



## **Job List for Week of November 10th**

*This list is also available on our website at [www.nnhouse.org/job-listings/](http://www.nnhouse.org/job-listings/)*

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## **ADORE ME**

**Sales Associate Part-Time - Hamilton Place Mall-** Adore Me Retail- Chattanooga, TN -\$10 - \$13 an hour - Part-time

### **Full job description**

### **About us**

Adore Me is reinventing the lingerie experience. We design affordable, inclusive, and trend-forward intimates that make every customer feel confident and empowered. With extended sizing, fashion innovation, and a commitment to accessibility, we're breaking industry norms — one bra at a time.

As part of the **Victoria's Secret & Co.** family, we're expanding our retail footprint across the U.S. and building a new kind of store experience: one that's welcoming, inspiring, and performance-driven. We're looking for passionate leaders ready to shape the future of Adore Me, in-store and beyond.

## Position Overview

As a **Sales Associate**, you are the heart of the Adore Me store experience. Your mission is to deliver exceptional service, support your team, and help every customer feel confident and empowered. Whether you're recommending a new fit, guiding someone through their first bra fitting, or organizing a product display — your energy and attention to detail make all the difference.

This role is perfect for someone who loves fashion, thrives in a team setting, and brings a positive, can-do attitude to every shift.

## What We Offer

- Competitive hourly rate: \$10-\$13/hour based on experience
- Monthly bonus program based on store performance
- Career growth opportunities within Adore Me and the broader VS&Co. network
- Structured onboarding and leadership training programs
- A diverse, inclusive, and supportive team culture
- Eligibility for benefits including medical, dental, vision, 401(k), and more\*
  - Eligibility dependent on full-time status and tenure

## Key Responsibilities

### Customer Experience

- Greet every customer with warmth, energy, and professionalism
- Deliver personalized service through product recommendations and one-on-one attention
- Conduct bra fittings and ensure the try-on room experience is welcoming and supportive
- Build strong client relationships through clienteling, upselling, and follow-up

### Sales support

- Drive sales by actively engaging with customers and reaching daily goals

- Maintain awareness of store promotions, loyalty programs, and product launches
- Communicate customer feedback to store leadership to improve experience and offering
- Support teammates in achieving sales targets and delivering results

### **Operations & Merchandising**

- Keep the sales floor clean, organized, and visually aligned with brand standards
- Assist with restocking, folding, sizing, and replenishment
- Participate in product launches, floor sets, and promotional changes
- Follow all policies for safety, loss prevention, and store procedures

This role requires the ability to lift and carry up to 40 lbs., as well as frequent bending, standing, walking, and movement throughout the sales floor.

### **What We're Looking For**

- Retail or customer-facing experience preferred
- Passion for fashion, customer service, and inclusive values
- Friendly, confident, and able to connect with customers easily
- Reliable team player with a strong work ethic
- Flexible availability including weekends and holidays
- Willingness to learn and grow in a fast-paced environment

### **Join Us**

If you love making people feel amazing and want to be part of a team that celebrates individuality and confidence — we'd love to meet you.

**Apply now and let's build something powerful together.**

Adore Me is proud to provide equal opportunity to all employees and qualified applicants without regard to race, color, religion, national origin, or citizenship, age, sex, marital status, ancestry, legally protected physical or mental disability, veteran status, gender identity, sexual orientation or any other basis protected under applicable law.

<https://www.indeed.com/?vjk=66ce3e6949f76f41>

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**Nordstrom Hiring Day - Thursday, November 13th - 11AM - 5PM** - Terrace at Hamilton Place- Nordstrom-Chattanooga, TN 37421-\$15.70 - \$16.30 an hour

**Full job description**

Join us for our Hiring Event on Thursday, November 13, 2025!

Store: Nordstrom Rack – Terrace at Hamilton Place

Store Location: 2220 Hamilton Place Blvd, Chattanooga, TN 37421

Event Time: 11AM - 5PM

No need to schedule in advance, please join us at any time during the event for an interview.

**Hiring Event Instructions:**

- When you arrive at the store, please follow the signs for hiring event location, or ask any Nordstrom employee for directions
- You are welcome to bring a copy of your resume, but it is not required
- Allow approximately 1 hour for the interview process
- On-the-spot job offers will be made for most roles

**Join Our Team Today and Get:**

- 20% Employee Discount
- Opportunities for advancement
- Medical/Vision, Dental, Retirement and Paid Time Away
- Life Insurance and Disability
- Employee Assistance Program Resources

**You own this if you have...**

- You own this if you have...
  - Enthusiasm and a sense of adventure, see the glass half full
  - Accountability, initiative, and a high level of ownership
  - Organizational skills, attention to detail, and ability to prioritize multiple tasks
  - A calm head in a busy retail environment
  - Solid math, verbal, and written communications skills
  - The ability to work a flexible schedule based on business needs

**Physical Requirements:**

- Continuous movement for 6-8 hours per shift, which includes frequent bending, twisting, squatting, flexing and reaching in order to handle merchandise and assist customers.
- Frequent use of hands for grasping, fine manipulation, pushing and pulling
- Handle bulky and sometimes awkwardly shaped items, which includes reaching for and lifting these items above the head.
- Regularly lift items weighing up to 10 pounds and occasionally up to 25 pounds

For a full list of open positions and job descriptions, visit [Careers.Nordstrom.com](https://careers.nordstrom.com). If you are unable to make the event, your application will still be considered.

