



## **Job List for Week of January 12th**

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

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**Clarity Assistant - Medtech Orthopedics (NOT Remote)-Medtech Orthopedics-Chattanooga, TN 37343-\$18 - \$23 an hour - Part-time, Full-time**

**Full job description**

**Company Overview**

Medtech Orthopedics is redefining healthcare operations with Healthcare Automations, an advanced software that streamlines billing, communication, and patient care. We are creating a new generation of healthcare professionals - people who work *with* intelligent technology to keep patients, providers, and payers connected.

Join us and help lead the next evolution in healthcare administration.

## **Position Summary**

The Clarity Assistant plays a key role in ensuring smooth, accurate, and compliant workflows inside our automation system.

You won't do manual billing or coding - instead, you'll follow clear digital prompts from our software, communicate with patients and insurance companies, and make sure everything flows seamlessly from intake to payment.

If you enjoy structure, clear direction, and meaningful communication, this role was built for you.

## **Key Responsibilities**

- Follow guided steps in our automation platform to complete daily tasks.
- Review and update missing information or documentation flagged by the system.
- Communicate with insurance companies for eligibility checks, claim status, and prior authorizations.
- Speak with patients to explain balances, confirm information, or provide updates.
- Enter detailed notes in our Clarity Notes system to keep communication transparent.
- Escalate complex issues to the Clarity Lead or billing team when needed.

## **Skills & Qualifications**

- Excellent attention to detail and ability to follow structured processes.
- Strong written and verbal communication skills.
- Customer-service-minded, professional, and empathetic when speaking with patients.
- Comfortable using technology, portals, and workflow software.
- Prior experience in medical billing, insurance verification, patient access, or call-center support is helpful but not required.

## **Pay & Career Path**

- Starting Pay: \$18-\$23 per hour + performance bonuses
- Training Period: 2-4 weeks(fully paid)
- Career Growth: Clarity Assistant→Senior Clarity Assistant → Clarity Lead

## Why Join Medtech?

- Work with cutting-edge healthcare technology - no repetitive date entry.
- Learn transferable skills in healthcare automation and patient communication.
- Flexible, supportive, and mission-driven work environment.
- Be part a of a nationwide movement modernizing the DME and healthcare industry.

Keywords (for SEO visibility)

*Medical Billing Assistant, Healthcare Operations, Insurance Verifications, Patient Access, Remote Medical Billing, Prior Authorization, Healthcare Administration, Medical Customer Service, Medical Office Jobs, DME Billing, Healthcare Automation, Revenue Cycle Support, Entry-Level Healthcare Jobs*

Apply Today

Step into the future of healthcare.

Join Medtech Orthopedics as a Clarity Assistant and help us connect every step - from patient intake to payment - with precision and care.

**Job Types:** Full-time, Part-time

**Pay:** \$18.00 - \$23.00 per hour

**Expected hours:** 20 – 35 per week

**Benefits:**

- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

**Education:**

- Associate (Preferred)

**Language:**

- English (Required)

**Work Location:** In person

<https://www.indeed.com/?vjk=98c3955091bef2ad&advn=10184497587310>

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**Hamilton County School Cleaner - Soddy Daisy- ABM Industries-Soddy-Daisy, TN-\$13 an hour - Full-time**

**Full job description**

**Job Summary Details:**

The Cleaner provides the cleaning and upkeep of an assigned area.

**Benefit Information:**

ABM offers a comprehensive benefits package. For information about ABM's benefits, visit ABM Employee Benefits | Front Line Team Members | (Programa de Beneficios de ABM)

**Basic Qualifications:**

- Must be 18 years of age or older
- No experience required and on the job training provided
- No high school diploma, GED or college degree required

