serving a great product in a friendly and fun environment. Chick-fil-A is an opportunity for people of all ages and backgrounds. We are looking for both full-time and part-time team members. Team members must be available a variety of weekdays and on both Friday and Saturday. We are looking for hard-working, team-oriented, friendly and honest people. Perks of being a Chick-fil-A Team Member include flexible hours, competitive pay and a positive atmosphere!

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:

- **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.

REQUIREMENTS

- Must be at least 16 years of age upon hire date
- Must be eligible to work in the United States
- Must have a source of reliable transportation
- Ability to handle all equipment, pans, pots, navigating shelving both high and low
- Reading, writing, and basic math and verbal communication skills required
- Works in hot, noisy and fast paced environment
- Mobility required during shifts
- Must work well under pressure
- Must be able to respond to changes or edits to orders quickly and efficiently

Chick-fil-A, Inc., Founder S. Truett Cathy started the business in 1946, when he and his brother, Ben, opened an Atlanta diner known as The Dwarf Grill (later renamed The Dwarf House®). Through the years, that restaurant prospered and led Cathy to further the success of his business. In 1967, Cathy founded and opened the first Chick-fil-A restaurant in Atlanta's Greenbriar Shopping Center. Today, Chick-fil-A has the highest same-store sales and is the largest quick-service chicken restaurant chain in the United States based on annual system-wide sales. Today, Chick-fil-A is America's #1 fast food restaurant.

https://app.higherme.com/jobs/647dd49df140e?utm_source=appcast&ccuid=49642191991&itk=B8EMKT3GXG

JANITOR (FULL TIME and PART TIME) SSC Services for Education

Hixson, TN 37909 \$13 an hour - Full-time, Part-time

SSC

- We are hiring immediately for full time and part time JANITOR positions.

- **Location:** Hiring for schools in North River area (Openings at other locations within school district available) *Note: online applications accepted only.*
- **Schedule:** Full time and part time schedules available; open availability preferred. Hours and days may vary; more details upon interview. (Full and Part Time with the flexibility to meet most scheduling needs)
- **Requirement:** No previous experience is required. Willing to train!
- **Starting Pay:** \$13.00 per hour
- **Perks:** SSC invests in our employees with training and growth opportunities, but the benefits don't stop there, SSC offers a* comprehensive benefits package and we are also excited to offer same day pay! *At SSC we truly believe that our people are our greatest asset.

The advertised program is a conversational recruiting assistant that helps you apply to jobs with Compass Group. Message frequency varies. Message and data rates may apply. Text STOP to opt out or HELP for help. Terms and conditions: <http://olivia.paradox.ai/moSkG>
 SSC Services for Education is a Nationwide Best in Class Facility Service Provider. As a member of Compass Group we create clean, safe, and distraction free learning environments for students of all ages. With a focus on a people first culture, growth opportunities, and supporting local communities we set the stage for a meaningful career in educational facilities nationwide.

Job Summary

Summary: Keeps buildings clean and orderly. Performs heavy cleaning duties, including cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.

Essential Duties and Responsibilities:

- Collects and disposes of trash following approved procedures and infection control plans.
- Dusts and damp mops floors following approved procedures.
- Moves equipment and furniture for proper cleaning and place furniture back in correct placement.
- Cleans assigned areas with the use of assigned materials and equipment. Sanitize all surfaces. Follows the eight-step cleaning procedure.
- Washes walls, windows, furniture, baseboards and other items to maintain a clean, safe environment for patients, visitors and staff.
- Seeks out areas requiring cleaning; takes initiative to complete the task.
- Completes all tasks assigned by supervisor.
- Performs tasks in accordance with all federal, state and county guidelines.
- Strips, scrubs, buffs and refinishes floors; shampoos carpet.

- Contributes to the team; exhibits professionalism with customers, fellow employees and others.
- Performs other duties as assigned.

Enhance your quality of life through our comprehensive benefits:

- Medical/Dental/Vision Insurance
- 401K with Company Match
- Disability Insurance
- Life Insurance/AD
- Associate Shopping Program
- Health and Wellness Programs
- Discount Marketplace & Employee shopping program
- Identify Theft Protection
- Pet Insurance
- And More

SSC maintains a drug-free workplace.

SSC & Compass Group: Achieving leadership in the facility service industry

Compass Group is an equal opportunity employer. At Compass, we are committed to treating all Applicants and Associates fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

<https://www.indeed.com/jobs?q=&l=Hixson%2C+TN+37343&radius=5&start=30&pp=gQAAtAAABi13ARUoAAAACFZPnygBPAQEBDwwfyfx1aZ22lgS-piFa9MlfN1U16mWmx9ArdMp6TGEOzUPoCy8p6hn7bswvq0Sht2OOy9HhsMRxMioFZMVk-9uCbUEzCgrYlhxzhQAA&vjk=842e824abf72ac56&advn=5683043143049534>

Corrections Officer Hamilton County Sheriff's Office - TN 7609 Standifer Gap Rd, Chattanooga, TN 37421 From \$51,500 a year - Full-time

NOW OFFERING A \$1,500 SIGN ON BONUS.