We've got you covered...

Our employees are our most important asset and that's reflected in our benefits. Nordstrom is proud to offer a variety of benefits to support employees and their families, including:

- Medical/Vision, Dental, Retirement and Paid Time Away
- Life Insurance and Disability
- Merchandise Discount and EAP Resources

A few more important points...

The job posting highlights the most critical responsibilities and requirements of the job. It's not all-inclusive. There may be additional duties, responsibilities and qualifications for this job.

Nordstrom conducts background checks and considers qualified applicants with criminal histories in a manner consistent with all legal requirements.

Applicants with disabilities who require assistance or accommodation should contact the nearest Nordstrom location, which can be identified at [www.nordstrom.com](http://www.nordstrom.com).

Please be mindful that there may be legal notices and requirements related to this job posting that are specific to your state. Review the Career Site FAQ's for relevant information and guidelines.

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Current Nordstrom employees: To apply, log into Workday, click the Careers button and then click Find Jobs.

Applications are accepted on an ongoing basis.

### **Pay Range Details**

The pay range(s) below has been provided in compliance with state specific laws. Pay ranges may be different for other locations.

Pay offers are dependent on the location, as well as job-related knowledge, skills, and experience.

\$15.70 - \$16.30 Hourly

This position may be eligible for performance-based incentives/bonuses. Benefits include 401k, medical/vision/dental/life/disability insurance options, PTO accruals, Holidays, and more. Eligibility requirements may apply based on location, job level, classification, and length of employment. Learn more in the Nordstrom Benefits Overview by copying and pasting the following URL into your browser:

[https://careers.nordstrom.com/pdfs/Ben\\_Overview\\_07-14\\_Variable\\_ES-US.pdf](https://careers.nordstrom.com/pdfs/Ben_Overview_07-14_Variable_ES-US.pdf)

**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-t urnstile-response=0.ZtEaEsugqT07V7AXXRh6A5x2uCPaYyn7hJ1aRFDKfXIY19XN4k WM0YtPRnbtOSlpq1s0Q8tfOFF5Try5UGGFbsDUJNyyfAXt2D l48if5POgGdYmrmJkJeRcQ4wBf6WxIEJEjHS96BSOmuGxHTv4n2PP-SQaVN8cHqzWGkDbegNJVd0IUcUDF0G6je2rg9Y8WBDn72W0-NZYZWPaZRQ BKMBkSpGXLYW9SKHj8UB5z6KTE1F-qhn2U-hPJdrp1 4DpCZldHYT8ad0mpKdfRTbcqjaZo3Kpv\\_wasggp0FIE0qZ5pk9Rf6QZeMkUEhhaMsyBQtk9 KLdL1LL8ROvFMNzqsCUckFZJn--p-Cxm7IAzhTUNNIEmcjpgd5BuNoa\\_bpHXkoD0zBm2hDkOjKw9xeIG2Bt6zWwRi7m7Im8t9acDHEhluC03kAEHjUvP n6wE9zK1qRUY\\_6mqNiRxtWteS\\_nzTxbB8k9otmTV1aLGRIEF7Hhp8WFO\\_q5uyTPXlg-YvivFJKLEa2lbHmEsWp6ecBmjwugLfhV\\_1uvR6dsH4AyCZjD q1JBSQAINgvLSeV3YSQK-p5Mr0R\\_W0NQ7OU9wTNE--t3ie5tKcDEJDIAraGIEQLH0ec2lICeSy-KtQl5q1y-i9Udckc9j4bT8giWVEELM0KTVGc3xVRu-Q lWrK-QzWOW0UujsSf8XNbrOhv78Df0gKXJ3xIkV9HOSqzdgUFsxbTQVNSMFmGXOjh9rkFQ-lxIktGGbCF3WSGZHlbz29XFPvGCzPx8dm7xX\\_ZCw1sa pLDQ4QldcqWzJ7tKXfkoW\\_JXamb\\_Ne085ducgNUniKdpA3gU1GFOsXaWp-7dNuW42pgkOVHsCFxT7d6zd3KT3g6cR051yjSz5jFeo\\_Vp7KkCEVs6dT-Ngl8kc8Ah0UCRyWiXYM\\_4pDMYGs4erl7JFoo.pHJzQd4S6MWYjcd-o7l\\_Kw.22a2057cab3159cf684946c8a44d2d1c679baad9272adc88e7a46f2114b1b f03&vjk=dad55815733a4757&advn=160028871200450](https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-t urnstile-response=0.ZtEaEsugqT07V7AXXRh6A5x2uCPaYyn7hJ1aRFDKfXIY19XN4k WM0YtPRnbtOSlpq1s0Q8tfOFF5Try5UGGFbsDUJNyyfAXt2D l48if5POgGdYmrmJkJeRcQ4wBf6WxIEJEjHS96BSOmuGxHTv4n2PP-SQaVN8cHqzWGkDbegNJVd0IUcUDF0G6je2rg9Y8WBDn72W0-NZYZWPaZRQ BKMBkSpGXLYW9SKHj8UB5z6KTE1F-qhn2U-hPJdrp1 4DpCZldHYT8ad0mpKdfRTbcqjaZo3Kpv_wasggp0FIE0qZ5pk9Rf6QZeMkUEhhaMsyBQtk9 KLdL1LL8ROvFMNzqsCUckFZJn--p-Cxm7IAzhTUNNIEmcjpgd5BuNoa_bpHXkoD0zBm2hDkOjKw9xeIG2Bt6zWwRi7m7Im8t9acDHEhluC03kAEHjUvP n6wE9zK1qRUY_6mqNiRxtWteS_nzTxbB8k9otmTV1aLGRIEF7Hhp8WFO_q5uyTPXlg-YvivFJKLEa2lbHmEsWp6ecBmjwugLfhV_1uvR6dsH4AyCZjD q1JBSQAINgvLSeV3YSQK-p5Mr0R_W0NQ7OU9wTNE--t3ie5tKcDEJDIAraGIEQLH0ec2lICeSy-KtQl5q1y-i9Udckc9j4bT8giWVEELM0KTVGc3xVRu-Q lWrK-QzWOW0UujsSf8XNbrOhv78Df0gKXJ3xIkV9HOSqzdgUFsxbTQVNSMFmGXOjh9rkFQ-lxIktGGbCF3WSGZHlbz29XFPvGCzPx8dm7xX_ZCw1sa pLDQ4QldcqWzJ7tKXfkoW_JXamb_Ne085ducgNUniKdpA3gU1GFOsXaWp-7dNuW42pgkOVHsCFxT7d6zd3KT3g6cR051yjSz5jFeo_Vp7KkCEVs6dT-Ngl8kc8Ah0UCRyWiXYM_4pDMYGs4erl7JFoo.pHJzQd4S6MWYjcd-o7l_Kw.22a2057cab3159cf684946c8a44d2d1c679baad9272adc88e7a46f2114b1b f03&vjk=dad55815733a4757&advn=160028871200450)

