



Job List for Week of October 20th

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



CLERICAL SUPPORT - North Pediatrics-Galen Medical Group Pc- 1039 Executive Dr, Hixson, TN 37343-Full-time

Full job description

Clerical Support- North Pediatrics

Galen Medical Group offers several medical specialties throughout the Chattanooga region. We provide quality care and patient-friendly services to adults and children of all ages.

Our mission is to elevate the health of our community through multiple medical specialties providing excellent care delivered with wisdom, compassion, integrity, and a commitment to technology, education, and scientific inquiry. Galen is CHATTANOOGA'S Doctor!

Summary/Objective:

Welcome visitors by greeting them in person or over the telephone in a prompt, professional and courteous manner recognizing this position is the initial representation of all Galen Medical Group and the Site specifically. This position provides support in the following areas: Check-In, Check-Out, Switchboard Operator, Appointment Scheduler, and/or Receptionist.

Essential Functions: *Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

- Exhibits a high-level customer service approach by greeting all patients and visitors in a timely and helpful manner.
- Obtain, update, and enter demographic and insurance information for the patient into the practice management system (PMS).
- Scan patient's insurance cards into the PMS. Verify coverage and eligibility.
- Point of Service collections – Collect Co-pays, Co-insurance, Past Due balances and Collection balances per site protocol.
- Notifies appropriate personnel of the patient's presence for medical services.
- Performs daily reconciliation of cash, checks, and credit card payments.
- Responsible for credit card batch processing and daily deposit reconciliation.
- Notifies the manager immediately of discrepancies in payments and collections, including discrepancies with out-of-balance batch reports.
- Knowledgeable of participating insurance plans accepted by the office.
- Provide the patient with updates regarding delays in the Provider's schedule.
- Assures the Waiting room is clean and tidy at all times.
- If Check-Out duties are included in your job position, the following guidelines must be followed:
 - Schedule future appointments
 - Point of Service collections if done post visit

- Return to Work and School notes
 - Schedule specialist appointments, and outside testing depending on site.
- If Switchboard duties are included in your job position, the following guidelines must be followed:
 - Responsible for opening the Switchboard when the clinic opens.
 - Transfers and removes lines to and from the forwarding function to answering service when deemed appropriate by the manager.
 - Receives telephone messages via telephone and/or fax from the answering service and relays messages to the appropriate parties.
 - Answers all incoming telephone calls and alerts the appropriate staff of needs.
 - Courteously and efficiently assists patients with their needs when receiving calls.
 - Accurately records detailed messages and sends task to the appropriate person.
 - Notifies personnel of incoming telephone calls according to the department guidelines.
 - Refers to On Call schedule daily and relay to the answering service before closing the office.
 - Active participation in process improvement efforts.
- If Appointment Scheduling is included in your job position, the following guidelines must be followed:
 - Check availability for requested appointment. If provider or time is not available, offer alternate options to the patient according to office protocol.
 - Schedule appointments in PMS.
 - Reschedule patient appointments as requested.
 - Manage recall list.
- If Pharmacy duties are included in your job position, the following guidelines must be followed:
 - Answering telephone calls and conducting outbound calls.
 - Checking in patients for Patient Assistance and Pharmacy appointments.
 - Running the Pharmacy P.O.S. system.
 - Setting up Pharmacy deliveries.
 - Assisting with other Pharmacy Related duties as necessary.
- May be required to assist other team members based on office demands.
- Must adhere to HIPAA guidelines at all times in order to maintain the highest level of patient confidentiality.

- Other duties as assigned by Regional Manager or Site Manager.

Other Duties/Responsibilities:

- Promote the mission, vision, and values of Galen Medical Group.
- Maintain confidentiality of all patients, medical, financial, and legal information.
- Report to work on time and as scheduled.
- Represent the organization in a positive & professional manner.
- Comply with all organization policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services as directed by your manager.
- Consistently demonstrate the value of the team concept.
- Understands and abides by OSHA, HIPAA & CLIA standards.

Knowledge/Skills/Abilities:

- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities.

The above job description is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities, or requirements.

QUALIFICATIONS:

Required:

- High school graduate or equivalent.
- Must be computer literate.

- Ability to perform mathematical calculations.
- Above-average spelling skills.

Preferred:

- 2-3 years' medical receptionist experience.
- Medical experience and terminology helpful but not required.

As part of the Galen Medical Group, the applicant must be a team player and provide excellent customer service while assessing our patients' needs efficiently. Perform all duties in compliance with Galen Medical policies, HIPAA, and OSHA standards.

Galen Medical Group is a member of the TN Drug-Free Workplace and it is a requirement that we conduct a pre-employment drug screen, as part of the hiring process.

Why should you apply?

- 401(k) benefits.
- Education reimbursement.
- Holiday Pay.
- Great earned time-off policy.
- Company-paid Life Insurance & Long Term Disability.