APPLICANTS MUST MEET THE MINIMUM QUALIFICATIONS TO BE CONSIDERED. THANK YOU FOR SHOWING INTEREST ON INDEED. YOU MUST GO TO OUR WEBSITE AT [www.@hcsheriff.gov](http://www.hcsheriff.gov) TO APPLY FOR THIS POSITION.

IF YOU HAVE ANY QUESTIONS, YOU SHOULD CONTACT HCSO HUMAN RESOURCES AT 423-209-7657 or 423-209-7014.

To apply you MUST

- provide a complete and thorough employment history, from leaving high school to the present date (both full and part time)
- attach to the application a copy of your high school diploma or transcript, drivers license and social security card. If you have military experience, a copy of your DD214.

If an applicant, who is 21 years of age or older, decides to take and pass the test, he/she will be considered for a Corrections Officer position. If not, then the applicant will be considered for a Corrections Service Officer, along with any applicant who has not reached their 21st birthday. HCSO HR and Corrections Training staff have tentatively scheduled the physical agility test, written test, interviews and tour of the jail on Wednesdays at 4:00 p.m. and Saturdays at 9:00 a.m., at the Hamilton County Jail in the Corrections Training Room on Floor 1B located at 601 Walnut Street, Chattanooga TN. The agility test will consist of sit-ups, push-ups and a combination climbing stairs and a dummy drag. With the sit-ups and push-ups, you will have a minute each to complete as many as you can. Which also means if you cannot do sit-ups, you can excel in another area (push-ups or stairs/dummy drag) to make up the points. The dummy weighs approximately 180 pounds. You will be given instructions on the stairs/dummy drag on the date of the testing and that phase is based on the amount of time to complete.

Corrections training staff will coordinate with the applicant and HCSO HR to schedule a date. The process usually takes 2-3 hours depending on the number of applicants attending.

The employment start date will depend on the length of time to complete the HR pre-employment process to include the optional agility test, written test, interview, tour of the jail facility, polygraph, investigative background, psychological and medical physical.

DEFINITION: Under direct supervision, provides a safe and healthy environment for inmates and visitors to the Hamilton County Jail and Detention Center including family members, parole board members, probation officers, and other members of the criminal justice system; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.)

TASKS: Tasks performed by Corrections Officers in the Hamilton County Jail and Detention Center vary by assignment and may be placed in any one of the many responsibilities and assignments based on department needs. However, each Corrections Officer is expected to meet a minimum standard of providing a stable, coherent, and predictable facility where inmates and visitors are relatively safe, conditions are humane and opportunities for meaningful work and/or programs are available.

Executes emergency and contingency plans; takes responsibility for safety, security and sanitation in the assigned area

This class description provides the basic requirements of the job of a Corrections Officer. An officer's responsibilities and assignment could be in Booking, Central Control, Commissary, Court Holding, Floors, Food Services, Maintenance, Medical, Property, Records, Recreation, Security, Sentence Management, Training, Transportation, Visitation, and Laundry as well as any other related duties as assigned.

MINIMUM QUALIFICATIONS: Applicant must be at least twenty-one (21) years old (must be 21 in Tennessee to carry a weapon), be a citizen of the United States, be a high school graduate or possess its equivalency, which shall include a general educational development (GED), not have been convicted of, or pled guilty to, or entered into a nolo contendere to any felony charge or to any violation of any federal or state law or municipal ordinance relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances; not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States; have the persons fingerprints on file with the Tennessee Bureau of Investigation; have passed a physical examination by a licensed physician; have a good moral character as determined by a thorough investigation conducted by the Sheriffs Office; and be free from an disorder as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association that would, in the professional judgment of the examiner, impair the subject's ability to perform any essential function of the job or would cause the subject to pose a direct threat to public safety. An applicant must be certified as meeting these criteria by a Tennessee licensed health care provider qualified in the psychiatric or psychological fields..

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of ACA Standards for Adult Local Detention Facilities.
- Knowledge of applicable federal, state and local statutes, ordinances, laws, rules, regulations, policies and procedures.
- Knowledge of the principles and practices of corrections management.
- Knowledge of the Hamilton County Jail and Detention Center procedures.
- Knowledge of the principles, practices, and procedures of the criminal justice system.
- Knowledge of radio communications.
- Skill in interacting with public, law enforcement and the courts.
- Skill in acute observation and awareness of activities in a jail setting.
- Skill in executing and maintaining effective relationships with inmates.

- Skill in maintaining one's personal and professional standards.
- Skill in operating jail equipment in an emergency situation.
- Skill in oral and written communications.