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**Part-Time Community School After-School Program (ASP) Manager-** Northside Neighborhood House- Red Bank, TN 37415-\$20 an hour - Part-time

### **Full job description**

#### **About Northside Neighborhood House (NNH):**

At NNH, we believe every student deserves a supportive, connected school environment where they can thrive—academically, socially, and emotionally. Through our **Community School model**, we partner with schools to provide wraparound supports tailored to each school's unique needs. Our after-school programs give students a safe, engaging space to build relationships, explore interests, and access resources that promote overall well-being.

#### **Position Overview:**

We're looking for a passionate **ASP Manager** to lead our after-school program at Sale Creek High School or Red Bank Middle School. This part-time role is a key position responsible for planning, coordinating, and running daily program activities, supporting students academically and socially, and supervising program staff and volunteers.

#### **What You'll Do:**

- Plan and lead engaging after-school activities, homework help, life-skills development, and enrichment programs
- Supervise 1 ASP Program Assistant and volunteers, providing coaching and support, and time card review
- Build strong relationships with students, families, school staff, and community partners
- Manage program logistics including supplies, snacks/meals (CACFP guidelines), and scheduling
- Track attendance, achievements, and program data while ensuring compliance with all requirements
- Maintain a safe, inclusive, and trauma-informed environment
- Communicate regularly with the Community School Coordinator and program stakeholders

#### **Qualifications:**



- **College degree strongly preferred**
- Experience working with middle and/or high school students
- Knowledge of behavior management and conflict resolution for groups of students
- Experience in youth programs, after-school settings, or community-based programs preferred
- Familiarity with community school or whole-child approaches is a plus

#### **Skills & Abilities:**

- Strong leadership and collaborative skills
- Ability to motivate, engage, and build positive relationships with students
- Excellent communication skills with children, adults, and community partners
- Organized, flexible, and able to manage multiple tasks in a fast-paced environment
- Culturally sensitive, patient, and committed to equity and inclusion
- Proficiency with Google Suite, web-based timekeeping, and basic data management
- Ability to participate in physical student activities, lift up to 50 lbs, and stand/move for extended periods
- Valid driver's license and reliable transportation for occasional local travel

#### **Why Join NNH:**

- Make a meaningful impact in students' lives every day
- Lead a program grounded in the nationally recognized Community School model
- Work as part of a supportive, collaborative team
- Enjoy a school-year schedule with summers and school holidays off

#### **Hours & Pay:**

- 15–18 hours/week, Monday–Thursday afternoons, with occasional Fridays for professional development
- \$20/hour, hourly, part-time; no benefits
- Works during Hamilton County school year and continues for subsequent school years (off during summers, breaks, holidays, unpaid)

#### **Ready to Make a Difference?**

If you're passionate about youth development, excited to lead a dynamic after-school program, and want to support students in a meaningful way, we invite you to **apply today** for the ASP Manager role at Northside Neighborhood House!