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Customer Service Specialist- Sodexo at Erlanger Health System- 975 E 3rd St,- Chattanooga, TN 37403-\$14 an hour - Full-time

Full job description

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 selected candidates must complete background and health requirements prior to hire including drug screen, complete immunizations, TB testing, and annual Flu vaccination.

Location: This location is accessible by public transportation.

Erlanger Baroness Hospital

975 East Third Street

Chattanooga, TN 37403

Primary work hours are 11:30 am -7:30 pm.

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

Company Benefits for *Full Time* employees include:

- Health & Welfare Benefits (Medical, Dental, Vision, Disability, Life/Accident Insurance)
- 401(k) Retirement Savings Plan
- Tuition Reimbursement
- Paid Time Off (Holiday, Vacation, Sick, and Bereavement Leave)
- Employee Discounts (from Sodexo and as an Erlanger Associate)

The Customer Service Specialist may work in either a Food or Facilities operation. Their main function is to handle customer service interactions through either face-to-face, email or telephone communications. May operate a switchboard to route incoming calls to the appropriate party. The Customer Support Specialist may be required to record and document various client interactions for management follow-up, provide administrative duties for the front desk, guest services and similar facilities or locations . 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 and client requirements.

General Responsibilities:

- Handles customer service inquiries and problems via the telephone, routing incoming calls to the appropriate party, operating paging system, recording recurring problem areas.
- Provides immediate assistance to customers as requested.
- Maintains a method to document, track and research customer calls, data input, room inventory, etc
- Shares recurrent problems identified by customer input.

- Reviews statistics and trends with appropriate personnel.
- May respond to e-mail inquiries.
- May send written communications in response to customer comment forms.
- Identifies needs and makes recommendations for quality improvement that creates perceived value to customers.
- Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.
- Answers inquiries pertaining to hotel services, shopping, dining, and entertainment.
- Makes and confirms reservations for hotel, transportation, restaurant, entertainment and/or tour reservations.
- Provides travel directions.
- May fulfill special service requests on an as needed basis. Multi-tasks and performs administrative duties as required.
- Complies with all Sodexo HACCP/OSHA, and/ or local policies and procedures related to all assigned work.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned; such as issue room keys, receive and transmit mail, etc
- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends and some holidays.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Experience/Knowledge:
 - High School diploma, GED, or equivalent experience.
 - 0 to 2 years related experience.

Skills/Aptitude: **Presents self in a highly professional manner to others and understands that honesty and ethics are essential.** Ability to communicate with co-workers and other departments with professionalism and respect. Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives. Must have basic phone and computer skills (email, texting, etc.). Good attention to detail. Ability to work well under pressure. Excellent oral and written communication skills. Excellent management and organizational skills. Ability to work well alone and in a team. Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.**Physical Requirements: Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses. Significant walking or other means of mobility. Ability to work in a standing position for long periods of time (up to 8 hours). Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.**Working Conditions (may add additional conditions specific to defined work location): **Generally in an indoor setting; however, may supervise outside activities and events. Varying schedule to include evenings, holidays, weekends and extended hours as business dictates. While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities. The noise level in the work environment is usually moderate to loud.**Sodexo is an EEO/AA/Minority/Female/Disability/Veteran employer.

Job Type: Full-time

Pay: \$14.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance

Application Question(s):

- Have you have worked for Sodexo before?

- Are you 18 years old or older?

Experience:

- Customer service: 1 year (Required)

Work Location: In person

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Production Operator-3rd shift- Gestamp-3063 Claude Ramsey Pkwy, Chattanooga, TN 37421- \$16 an hour - Full-time

Full job description

Summary:

Gestamp is an innovative Tier One supplier with over 20 years of experience providing a global presence and emphasis in the development of safe and lightweight technologies. At Gestamp, we believe people are the architects of our company's success. Gestamp offers candidates the opportunity to join a leading edge company within the automotive industry and enjoy the benefits offered by our growing company in North America and internationally.

Join our global Gestamp family!

Essential Duties:

- Follow Standardized Work Instructions.
- Supports the teams in Operational improvement.
- Quality Checks and Inspections.
- Problem Solving – Learn to recognize and solve the malfunctioning of the machine and recognize and solve quality problems of formed part.
- Make process checks/inspections.
- Place component parts in fixture to be welded - Remove formed part from fixture.
- Finalize component parts to ready them for assembly into final products. This may include, but is not limited to deburring, assembly using nuts and bolts, etc.
- Know the proper and improper use of PPE and equipment and comply with all OSHA Safety and Health rules.
- Supports Operational Performance Metrics and meets targets for improvement.
- Read, record, and follow data as needed/assist in documenting standardized work.
- Make labels using SAP system if necessary.
- Material handling if necessary.
- Cleaning and enhancing their work area and Perform 5S audits.
- Develop ideas for Kaizen and participate in implementation.
- Cross Train on additional work stations.
- Backfill when necessary at other workstations.
- Perform other assigned duties as deemed necessary or appropriate

Education & Experience:

Education:

- High school or equivalent (Preferred)

Experience:

- Manufacturing: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

Job Type: Full-time

Pay: \$16.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement

- Vision insurance

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=110&vjk=6f63820a87b8de52&advn=7157552782384574>



Caregiver-New Hope In-Home Care-Soddy-Daisy, TN-Part-time, Full-time

Full job description

Come join the New Hope Team!