PHYSICAL REQUIREMENTS: Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire 12-hour shift. Employees and inmates are both subject to harm and danger with the possibility of airborne/blood borne pathogens. The Hamilton County Sheriff's Office promotes a drug/alcohol-free work environment through the use of pre-employment and random drug testing.

http://www.hcsheriff.gov/administration/human_resources.php

Warehouse Associate Staff Management Solutions, LLC Chattanooga, TN

\$14.50 - \$15.00 an hour - Full-time, Part-time

Staff Management | SMX is currently hiring Warehouse Associates in Chattanooga, TN! We offer flexible scheduling options for both full-time and part-time positions. As a Warehouse Associate, you will enjoy weekly paychecks, medical/dental insurance, and other benefits.

- Full-Time: 7 am to 7pm (day shift) or 7 pm to 7am (night shift)
- Part-Time: 12-hour shifts, choose the days of the week you're available for up to 36 hours per week.

Perks & Benefits: Weekly paychecks, Direct Deposit or Cash Card pay options, Medical / Dental Insurance, Climate Controlled Environment

Shifts: 1st Shift, 2nd Shift, Weekend Shifts, Flex Scheduling, Rotating Shifts.

Employment Types: Full Time, Part Time.

Pay Rate: \$14.50 - \$15.00 / hour

Duties:

- Accurately pick and pack bags of product into cases, ensuring correct count and configuration
- Prepare palletized cases for shipment
- Maintain product quality standards throughout assigned tasks

- Keep the work area safe and clean
- Follow written standardized operating procedures and work instructions
- Perform routine quality inspections
- Adhere to site cleaning policies

Position Requirements:

- All positions are in a warehouse environment and require standing for the duration of the shift
- Must be able to work 12-hour shifts
- Warehouse Associates must wear company-issued uniforms and steel-toed shoes
- Compliance with Food Manufacturing GMP policy is mandatory

Requirements: Background Check, Drug Test, Must be at least 18 years old, Able to Lift 30 pounds, required education: No Education Requirement

<https://apply.smjobs.com/listing/?jobCode=718S&mediaCode=IDC&applicantpickedcountryid=1>

All Shifts Available paying \$15-20 Express Employment Professionals Chattanooga, TN 37421

Express Employment Professionals is hiring for over 100 different companies. We have 300 job opportunities.

Painters-\$16-\$20

Forklift Operator-\$16-\$18

Mig Welders-\$18+

Heavy Equipment Assemblers-\$17-\$19

Shipping/Receiving-\$15-\$17

Counter Sales-\$15-\$16

CDL Drivers- \$18+

We have 1st,2nd,3rd shifts. 8hrs/10hrs/12hrs

PLEASE COME INTO THE OFFICE- WE ARE LOCATED AT 5922 SHALLOWFORD.

OR APPLY ONLINE AT : <https://www.expresspros.com/ChattanoogaTN/Job-Openings.aspx>

About us:

Express works with job seekers to help find the right job for their skills and experience. We have a variety of jobs available, including full-time, part-time, and temporary positions. As one of the leading staffing companies in North America, State, and Location Name, we're ready to help you take the next step in your career.

Express Employment Professionals is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all people and to hire and promote individuals solely based on their qualifications for the job.

In compliance with applicable federal, state/province and local law, employment decisions are based on business needs, job requirements, and an individual's qualifications regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability, genetic information or protected veteran status. We do not tolerate discrimination or harassment based on any of these characteristics and expect that our employees and associates will cooperate in maintaining an atmosphere free of discrimination and harassment.

Apply today on the ExpressJobs app! Search for other great job openings in your area, build your profile, show off your skills and apply, all from your mobile device.

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/>



Become a Work Ready Intern

What is Work Ready?

The Work Ready program is designed to support TANF eligible individuals, who have a high school education or GED/HISET, to gain paid internships and college education. The goal is to provide a track towards permanent employment in the licensed child care industry.

Program Highlights

- Paid internship of \$15/hour for up to 15 hours/week of work
- Receive free college classes and/or other related early childhood training from Chattanooga State Community College
- Mentorship from Employment Specialists and lead teachers
- \$25/week transportation stipends
- Internship track to full-time employment in licensed child care agencies
- Retention bonuses after employment:
 - \$100 at 3 months
 - \$100 at 6 months
 - \$250 at 1 year

Apply Now

Scan the QR Code below to begin the intern application process. If you are a provider, visit the link below.

<https://tinyurl.com/WBagency>



CONTACT US

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This project is funded under a Grant Contract with the State of Tennessee.



Join our Team!

**Bilingual Service Technician
Opportunity!**

 Chattanooga, TN

Offering \$16-\$18/hr and working M-F 7:30am to 4:30pm

As a Service Technician, You will:

Service & repair Pneumatic Tools

Service & Repair Air Compressors

Run Sales Counter & Warehouse Duties

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Experience in construction and/or manufacturing would be an
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