**Job Type:** Part-time

**Pay:** \$20.00 per hour

**Expected hours:** 15 – 18 per week

**Benefits:**

- Employee assistance program
- Referral program

**Application Question(s):**

- This role requires tracking attendance, data entry, and using Google Suite and web-based platforms. Are you comfortable using these tools and learning new software if needed?
- Briefly describe your experience leading or supporting youth programs with middle/high school aged children (after-school, camps, enrichment activities, etc.).
- This is a very part-time position, averaging 15–18 hours per week during the school year. How well does this schedule align with your availability and work interests?
- This position will be based at either Sale Creek High School or Red Bank Middle School. Are you able to work at either location, or do you **have a preference for just one?**

**Work Location:** In person

<https://www.indeed.com/jobs?q=Northside+Neighborhood+House&l=Chattanooga%2C+TN&radius=35&vjk=b95dce3c080fccbf>



**Assistant General Manager-** Zaxby's- 9347 Springfield Rd, Soddy-Daisy, TN 37379-From \$40,000 a year - Part-time, Full-time

## **Full job description**

### **Zaxby's - Immediate Assistant Manager Position**

Are you a highly skilled and motivated individual looking for an exciting opportunity in the food and beverage industry? Do you thrive in a fast-paced, fun, and dynamic working environment? If so, we have the perfect job for you!

Zaxby's, an American chain of fast casual restaurants known for its delicious chicken wings, chicken fingers, sandwiches, and salads, is seeking an Assistant Manager to join our growing team. As an Assistant Manager at Zaxby's, you will have the opportunity to work in a time-sensitive and customer-focused role, where you will learn valuable skills and contribute to the success of our restaurant.

### **Job Qualifications**

- Must be 18 years of age or older
- Ability to work a minimum of 35 hours per week

### **Benefits**

- FREE meals on the clock and 50% off meals off the clock
- Team member recognition program
- Team member referral bonus
- Performance and Recognition Bonus
- Flexible Hours
- Full-time employees are eligible for Medical, Dental, Vision, and Life Insurance

### **Responsibilities**

- Lead a team of restaurant personnel, including cashiers and cooks
- Manage inventory and food costs
- Ensure completion of daily, weekly, monthly, and quarterly tasks and checklists
- Hire and schedule staff to provide a quality guest experience while managing labor expense
- Balance cash drawers, safe, and credit cards

- Operate the store to meet or exceed budgeted operating goals
- Ensure product quality standards are met
- Create an environment of quality within the store
- Coach and develop the performance of team members

**Location:** 66104 Soddy Daisy 9347 Springfield Rd, Soddy-Daisy, TN 37379, USA

If you are enthusiastic, hard-working, and passionate about delivering excellent customer service, then we want you to join our team at Zaxby's. Apply now and start your delicious and fun-filled career with us! Zaxby's is an American chain of fast casual restaurants offering chicken wings, chicken fingers, sandwiches, and salads. The chain operates primarily in the South, and has more than 900 locations. Additionally, 1788 Chicken is an independent franchisee with 50 Zaxby's and growing!

**Pay:** Starting at \$40000.00 / year

**Benefits:**

- Flexible schedule
- Paid time off
- Employee discount
- Referral program
- Paid training
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance

**Job Type:** fulltime, parttime

**Schedule:**

- Weekend availability
- Monday to Friday
- Day shift
- Night shift

**Education:** No education required

**Work location:** On-site

<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=70&vjk=65a0410267495f9b&advn=860674126613023>



**Client Support Representative-** AAkron Rule Corp- 658 Industrial Boulevard, Sale Creek, TN 37373- \$18 - \$22 an hour - Full-time- AAkron Rule Corp-658 Industrial Boulevard, Sale Creek, TN 37373-\$18 - \$22 an hour

### **Full job description**

The Client Support Representative plays a critical role in ensuring a high level of service and satisfaction for AAkron Line clients. This position requires a detail-oriented, dependable individual who can manage a high volume of client interactions while maintaining accuracy and professionalism. The ideal candidate will be proactive, thorough, and capable of upholding company standards in all client-facing communications.

### **In this role, you'll get to:**

- Assisting clients promptly and professionally via phone and email.
- Following up on client emails, inquiries, and service requests in a timely manner.
- Managing and monitoring orders with follow-ups every 48 hours or less to ensure timely processing.
- Responding to questions from production teams and internal departments related to client orders.

- Completing and submitting claim forms thoroughly for any problem orders.
- Answering questions related to product information, including items listed on the company website.
- Providing coverage for other Client Support Representatives during absences, including monitoring emails and orders.
- Performing spot checks on orders to verify they are progressing through the workflow.
- Completing special quote forms as needed for custom or non-standard pricing requests.
- Documenting all client interactions in tracking notes with accurate and complete information following each client interaction.
- All other duties assigned.