Caregivers Needed ASAP for multiple shifts in Chattanooga / Ooltewah / Cleveland / Soddy Daisy and surrounding areas:

Please Call 423-206-2180 For More Information!

Full Time or Part Time Schedules available

Flexible Schedule

Must pass a background check.

Job Responsibilities:

- Provide in-home care and assistance to clients
- Assist with personal care tasks
- Help with meal planning and preparation
- Perform light housekeeping duties including laundry, cleaning, and organizing
- Provide companionship and emotional support to clients
- Assist with medication reminders
- Accompany clients to appointments or social outings

Experience:

- Previous experience as a caregiver or in a related field is PREFERRED but NOT REQUIRED
- Ability to communicate effectively with clients and their families
- Compassionate and patient demeanor
- Ability to handle emergency situations calmly and efficiently

Note: This job description is intended to provide a general overview of the position. Duties and responsibilities may vary depending on the specific needs of each client.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=140&vjk=2df707eae43d6daa&advn=4073866220398389>



CSR - Customer Service Representative- White Star Dry Cleaners -5936 Hixson Pike, Chattanooga, TN 37343-From \$11 an hour - Full-time

Full job description

Serious Inquiries only. All NO SHOW for interviews and offers of Employment with NO SHOW as well as messages not returned will be forwarded to the UNEMPLOYMENT OFFICE FOR REVIEW. Please do not waste our time for your unemployment job search requirements. The Tennessee Department of Labor has requested records of all false claims of employment searches. Thank you.

Monday through Saturday with one week day and Sundays off

10am to 7 pm weekdays

8am to 5 pm Every Saturday

No morning shifts available at this time

Full time

Part Time Available 3-7pm and Saturdays 8-5

HIXSON

5936 Hixson Pike

Hixson TN 37343

DOWN TOWN, LOOKOUT MTN

3554 Broad Street

Chattanooga TN 37409

SIGNAL MTN AREA

715 Signal Mtn. Road

Chattanooga TN 37405'

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COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place

- Sanitizing, disinfecting, or cleaning procedures in place

Communication method(s) used:

- Email
- Phone
- In person

Work Location:

- One location

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants under 18 years old, provided it is legally allowed for the job and location
- Open to applicants who do not have a high school diploma/GED
- A “Fair Chance” job (you or the employer follow Fair Chance hiring practices when performing background checks)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

Work Remotely

- No

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

Job Type: Full-time

Pay: From \$11.00 per hour

Expected hours: 39 per week

Benefits:

- Paid time off

Shift:

- 8 hour shift
- Day shift

Ability to Commute:

- Chattanooga, TN 37343 (Preferred)

Ability to Relocate:

- Chattanooga, TN 37343: Relocate before starting work (Preferred)

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=110&vjk=f2c5dd5b972f483b>



Store Manager- Hixson, TN- United Grocery Outlet - 6925 Middle Valley Rd, Hixson, TN 37343-\$52,000 - \$55,000 a year - Full-time

Full job description

SUMMARY

Manages retail store engaged in selling grocery merchandise by performing the following duties personally or through subordinate supervisors. Promote the general welfare of the store.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Safety sensitive position for drug and alcohol testing.Maintains and enforces all company policies.
- Plans and prepares work schedules and assigns employees to specific duties.Recruits, interviews, and selects employees to fill vacant positions.Assist in formulating pricing policies on merchandise according to requirements for profitability of store operations.
- Coordinates sales promotion activities and prepares, or directs workers preparing, merchandise displays and advertising copy.
- Maintain clean and neat store appearance at all times.Supervises employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records, preparing daily record of transactions for Accountant and performs work of subordinates, as needed.Orders merchandise to replenish merchandise on hand.Compares inventory to office records or computer figures from records such as sales orders, and purchase invoices to obtain current inventory.Ensures compliance of employees with established security, safety, sales, and recordkeeping procedures and practices.Continuously strive to meet store goals on inventory control, payroll, over and short, and sales.Responsible for cash control of all funds. Makes bank deposits.Answers customer's complaints or inquiries. Provides excellent customer service.Locks and secures store.

SUPERVISORY RESPONSIBILITIES

Manages 1-4 subordinate supervisors who supervise a total of 3-10 employees in the Produce Department, Meat Department, and Grocery Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 3 or more non-supervisory

employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing , hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining

employees; addressing complaints and resolving problems.