**Preferred Qualifications:**

- Customer service experience
- 1 year of similar work experience

**Responsibilities:**

- Clean and maintain buildings/facilities
- Follows procedures for the use of chemical cleaners and power equipment in order to prevent damage to floors and fixtures
- Notify Manager concerning the need for minor or major repairs or additions to building operating systems
- Establish and maintain effective communication and working relationships with clients, co-workers, shift coordinators, supervisors, managers, etc.
- Comply with all safety, security, compliance, and quality standards and procedures established by the Company, Clients, and regulatory authorities
- Clean and dust furniture, fixtures, floors, ceilings, walls, machines, and equipment
- Move cabinets, boxes, furniture, crates and equipment to clean areas, either manually or by using hand trucks
- Clean interior partition glass, windows, glass partitions, and mirrors using soapy water or other cleaners, sponges, and squeegees

- Wash and replace blinds
- Gather and empty trash
- Sweep walks, rake leaves, cut grass, remove snow or perform other incidental seasonal tasks
- Wipe and clean tabletops, chairs, and equipment in food areas
- Service, clean, and supply restrooms

A good job for someone just entering the workforce or returning to the workforce with limited experience and education. ABM is a military and veteran friendly employer, veterans and candidates with military experience encouraged to apply. Military Occupational Specialty Code: 92S, 92Y, LS, DC #200

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## About Us

ABM (NYSE: ABM) is one of the world's largest providers of facility services and solutions. A driving force for a cleaner, healthier, and more sustainable world, ABM provides essential services and forward-looking performance solutions that improve the spaces and places that matter most. From curbside to rooftop, ABM's comprehensive services include janitorial, engineering, parking, electrical and lighting, energy and electric vehicle charging infrastructure, HVAC and mechanical, landscape and turf, and mission critical solutions. ABM serves a wide range of industries – from commercial office buildings to universities, airports, hospitals, data centers, manufacturing plants and distribution centers, entertainment venues and more. Founded in 1909, ABM serves over 20,000 clients, with annualized revenue approaching \$8 billion and more than 100,000 team members in 350+ offices throughout the United States, United Kingdom, Republic of Ireland, and other international locations. For more information, visit <http://www.abm.com>.

ABM is proud to be an Equal Opportunity Employer qualified applicants without regard race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran or any other protected factor under federal, state, or local law. ABM is committed to working with and providing reasonable accommodation to individuals with disabilities. If you have a disability and need assistance in completing the employment application, please call 888-328-8606. We will provide you with assistance and make a determination on your request for reasonable accommodation on a case-by-case basis.

ABM participates in the U.S. Department of Homeland Security E-Verify program. E-Verify is an internet-based system used to electronically confirm employment eligibility.

ABM is a military-friendly company proudly employing thousands of men and women who have served in the U.S. military. With ABM, you'll have access to a world-class training program and ample opportunities to use the skills you developed while serving our country. Whether you're looking for a frontline or professional position, you can find post-military career opportunities across ABM.

ABM directs all applicants to apply at <http://www.abm.com/> ABM does not accept unsolicited resumes.

<https://www.indeed.com/?vjk=166b69f95262c028&advn=8196783981052115>

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**Shift Lead - Hixson 1 New Country Dr (TN0804)- Modwash Llc**—5084 New Country Dr, Hixson, TN 37343-\$16 an hour - Full-time

#### **Full job description**

**Be Bold. Be Kind. Be You.**

**Join our dynamic team at ModWash, where our mission is to deliver a legendary car wash experience while helping customers keep their vehicles clean all year-round!**

**Key Holders** are responsible for the daily operations at a ModWash location with opening and closing site responsibilities. You'll work as a team to **drive membership sales** while ensuring each guest has an outstanding experience to help grow the ModWash brand. You'll educate them on the value and savings of becoming a member and help them select the best package to suit their needs.

#### **What you'll do:**

- Deliver mind blowing **customer service**. Greet all customers with a smile, a wave and a friendly attitude.
- Actively sell and present each of the ModWash packages and the benefits of unlimited wash memberships.
- Safely guide and assist guests through the ModWash packages, and membership options.
- Actively engage with customers pre/post wash to ensure 100% satisfaction.
- Collaborate with and encourage the team to meet sales goals.
- Execute opening and closing site responsibilities when scheduled. Be responsible for the site standards of service.
- Effectively maintain the on-site equipment and troubleshoot when needed
- Assist in overseeing the productivity, breaks, and safety of all employees
- Continuously seek ways to improve the business
- Ensure compliance with legal requirements and company policies and procedures
- Ensure facilities are always clean and presentable.