**A high level of accountability, consistency, and communication is expected in this position.**

**We are looking for people who:**

- Experience in the promotional products industry is a plus.
- High School Diploma or equivalent
- 3-5 years of experience in a call center or customer support environment
- Proficiency in Outlook and Excel.
- Strong problem-solving skills with a passion for finding effective and creative solutions.
- Self-driven and motivated to continuously learn and grow.
- Comfortable working in a fast-paced, team-oriented environment.
- Flexible and able to adapt quickly to shifting priorities and customer needs.
- Excellent verbal and written communication skills with a clear, professional tone.
- Strong multitasking abilities and attention to detail.

The salary/hourly range indicated in this posting represents a reasonable estimate of the salary range for this position. Actual salary will vary depending on non-discriminatory factors such as experience, knowledge, skills, abilities, education, shift differential, and location.

**Job Type:** Full-time

**Pay:** \$18.00 - \$22.00 per hour

**Benefits:**

- Dental insurance
- Health insurance
- Health savings account

**Education:**

- High school or equivalent (Required)

**Experience:**

- Call Center or Customer Support: 3 years (Required)

**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=60&vjk=80ce0245efcc9f67&advn=7904047563285969>



**Customer Benefit Advisor I (On-Site)-** Chattanooga- Unum Group-Chattanooga, TN- \$20 an hour - Full-time

### **Full job description**

When you join the team at Unum, you become part of an organization committed to helping you thrive.

Here, we work to provide the employee benefits and service solutions that enable employees at our client companies to thrive throughout life's moments. And this starts with ensuring that every one of our team members enjoys opportunities to succeed both professionally and personally.

To enable this, we provide:

- Award-winning culture
- Inclusion and diversity as a priority
- Performance Based Incentive Plans
- Competitive benefits package that includes: Health, Vision, Dental, Short & Long-Term Disability
- Generous PTO (including paid time to volunteer!)
- Up to 9.5% 401(k) employer contribution
- Mental health support
- Career advancement opportunities
- Student loan repayment options
- Tuition reimbursement
- Flexible work environments

*\*All the benefits listed above are subject to the terms of their individual Plans .*

And that's just the beginning...



With 10,000 employees helping more than 39 million people worldwide, every role at Unum is meaningful and impacts the lives of our customers. Whether you're directly supporting a growing family, or developing online tools to help navigate a difficult loss, customers are counting on the combined talents of our entire team. Help us help others, and join Team Unum today!

**General Summary:**

Minimum starting hourly rate is \$20.00

The Customer Benefit Advisor (CBA) I is the entry level in a three-level career path. A CBA I is a critical first point of contact for our customers.

To be successful in this role, the incumbent is responsible for demonstrating exceptional customer service for business serviced by Unum/Colonial Life. It is critical to provide accurate information on benefits, claims, and or policy administration with minimal operational oversight. Incumbents in this role will be tasked with compiling information for multiple product types, from multiple systems, and providing responses to customers that are thorough, clear, and concise. All work is carefully performed according to established protocols/procedures.

In this role, incumbents must demonstrate a willingness to provide strong customer service – providing accurate information to customers, expressing appropriate empathy, and resolving customer issues where appropriate. This position requires the use of multiple system applications and administrative processes. While service is focused on our external customers, this position is responsible for creating detailed/appropriate documentation for our internal cross-functional business partners.

**In addition to providing excellent customer service in accordance with established standards, incumbents will need to demonstrate proficiency in individual metrics (i.e. accuracy, post-interaction surveys, average handle time, after call work, schedule adherence, etc.) that are in line with pre-set expectations and drive results for the Customer Contact Center.**

### **Principal Duties and Responsibilities**

- Be the customers' first line of sight (advisor) by being available to assist via multiple avenues of communication with timely and accurate information regarding policy and coverage-related questions.
- Meet or exceed company goals and metrics to guarantee the best experience for customers.
- Be open and motivated by feedback and guidance to be at your best for customers.
- Protect customers' privacy (both internal and external) and reassure them with empathy and professionalism.
- Be available to work a regularly assigned shift between the hours of 8:00 am and 8:00 pm Eastern time Monday-Friday.
- Reliable attendance in accordance with contact center attendance guidelines.
- Successfully complete all required training and associated support periods.
- Ability to obtain information from multiple systems and relay to customers in a seamless manner.
- Follow all documented processes/workflow to enhance customer service and reduce customer effort/operating efficiency.
- Utilize resources and tools to accurately respond to customer inquiries.
- Demonstrate a passion for the values outlined in Our Values statements.
- May perform other duties as assigned.

### **Job Specifications**

- 1 year customer service experience preferred, with a strong preference that the experience be in the insurance/healthcare/medical/financial field or equivalent area.
- High school diploma or GED required.
- Successful completion of Contact Center training program, including demonstrating phone proficiency and passing required knowledge checks.
- A passion for helping customers and exceeding their expectations with high integrity.

- Excellent verbal and written communication skills with the ability to flex your communication style to best meet the needs of customers.
- Enthusiasm for working in a fast-paced, structured environment, answering numerous inquiries for customers at their greatest time of need.
- Strong computer and multi-tasking skills as well as the ability to confidently work in multiple systems with dual monitors.
- Familiarity with Microsoft applications such as Outlook, Word, and Excel.
- Intellectual curiosity and a desire to continually learn and grow.
- An excellent work ethic and ability to adapt and work successfully in a continually changing environment.
- Dependability – being available when needed by teammates and customers.
- Comfortable with video communications via MS Teams throughout the day to communicate with teammates and leadership face to (virtual) face.
- Must meet attendance requirements and in office expectations when applicable.