FLSA CLASSIFICATION: This position is classified Exempt. Wages are paid based on a 45 hour work week.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold a valid driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: use hands to finger, handle, and feel; talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb and balance; stoop, kneel, crouch, crawl; taste and smell. The employee must regularly lift and/or move up to 35 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee are occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

Job Type: Full-time

Pay: \$52,000.00 - \$55,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Vision insurance

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=210&vjk=46476e86c287ad74&advn=4992298000458427>



Storage Specialist- Mini Mall US Storage Properties-Soddy-Daisy, TN 37379-Full-time

Full job description

Mini Mall Storage Properties has experienced rapid growth since beginning operations in 2020, and our momentum shows no signs of slowing as we continue acquiring storage facilities across North America. We are dedicated to making storage simple, accessible, and convenient for all of life's transitions and treasures, while staying focused on leading the industry and challenging traditional norms.

Our mission is to deliver the Mini Mall Experience in everything that we do, with a strong focus on our Service, Brand, and Employee Experiences. Our team's dedication is what enables us to deliver an exceptional service experience to our customers – both internal and external, uphold a high level of brand consistency, and foster a workplace culture of innovation, inclusion, and collaboration.

Guided by our values of integrity, grit, customer focus, community, and safety and security, our goal is to work together to create a company where everyone is motivated to contribute to our shared mission. We are looking for someone to help us continue to redefine the self-storage industry, build lasting relationships with the communities we serve, and set new standards for our business.

Join us in shaping the future of self-storage as we expand across North America, and create long-lasting, meaningful careers.

As a **Storage Specialist** at Mini Mall Storage, you will play a pivotal role in delivering outstanding service to our customers while overseeing the effective operation and maintenance of our storage facilities. Your responsibilities encompass lead management, sales, customer service, unit inventory, brand standards, security, delinquency management, auction processes, and daily business reconciliation.

WHAT WILL YOU DO?

- Follow internal sales processes with potential customers to convert leads into sales/up sales through various channels, including phone, online, and walk-in.
- Build and maintain strong relationships with current and prospective customers.
- Address customer inquiries, concerns, and complaints promptly and professionally.
- Facilitate the auction process for units with unpaid accounts and delinquency, adhering to legal and company guidelines.
- Use market knowledge to understand the potential customer demographic for sales, and local competitors for pricing strategy development.
- Facilitate the customer experience by completing their rental agreements, protection plans and applying appropriate discounts as applicable.
- Maintain detailed records of sales activities, customer interactions, and transactions.
- Ensure daily business reconciliation, accurately recording and managing rent payments, collections, and other financial transactions.
- Identify, escalate, and participate in supporting property improvements and initiatives to optimize customer satisfaction and sales efficiency.
- Conduct regular walkthroughs to manage unit inventory, ensure accurate tracking of unit availability, cleanliness, brand standard adherence, and facility feature functionality, including lighting and security cameras.
- Other job duties as assigned.

WHAT WILL YOU NEED?

- High school diploma or equivalent, with preference for previous sales, customer service, or property management experience.
- Basic computer skills, including Microsoft Office proficiency.
- Ability to work independently and collaboratively within a team, with flexibility for weekend or evening shifts.
- Strong organizational and problem-solving capabilities, coupled with excellent interpersonal and communication skills.
- Meticulous attention to detail in unit inventory management, brand standards, and security protocols.
- Proficiency in effective delinquency management, including collection calls, auctions, and daily business reconciliation, while maintaining accuracy and reliability.
- Successful completion of a criminal background check and verification of a Motor Vehicle Record.

WHAT DO WE OFFER?

- We live and breathe our core values. We make a difference and have a positive impact on people. We act responsibly and hold ourselves, and each other, accountable. We are a community with a shared ambition to unify our teams and customers. We act deliberately, and always with integrity and compassion.
- With the support from your teammates and senior leadership, you will be empowered to do things differently, grow personally and professionally, and bring your whole self to work. There's no limit to the impact you can make.

- We provide a competitive compensation package comprised of a group benefits plan, 401K matching program, and a discretionary bonus program.
- We are committed to a safety-first work environment.

What makes us different makes us stronger. We strive to ensure Mini Mall Storage Properties is a great place to work for everyone; where people feel safe, included, inspired, trusted, and supported so they can be — and bring — their best. We're committed to creating a respectful and inclusive workplace where unique perspectives, experiences, backgrounds, cultures, and attributes are valued and utilized to help achieve better results. As an organization with operations across different geographies, we celebrate the fact that our workforce is made up of people with diverse demographics. We are committed to ensuring our workplace is fair, equitable, and free of discrimination and harassment. Should you require accommodation to participate fully in the recruitment process, please email peopleandculture@minimallstorage.com.