#### **What you'll need:**

- A passion for **serving others**.
- Awesome **customer service skills, previous sales experience a plus**.
- Outgoing, energetic personality with excellent communication skills.
- Strong interpersonal skills.
- Motivate and encourage your teammates in a fast-paced environment.
- Ability to work a flexible schedule including evenings and weekends.

#### **Physical Job Requirements:**

- Ability to work outdoors in all weather conditions and seasons
- Be on your feet for extended periods of time/ the entire work shift
- Physically able to bend, stoop, squat, kneel, reach, step to perform job duties
- Ability to carry, lift, push, pull, and move up to 25 pounds
- Alert and able to maneuver around moving vehicles and equipment
- Respond quickly to sounds
- Move safely over uneven terrain and in confined spaces
- See clearly and respond to dangerous situations

- Must have the ability to be mobile and engaged with all ModTeam members and customers at pay station, tunnel entrance, and vacuum lot

**Benefits:**

- Base pay plus commission for top three membership plans sold
- Paid training and coaching
- Free employee car washes
- Fun, team-oriented work environment
- Career advancement opportunities
- 401K match
- Medical, Dental and Vision Insurance options

ModWash provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*Job Types: Full-time*

[https://www.indeed.com/jobs?q=modwash&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-turnstile-response=0.qr15rALsUw8fqzxzl8wPN7OQEDEhNB\\_a-eMmM2FgUgvvf6Vx4JTLD3odUZSzL-04ss4WzwnlcQ45TvSoGyomoq3ikNIjtT8s37skDUXA5pQ7OeuntOIV\\_54LyHyCp-RJN84I06Y1B8xsaxlypPium9p6LKsmyKlsWdRsUaclVmR\\_Bj-YCAFiKUXBq9Y9Ra\\_kGZTX\\_E4I4WZ4cr5HSA0SHra3sYRw9V9MtD357LD04WYsb1xsqbrGoRxOmHYv9yeh7vxhIKUngPQfliXTvfacqgPh8u8BqWNY5i9GSZO0U501yDqJGBr-Cz3J5P3x46wqKS\\_JhbV0XmyRZhneFP-q6DxEJ4w2gUh6wN1LG31yLOyPN0dNJo25yJSzkUZgDsHS0bUdsDhlylONhFr9\\_u5BIJHHSexjZk5hE194Oprp1ZI1T1jHTmRy6x-Hq9bAoma5Ro45AM8Qe1AiIMx8H7EI9xRvkyJjzZ5tIUTj4fijplnsW6-KxVSWglBY\\_PDfeMWYBpgz26aWKDyV0p3PttSNzP\\_FhAxMceyV1lyLuiZOK4uotoL9G4ldouttVYCj4ZklqoFO-PnXXBkxEn\\_M1nahwSgy1-fC-qM9dykN04v80spanraXhZs2eq1egp5svKNitBqZojn8aN0SFLAE0dOEYvwJFT5WMDX\\_onZWLzMGhKdr8Xu5JROq79anoLcAXNCpRuG40PTudoprKAsVoeDjstP5YWnwKajr0VD0DsY99fHgsCWREwxz996LsGXO8KsqXiJLYXHTnE23AKQXnPjckBfk1iHUvtVYw\\_GtlgEy-xQhxpUDgRYhAHQut38RalNopCmv9dfj-b0rh8b90IaD-Af799mKYiD8MR6E\\_kd5ljfKyqHC6b7P-Hk7ZCQgniegr-pwdTdez5BE3g3hl80ijd4ValJaUMcCxRprhMdHc.DIFo6FzXPohrW75N3ZRnjA.aba17c1](https://www.indeed.com/jobs?q=modwash&latLong=35.04563%2C-85.30968&locString=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp&cf-turnstile-response=0.qr15rALsUw8fqzxzl8wPN7OQEDEhNB_a-eMmM2FgUgvvf6Vx4JTLD3odUZSzL-04ss4WzwnlcQ45TvSoGyomoq3ikNIjtT8s37skDUXA5pQ7OeuntOIV_54LyHyCp-RJN84I06Y1B8xsaxlypPium9p6LKsmyKlsWdRsUaclVmR_Bj-YCAFiKUXBq9Y9Ra_kGZTX_E4I4WZ4cr5HSA0SHra3sYRw9V9MtD357LD04WYsb1xsqbrGoRxOmHYv9yeh7vxhIKUngPQfliXTvfacqgPh8u8BqWNY5i9GSZO0U501yDqJGBr-Cz3J5P3x46wqKS_JhbV0XmyRZhneFP-q6DxEJ4w2gUh6wN1LG31yLOyPN0dNJo25yJSzkUZgDsHS0bUdsDhlylONhFr9_u5BIJHHSexjZk5hE194Oprp1ZI1T1jHTmRy6x-Hq9bAoma5Ro45AM8Qe1AiIMx8H7EI9xRvkyJjzZ5tIUTj4fijplnsW6-KxVSWglBY_PDfeMWYBpgz26aWKDyV0p3PttSNzP_FhAxMceyV1lyLuiZOK4uotoL9G4ldouttVYCj4ZklqoFO-PnXXBkxEn_M1nahwSgy1-fC-qM9dykN04v80spanraXhZs2eq1egp5svKNitBqZojn8aN0SFLAE0dOEYvwJFT5WMDX_onZWLzMGhKdr8Xu5JROq79anoLcAXNCpRuG40PTudoprKAsVoeDjstP5YWnwKajr0VD0DsY99fHgsCWREwxz996LsGXO8KsqXiJLYXHTnE23AKQXnPjckBfk1iHUvtVYw_GtlgEy-xQhxpUDgRYhAHQut38RalNopCmv9dfj-b0rh8b90IaD-Af799mKYiD8MR6E_kd5ljfKyqHC6b7P-Hk7ZCQgniegr-pwdTdez5BE3g3hl80ijd4ValJaUMcCxRprhMdHc.DIFo6FzXPohrW75N3ZRnjA.aba17c1)