**Unum and Colonial Life are part of Unum Group, a Fortune 500 company and leading provider of employee benefits to companies worldwide. Headquartered in Chattanooga, TN, with international offices in Ireland, Poland and the UK, Unum also has significant operations in Portland, ME, and Baton Rouge, LA - plus over 35 US field offices. Colonial Life is headquartered in Columbia, SC, with over 40 field offices nationwide.**

**Unum is an equal opportunity employer, considering all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race, color, religion, national origin, age, genetic information, military status, gender, sexual orientation, gender identity or expression, disability, or protected veteran status.**

**The base salary range for applicants for this position is listed below. Unless actual salary is indicated above in the job description, actual pay will be based on skill, geographical location and experience.**

**\$36,000.00-\$62,400.00**

**Additionally, Unum offers a portfolio of benefits and rewards that are competitive and comprehensive including healthcare benefits (health, vision, dental), insurance benefits (short & long-term disability), performance-based incentive plans, paid time off, and a 401(k) retirement plan with an employer match up to 5% and an additional 4.5% contribution whether you contribute to the plan or not. All benefits are subject to the terms and conditions of individual Plans.**

**Company:**

**Unum**

<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=70&vjk=6562bd9a6f487f5c&advn=1667750074046465>

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**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.

[https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-t urnstile-response=0.HKUHsTkHnVt\\_bALx\\_Zy1K35liEAJ2dq35shY2pPSkDpeTjH\\_bsrWR5py5QRJSIW0entElt-9PSDHT9U0WlwUoAAU\\_EE-4qHCUVN\\_vlbv1kKJp9LS5nj\\_fsn68p\\_u0p-j40zy3ZeXrDlp2tQsqJBpGMEtxskxhrczbA6CyMdqugTGFxKZOXk3MS1yrdJtuAfHwb7NbxIXxVCdUBP1JtdaxSyZm-3\\_bDK-TSHsgqRnu6OSflUntf\\_iby4ozVYFiB2B\\_m7wlsAavvz30gVn4zF10e49xRn0DnmJWk8lwEOq7dzT\\_4rumqHWBoG-AWwRI2Sdi\\_LenvTyJU1hLdoja\\_rZVTXpYBMpDcTbwKXilHGLqsVtB1SHEI7XlulhBm68m2nsm4NG-AxGvYHnUoyl7VtNzuPPQvak-B9IP06GU5s5n0Hnj3W-2JP-SzRCtOYy7xtc6KqM5\\_QJnG4xhhtV\\_WrhWkKyzh\\_r3tyh0RzeAV\\_wgm0cQtpS4V6Ge1Mv6c8G4vrJkffSVYWb47v\\_6p1wCjlyvKQGnm3NQUNIWg8UpQqBH9r8TgpaudbwAfl\\_nVmaZY3bPC-ETGuvJ27RtriesESU-VAPpi38fZ6ikqxr32X0N5NxBfer\\_OVOyhaB2BvncjPPXPx5zaeM\\_Oe4NG1JlQIGJZWbQPgw2L-Owq9hpLGVqLrEx\\_nbDZpwr1U0jUuWdC\\_bqOSOGnorlY3Qr4RrFVOaXHc2ydp3\\_s1esvCyZdX\\_IPnWsHd82DD7nZI4dAk1rBa4Zy29o6Njf90Melfof9WFcCFYbyfTOjoK1I5b\\_rq8E2\\_vsiCmkY76K3pKPsRmOX3k1LmZZO-n\\_8iggDTm1PN5Tz0EoEGPI8Wk8RswsRZPwK7F7eG-iVdcC604MnAGu3lvuP7da9Kw8OY5TNgOB\\_Z-b\\_wiK8zFWgzRG0el5luk3V0UqQvKg.vsHOq6Rt5MarBemHnl9c5g.65b15803464976f191f904bf7e52827e61659ac8ddba6d037f5bde876fe91734&vjk=254f5a2185bb934b&advn=8422716019309727](https://www.indeed.com/jobs?q=&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-t urnstile-response=0.HKUHsTkHnVt_bALx_Zy1K35liEAJ2dq35shY2pPSkDpeTjH_bsrWR5py5QRJSIW0entElt-9PSDHT9U0WlwUoAAU_EE-4qHCUVN_vlbv1kKJp9LS5nj_fsn68p_u0p-j40zy3ZeXrDlp2tQsqJBpGMEtxskxhrczbA6CyMdqugTGFxKZOXk3MS1yrdJtuAfHwb7NbxIXxVCdUBP1JtdaxSyZm-3_bDK-TSHsgqRnu6OSflUntf_iby4ozVYFiB2B_m7wlsAavvz30gVn4zF10e49xRn0DnmJWk8lwEOq7dzT_4rumqHWBoG-AWwRI2Sdi_LenvTyJU1hLdoja_rZVTXpYBMpDcTbwKXilHGLqsVtB1SHEI7XlulhBm68m2nsm4NG-AxGvYHnUoyl7VtNzuPPQvak-B9IP06GU5s5n0Hnj3W-2JP-SzRCtOYy7xtc6KqM5_QJnG4xhhtV_WrhWkKyzh_r3tyh0RzeAV_wgm0cQtpS4V6Ge1Mv6c8G4vrJkffSVYWb47v_6p1wCjlyvKQGnm3NQUNIWg8UpQqBH9r8TgpaudbwAfl_nVmaZY3bPC-ETGuvJ27RtriesESU-VAPpi38fZ6ikqxr32X0N5NxBfer_OVOyhaB2BvncjPPXPx5zaeM_Oe4NG1JlQIGJZWbQPgw2L-Owq9hpLGVqLrEx_nbDZpwr1U0jUuWdC_bqOSOGnorlY3Qr4RrFVOaXHc2ydp3_s1esvCyZdX_IPnWsHd82DD7nZI4dAk1rBa4Zy29o6Njf90Melfof9WFcCFYbyfTOjoK1I5b_rq8E2_vsiCmkY76K3pKPsRmOX3k1LmZZO-n_8iggDTm1PN5Tz0EoEGPI8Wk8RswsRZPwK7F7eG-iVdcC604MnAGu3lvuP7da9Kw8OY5TNgOB_Z-b_wiK8zFWgzRG0el5luk3V0UqQvKg.vsHOq6Rt5MarBemHnl9c5g.65b15803464976f191f904bf7e52827e61659ac8ddba6d037f5bde876fe91734&vjk=254f5a2185bb934b&advn=8422716019309727)