#Li-Onsite #MMUS2

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=30&vjk=0eb3833b9c0c715e&advn=9036430017191098>



Seasonal Associate - Opportunities available in Sales / Support or Store Fulfillment - Northgate, Belk, Chattanooga, TN 37415, Part-time, Seasonal, Full-time

Full job description

A Brief Overview

We're excited to meet you! We're hiring Full-time, Part-time and Flex positions across Sales, Support, Fragrances, Store Fulfillment, and more. Bring your talents to a team that values you! Apply today to explore opportunities.

As a Seasonal team member, you'll play an important role in delivering excellent customer service, driving sales, and supporting store operations to ensure a positive shopping experience for every customer. Whether you're helping a customer on the sales floor, assisting with transactions, or supporting behind-the-scenes processes, you'll be a part of a team that works together to meet store goals, foster customer loyalty, and build repeat business.

What you will do

Demonstrate ownership and initiative in achieving personal goals, store objectives, and daily priorities.

Greet, engage, and assist customers warmly, creating a welcoming environment and providing personalized service to enhance customer shopping experience.

Process transactions accurately and efficiently. Handle customer inquiries, returns, and concerns with professionalism, promptness, and care.

Support store operations by assisting with tasks such as store fulfillment, curbside pickup, pricing, promotional sets, product processing and placement, and visual merchandising.

Maintain visually appealing selling areas, merchandise presentation standards, accurate signage, fitting rooms, and cleanliness through daily recovery and stock replenishment.

Leverage training tools, use resources, and embrace feedback to continuously build skills and strengthen performance. Stay informed of products, promotions, policies, and store events to deliver accurate information to customers and enhance service.

Contribute to a positive store culture by building connections with teammates, sharing knowledge, and celebrating individual and team achievements.

Follow asset protection procedures, safety guidelines, and security protocols, supporting store shortage control, inventory accuracy, and minimizing risk in designated area.

Skills and Abilities

Dedication to customer service and a drive to achieve store objectives.

Skills and experience to perform in the role and a commitment to continuously learn.

Ability to take ownership of assigned tasks and contribute to store success.

Communicate with excellence.

Comfortable with technology, including smart phones, tablet computers and Windows-based operating systems.

Available to work a flexible schedule based on business needs, including nights, weekends, and holidays.

Must regularly move around all store areas and be accessible to customers.

Must bend, reach, stretch for product as well as lift, carry, and move at least 50 lbs.

The job posting highlights the most relevant / essential responsibilities and requirements of the role. It is not all-inclusive. There may be additional duties, responsibilities, and qualifications for this job.

https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-turnstile-response=0.7pCVA3JYr2kqFwT0bpdOqZf9RCaR_PuQCbxWhEleUM0ynvj1WGDOebi0C1aeUBjsBDdY-Dy1NMPOTH6BuWJvcgx_DRnYQmd_t53KwDU8Hi5zCiaPS4cm70Hm6nIjgfyQ3VqiMp6bq6sdBL9w4zUjppyMr59F0TMvNh-IHcmKwKOD-gl8AjUkIIKf1tQSGRc2wsv_p8crF1N2GusbZJqrWR1xarQJpXNnMAmBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4_BXqH1unqy_8-ULUdDYkEm6t6sbnyqi3J3J_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL_2Lcb1ijByyJ5PKo_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHakuLFJOvir22YwuXJHZ_1gl-OI35X24zaNCjgqfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AlTK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvoR-ZbD9fwxLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJkkWzRsRiNPhfBK6iU_0QVkcSONi16T7EZhpjXIQAAtrvbXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpxi4wuNeQG_GFJlftSD0KMetvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsxF_mclLdCN9MKqbeifjY0ab4s7k5KJlpyRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYlcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=be7d2c7468c77042&advn=1827774662542938



Office Assistant- -4843 Hixson Pike, Hixson, TN 37343- \$15 - \$25 an hour - Part-time

Full job description

Magnolia Dreams is an e-commerce business that specializes in custom wedding mirrors and signage. We are currently looking for office assistants to help fulfill orders and communicate with customers. We are hiring multiple employees that will add different talents and passions to our team as we continue to grow.

Ideal individuals would have a project-focused mindset with a knack for crafts or hands-on creation. Must be able to follow established processes and weekly order fulfillment expectations, especially during peak seasons. Willingness to learn, attentiveness to detail, and customer excellence are required for this role.

General job responsibilities would include:

- Communicating with customers, answering messages, responding to emails, replying to texts, etc.
- Creating, sending, and revising proofs to customers based on their specifications from their order.
- Organizing and prioritizing order fulfillment to ensure delivery by their wedding date.
- Working with other team members to assist order fulfillment, printing designs, and packing orders.
- Other administrative tasks designated by managers.

Other Information:

- Experience not required, but preferred.
- Flexible weekly schedule available (post onboarding and training).
- Paid weekly on Wednesdays.
- Commission opportunities available for consistent performance.