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**ESS Substitute Teacher-** ESS Education- Chattanooga, TN- \$59.97 - \$123.50 a day

### **Full job description**

**This opportunity is at Hamilton County School District**

Are you ready to make an impact on the students of Hamilton County by becoming a Substitute Teacher? Substitute teachers play a crucial role by delivering fun and meaningful lessons in classrooms when the regular teacher cannot be there.

#### **Responsibilities include but are not limited to:**

- Provide meaningful instruction to students in assigned classrooms when teachers are absent.
- Implementing classroom teacher's routines, procedures, and lesson plans.
- Report any student injuries, illnesses, or serious discipline problems to the school administration.

#### **Qualifications:**

- High School Diploma or GED required.
- Clear Background check.
- Health Screening.
- Must be proficient in English (speaking, reading, and writing).

#### **ESS Advantages:**

- Weekly pay.

- Bonus weekly from \$30-\$200 each week by working 3 or more days.
- Flexible work schedule, work when and where you want.
- Benefits include medical, dental, vision and 401 k.
- Employee discount program and bonus opportunities.

## Privacy Information

When you apply for a position with ESS, we collect personal information such as:

- Contact details (name, email, phone, address)
- Application materials (resume, work history, education, references)
- Information you choose to provide during the hiring process (interviews, assessments, background checks, as permitted by law)

We use this information to:

- Evaluate your candidacy and qualifications
- Conduct interviews and background checks
- Manage our recruitment and hiring processes
- Comply with applicable legal obligations

We do **not sell or share** applicant personal information. We retain it as long as necessary for recruitment, compliance, and potential future opportunities.

You may have rights under U.S. state privacy laws, including to request access, correction, deletion, or limitation of your personal information.

For details about our practices and your rights, **please review our full Privacy Notices below.**

Click here if you are a California resident: **CA Privacy Policy**

Click here if you reside in all other U.S. states: **Privacy Policy**

## About ESS

As leaders in the education staffing space since 2000, ESS specializes in placing qualified staff in daily, long-term, and permanent K-12 school district positions including substitute teachers, paraprofessionals, and other school support staff. Over the last 23 years, we have innovated education staffing to provide dynamic solutions to school districts and professional opportunities to passionate educators. Our team serves over 5 million students with a pool of 92,000 substitute and permanent employees throughout 34 states. Internally, the ESS team is comprised of 650 individuals with a passion for education working together to ensure our 900 partner districts experience valuable education every day.

We provide our employees with the ability to work in school districts across the country in addition to benefits, comprehensive training, flexible work schedules, and professional development. Our partner school districts receive customized solutions, hands-on management, technology, and program analytics and reporting.

### **ESS Diversity Statement**

ESS continuously works to create an environment where all its employees - regardless of race, ethnicity, religion, gender, sexuality, age, or abilities - can work to the fullest of their potential in a fair and welcoming space. Believing that a diverse company is more innovative and successful, we have embraced diversity to ensure that we are empowered to make sure that “Every day counts” for our employees, the students, and the schools we serve nationwide.

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

<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=10&vjk=31da0a025cb9697c&advn=775572751690321>



**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\\_t53KwDU8Hi5zCiaPS4cm70Hm6nIjgfyQ3VqiMp6bq6sdBL9w4zUjpyyMr59F0TMvNh-IHcmKwKOD-gl8AjUkIKf1tQSGRc2wsv\\_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4\\_BXqH1unqy\\_8-ULUdDYkEm6t6sbnyqi3J3J\\_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL\\_2Lcb1ijByyJ5PKo\\_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHAkuLFJOvir22YwuXJHZ\\_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvOR-ZbD9fwlXLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJKkWzRsRiNPhfBK6iU\\_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpxi4wuNeQG\\_GFJlftSD0KMetyvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsx\\_F\\_mclLdCN9MKqbeifjY0ab4s7k5KJlYpRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYlcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=be7d2c7468c77042&advn=1827774662542938](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_t53KwDU8Hi5zCiaPS4cm70Hm6nIjgfyQ3VqiMp6bq6sdBL9w4zUjpyyMr59F0TMvNh-IHcmKwKOD-gl8AjUkIKf1tQSGRc2wsv_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4_BXqH1unqy_8-ULUdDYkEm6t6sbnyqi3J3J_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL_2Lcb1ijByyJ5PKo_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHAkuLFJOvir22YwuXJHZ_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvOR-ZbD9fwlXLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJKkWzRsRiNPhfBK6iU_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpxi4wuNeQG_GFJlftSD0KMetyvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsx_F_mclLdCN9MKqbeifjY0ab4s7k5KJlYpRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYlcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=be7d2c7468c77042&advn=1827774662542938)

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MAGNOLIA  
*Dreams*

**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\\_PuQCbxWhEleUM0ynvj1WGD0ebi0C1aeUBjsBDdY-Dy1NMPOTH6BuWJvcgx\\_DRnYQmd\\_t53KwDU8Hi5zCiaPS4cm70Hm6nIJgfyQ3VqiMp6bq6sdBL9w4zUjppyMr59F0TMvNh-IHcmKwKod-gl8AjUklIKf1tQSGRc2wsv\\_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4\\_BXqH1unqy\\_8-ULUdDYkEm6t6sbnyqi3J3J\\_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL\\_2Lcb1ijByyJ5PKo\\_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHAKuLFJOvir22YwuXJHZ\\_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvoR-ZbD9fwlXLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJkKWzRsRiNPhfBK6iU\\_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpji4wuNeQG\\_GFJlftSD0KMetvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsxF\\_mclLdCN9MKqbeifY0ab4s7k5KJlYpRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYIcw.x0A3STp0MALIXU-zALX1IQ.378c03c60e40f00d1497be5d1c6ceb5e89d4245b2c6de5f37ef6eb3754a89d15&vjk=9736044ffd63be2c&advn=5142340843545155](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_PuQCbxWhEleUM0ynvj1WGD0ebi0C1aeUBjsBDdY-Dy1NMPOTH6BuWJvcgx_DRnYQmd_t53KwDU8Hi5zCiaPS4cm70Hm6nIJgfyQ3VqiMp6bq6sdBL9w4zUjppyMr59F0TMvNh-IHcmKwKod-gl8AjUklIKf1tQSGRc2wsv_p8crF1N2GusbZJqrWR1xarQJpXNnMAMBu5Qg8ZNxAaDTHfaagk8AkyxmplOOmMeCRxoVYxrweDhQagZB60Vrig50oD69gYt7Ae0z1mN3v6Pq8D5EzvEBjCHEOP--IDUeGIO4_BXqH1unqy_8-ULUdDYkEm6t6sbnyqi3J3J_EZ8JjJQb7vF0C6ta5G5KJrVVG3VP-LHvGiL_2Lcb1ijByyJ5PKo_DVDulyfEGYdPJZXj6ceun0x5RbHo-8y-zkKNboamfj1q9Cd6KHAKuLFJOvir22YwuXJHZ_1gl-OI35X24zaNCjggfwQnyiyH2O7RviMkjkgQQt-m09GkwJi-LAal6LphYaPtgK0yknIMt6PG84pV9jqFXaXU3oVg7c-ou-X3-PcBy4AITK0Br8JkSl-rLMjbHzVdEvzHcwDsFWQx9cjEEAxNRr1-eAy7RIVaseVQytoAFEvoR-ZbD9fwlXLLnk7oRnLWGxMZE6btzcg8FS5OGsrRmXBO4qYzrpDg6ReVJkKWzRsRiNPhfBK6iU_0QVkcSONi16T7EZhpjXIQAAtvibXY98-PEVikRZpOHX-3wnZ8Ey3e5y4C9WXjcaWqNaf5Fpji4wuNeQG_GFJlftSD0KMetvJX-zb2EyiRR24-JRtlP5d8Q4OMHEsxF_mclLdCN9MKqbeifY0ab4s7k5KJlYpRj4WWI3bOhlhwrWMsMYj9x-XgQ4YHdgjao8zOk2aCILXYIcw.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>

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**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](https://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>

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**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>

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**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.

For More Informstion  
Rhea Schroeder (423) 463-1042

[www.workatfirst.com](http://www.workatfirst.com)





**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](mailto:joyce_jackson@signalcenters.org)

Website: [www.signalcenters.org](http://www.signalcenters.org)

Phone: (423) 326-5420