Feel free to check out our website to see what we make: <https://magnoliadreams.shop/>

Job Type: Part-time

Pay: \$15.00 - \$25.00 per hour

Expected hours: 15 – 30 per week

Benefits:

- Flexible schedule

Application Question(s):

- What is your favorite strength/talent? What may be a weakness?
- We are looking for a variety of talents and personalities to help grow our company to the next stage. Why do you want to work here (brief statement)?

Work Location: In person

https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf=turnstile-response=0.7pCVA3JYr2kqFwT0bpdOqZf9RCaR_PuQCbxWhEieUM0ynvj1WGD0ebi0C1aeUBjsBDdY-Dy1NMPOTH6BuWJvcgx_DRnYQmd_t53KwDU8Hi5z_CiaPS4cm70Hm6nIjgfyQ3VqiMp6bq6sdBL9w4zUjppyMr59F0TMvNh-IHcmKwK0d-gl8AjUkIKf1tQSGRc2wsy_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4_BXqH1unqy_8-ULUdDYkEm6t6sbnyqi3J3J_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL_2Lcb1ijByyJ5PKo_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHakuLFJOvir22YwuXJHZ_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEEvoR-ZbD9fwxLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJKkWzRsRiNPhfBK6iU_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpji4wuNeQG_GFJlIfTSD0KMetyvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsxF_mclLdCN9MKqbeifjY0ab4s7k5KJllypRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYlcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=9736044ffd63be2c&advn=5142340843545155



CLERICAL SUPPORT - North Pediatrics- Galen Medical Group Pc- 1039 Executive Dr, Hixson, TN 37343-Full-time

Full job description

Clerical Support- North Pediatrics

Galen Medical Group offers several medical specialties throughout the Chattanooga region. We provide quality care and patient-friendly services to adults and children of all ages.

Our mission is to elevate the health of our community through multiple medical specialties providing excellent care delivered with wisdom, compassion, integrity, and a commitment to technology, education, and scientific inquiry. Galen is CHATTANOOGA'S Doctor!

Summary/Objective:

Welcome visitors by greeting them in person or over the telephone in a prompt, professional and courteous manner recognizing this position is the initial representation of all Galen Medical Group and the Site specifically. This position provides support in the following areas: Check-In, Check-Out, Switchboard Operator, Appointment Scheduler, and/or Receptionist.

Essential Functions: *Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

- Exhibits a high-level customer service approach by greeting all patients and visitors in a timely and helpful manner.
- Obtain, update, and enter demographic and insurance information for the patient into the practice management system (PMS).
- Scan patient's insurance cards into the PMS. Verify coverage and eligibility.
- Point of Service collections – Collect Co-pays, Co-insurance, Past Due balances and Collection balances per site protocol.
- Notifies appropriate personnel of the patient's presence for medical services.
- Performs daily reconciliation of cash, checks, and credit card payments.
- Responsible for credit card batch processing and daily deposit reconciliation.
- Notifies the manager immediately of discrepancies in payments and collections, including discrepancies with out-of-balance batch reports.
- Knowledgeable of participating insurance plans accepted by the office.
- Provide the patient with updates regarding delays in the Provider's schedule.
- Assures the Waiting room is clean and tidy at all times.
- If Check-Out duties are included in your job position, the following guidelines must be followed:
 - Schedule future appointments
 - Point of Service collections if done post visit
 - Return to Work and School notes
 - Schedule specialist appointments, and outside testing depending on site.
- If Switchboard duties are included in your job position, the following guidelines must be followed:
 - Responsible for opening the Switchboard when the clinic opens.
 - Transfers and removes lines to and from the forwarding function to answering service when deemed appropriate by the manager.
 - Receives telephone messages via telephone and/or fax from the answering service and relays messages to the appropriate parties.
 - Answers all incoming telephone calls and alerts the appropriate staff of needs.
 - Courteously and efficiently assists patients with their needs when receiving calls.
 - Accurately records detailed messages and sends task to the appropriate person.
 - Notifies personnel of incoming telephone calls according to the department guidelines.
 - Refers to On Call schedule daily and relay to the answering service before closing the office.
 - Active participation in process improvement efforts.
- **If Appointment Scheduling is included in your job position, the following guidelines must be followed:**

- Check availability for requested appointments. If provider or time is not available, offer alternate options to the patient according to office protocol.
- Schedule appointments in PMS.
- Reschedule patient appointments as requested.
- Manage recall list.
- **If Pharmacy duties are included in your job position, the following guidelines must be followed:**
 - Answering telephone calls and conducting outbound calls.
 - Checking in patients for Patient Assistance and Pharmacy appointments.
 - Running the Pharmacy P.O.S. system.
 - Setting up Pharmacy deliveries.
 - Assisting with other Pharmacy Related duties as necessary.
- May be required to assist other team members based on office demands.
- Must adhere to HIPAA guidelines at all times in order to maintain the highest level of patient confidentiality.
- Other duties as assigned by Regional Manager or Site Manager.

Other Duties/Responsibilities:

- Promote the mission, vision, and values of Galen Medical Group.
- Maintain confidentiality of all patients, medical, financial, and legal information.
- Report to work on time and as scheduled.
- Represent the organization in a positive & professional manner.
- Comply with all organization policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services as directed by your manager.
- Consistently demonstrate the value of the team concept.
- Understands and abides by OSHA, HIPAA & CLIA standards.

Knowledge/Skills/Abilities:

- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities.

The above job description is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities, or requirements.

QUALIFICATIONS:

Required:

- High school graduate or equivalent.
- Must be computer literate.
- Ability to perform mathematical calculations.
- Above-average spelling skills.

Preferred:

- 2-3 years' medical receptionist experience.
- Medical experience and terminology helpful but not required.

As part of the Galen Medical Group, the applicant must be a team player and provide excellent customer service while assessing our patients' needs efficiently. Perform all duties in compliance with Galen Medical policies, HIPAA, and OSHA standards.

Galen Medical Group is a member of the TN Drug-Free Workplace and it is a requirement that we conduct a pre-employment drug screen, as part of the hiring process.

Why should you apply?

- 401(k) benefits.
- Education reimbursement.
- Holiday Pay.
- Great earned time-off policy.
- Company-paid Life Insurance & Long Term Disability.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=40&vjk=254f5a2185bb934b&advn=8422716019309727>



Pastry Assistant- Bread and Butter- 3955 Dayton Boulevard, Chattanooga, TN 37415- \$15 - \$18 an hour - Part-time, Full-time

Full job description

APPLY ONLY ON OUR WEBSITE: butterthebread.com/applypastry

Join Our Passionate Pastry Team!

Love creating delicious pastries and cookies? Join our supportive bakery team! In a world of automation, pastry making is still a hands-on craft you can build a real career on.

Entry-level position - no degree required, will train! We welcome all experience levels - from seasoned bakers to those just starting in the food industry. Our comprehensive training will teach you everything from classic cookies to advanced croissant techniques!

What You'll Do

- Prepare and bake delicious pastries, cookies, brownies, and seasonal treats following our recipes and quality standards
- Learn traditional techniques including viennoiserie (croissants, danishes) with full training provided
- Maintain a clean and organized work area following food safety guidelines
- Collaborate with our team to develop new and innovative pastry offerings
- Follow daily production schedules and prep lists
- Provide exceptional customer service to our community

What We're Looking For

Essential Qualities:

- Passion for pastries and a genuine desire to learn and grow
- Attention to detail and accuracy in following recipes
- Positive attitude and team-oriented mindset
- Strong organizational skills and ability to thrive in a fast-paced environment
- Excellent communication skills
- Reliability and consistency

Experience Welcome:

- All experience levels considered - from avid home bakers to culinary professionals
- Previous commercial kitchen experience is a plus but not required
- Any pastry, baking, or food service background valued

What We Offer

Professional Growth:

- Comprehensive training in scratch baking, ingredient sourcing, and artisan techniques
- Learn commercial oven operation and professional bakery equipment
- Opportunity to cross-train in bread making (sourdough, artisan breads)
- Clear path to advance to lead pastry roles or specialized positions
- Work directly with experienced pastry professionals in small business environment

Work Environment:

- Small business where your voice matters and values drive decisions
- Built on our core values: Continuous Improvement, Craftsmanship, Community
- Flexible scheduling: early morning shifts (7-9am start) OR late morning/afternoon shifts
- Weekend availability required (Saturday preferred, but flexible for right person)
- In-person position in Chattanooga - hands-on craft work
- Free bread, pastries & snacks plus bakery stipend on products

Compensation & Benefits:

- **ENTRY POSITION:** \$12.00/hour + \$3/hr pooled tips = \$15.00/hour after training
- Pay increases based on experience and competency - ***experienced bakers start higher!***
- Regular raises with skill development
- Bakery stipend (\$25/month part-time | \$50/month full-time)
- Monthly healthcare or retirement stipend for full-timers (32+ hours/week)
- 10 vacation days & 3 sick days (after 3 months full-time employment)

Pluses if you have the following licenses or certifications: Drivers License + Safe Serv

MUST APPLY FOR THIS JOB ON OUR WEBSITE: <https://butterthebread.com/applypastry>

Job Types: Full-time, Part-time

Pay: \$15.00 - \$18.00 per hour

Benefits:

- Employee discount
- Flexible schedule

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&start=40&vjk=8afb3480c5e4914a&advn=6885679140027655>



Cafe Associate– Sam's Club-6101 Lee Highway, Chattanooga, TN 37421- \$16 - \$23 an hour

Full job description

Position Summary...

Why do people love eating in our café at Sam's Club? Our members tell us one of the biggest reasons is our hard-working and happy-to-help café associates. Do you have a passion for preparing food? Our cafe associates listen to our member's needs, prepare their food orders and provide fast and friendly service. We take pride in every aspect of our work and perform it with energy and enthusiasm. We need strong team players, with a commitment to serving our members and creating the warm and friendly environment they deserve – serving up a meal just like at home! Be a part of a team that offers customers more of what they love, for less.

You will sweep us off our feet if:

- You have a passion for and experience with fresh food
- You keep member satisfaction as your top priority
- You're a solution seeker and innovator who tackles obstacles head-on
- You're comfortable with change and quickly adapt to different work scenarios
- You're a curious and creative thinker, driving change through out-of-box thinking

You will make an impact by:

- Ensuring high-quality products are fresh, ready, and available in the café
- Ensuring shelves are clean, maintaining temperature control, verifying expiration dates, and disposing of lesser-quality food products
- Packing ready-to-sell products in proper containers and stock displays
- Preparing and serving ready-to-eat food

- Maintaining a clean, sanitized, and member-ready area

The café associate role is a great way to start a fulfilling career at Sam's Club. Apply now!

The above information has been designed to indicate the general nature and level of work performed in the role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The full job description can be made available as part of the hiring process.

At Sam's Club, we offer competitive pay as well as performance-based bonus awards and other great benefits for a happier mind, body, and wallet!

- **Health benefits** include medical, vision and dental coverage
- **Financial benefits** include 401(k), stock purchase and company-paid life insurance
- **Paid time off benefits** include PTO, parental leave, family care leave, bereavement, jury duty, and voting. You will also receive PTO and/or PPTO that can be used for vacation, sick leave, holidays, or other purposes. The amount you receive depends on your job classification and length of employment. It will meet or exceed the requirements of paid sick leave laws, where applicable. For information about PTO, see <https://one.walmart.com/notices>.
- **Other benefits** include short-term and long-term disability, company discounts, Military Leave Pay, adoption and surrogacy expense reimbursement, and more.

Live Better U is a company paid education benefit program for full-time and part-time associates in Walmart and Sam's Club facilities. Programs range from high school completion to bachelor's degrees, including English Language Learning and short-form certificates. Tuition, books, and fees are completely paid for by Walmart.

Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to a specific plan or program terms. For information about benefits and eligibility, see One.Walmart at <https://bit.ly/3iOOB1J>.

The hourly wage range for this position is \$16.00 to \$23.00*

- The actual hourly rate will equal or exceed the required minimum wage applicable to the job location.

Additional compensation in the form of premiums may be paid in amounts ranging from \$0.35 per hour to \$3.00 per hour in specific circumstances. Premiums may be based on schedule, facility, season, or specific work performed. Multiple premiums may apply if applicable criteria are met.

Minimum Qualifications...

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

I acknowledge that the position for which I am applying requires me to successfully complete all job required trainings and assessments within a

prescribed time period if I receive the position.
Must be 18 years of age or older

Preferred Qualifications...

Outlined below are the optional preferred qualifications for this position. If none are listed, there are no preferred qualifications.

Food Service
Food Handler Certification (Food Safety) - Certification

Primary Location...

6101 Lee Hwy, Chattanooga, TN 37421-2932, United States of America

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&start=80&vjk=4e6d3ba61e2c6743>



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/>



Walk In Wednesday Hiring Event

ARE YOU READY TO DRIVE WITH US ?

Each and Every Wednesday

10:00 am to 1:00 pm

2501 DODDS AVENUE, CHATTANOOGA, TN 37407

REQUIREMENTS

Become a professional driver
with a leader in school bus
transportation

- 25 year of age
- Satisfactory driving history;
3 years acceptable driving
record
- Be able to pass drug screen
- Must pass DOT physical
- Must be able to pass
background screening

ON THE SPOT HIRING EVENT

OR

SCAN QR CODE
TO APPLY ONLINE



Our dedicated employees complete 5 million student journeys per day. At First Student caring for students is our first priority.

BENEFITS First Student offers VERY competitive wages.

The starting pay is \$21.63/hr.

Paid training leading to CDL license.

As a FIRST driver, you will never work weekends or
holidays and summers are optional.

Ask about our child ride along program.

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Rhea Schroeder (423) 463-1042

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**VISIT OUR WEBSITE
FOR MORE INFORMATION**



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



A program of
SIGNAL CENTERS

OFFERS
PAID INTERNSHIPS
to eligible individuals
interested in
**EARLY CHILDHOOD
EDUCATION**

**COMPENSATION:
\$15 AN HOUR**

REQUIREMENTS

- ☒ **Must have a child 18
years old or younger**
- ☒ **High school education
or GED/HiSET**
- ☒ **Interested in Early
Childhood Education**

Email: joyce_jackson@signalcenters.org

Website: www.signalcenters.org

Phone: (423) 326-5420