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**Cleaning & Repackaging Associate –Shipping & Warehouse Operations- Brace Direct- 128 Harrison Lane, Soddy-Daisy, TN 37379-\$18.00 - \$18.50 an hour - Part-time**

**Full job description**

We are seeking a detail-oriented, reliable Cleaning & Repackaging Associate to join our shipping and warehouse team. This role is essential to maintaining product quality, organization, and accurate inventory counts. The ideal candidate is meticulous, efficient, comfortable working with physical products, and committed to keeping our outbound orders and warehouse environment operating at a high standard.

**Work Schedule:**

- Regular Hours: Monday to Friday, 8:30 a.m. to 5:00 p.m.
- Additional Requirement: Up to One Saturday per Month
- Location: Soddy Daisy, TN 37379

**Compensation and Benefits:**

- Hourly Wage: \$18 to \$18.5 per hour.
- Paid Holidays
- Paid Time Off: (PTO) accrual starting after a 90-day period.
- Health Insurance contribution for individual plans.
- Retirement Benefits

#### **Key Responsibilities:**

##### **Product Cleaning & Quality Control**

- Clean, sanitize, and inspect returned or repackaged products following company standards.
- Evaluate items for damage, wear, or missing components.
- Document defects and escalate quality issues to warehouse leads.

##### **Repackaging & Preparation**

- Repackage items using approved materials to meet brand and compliance requirements.
- Assemble product kits, accessories, and documentation as needed.
- Ensure finished goods meet presentation, labeling, and condition standards before returning to inventory or shipping.

##### **Photography & Documentation**

- Capture clear, accurate photos of products for quality documentation or listing updates.
- Upload images to internal systems with proper file naming and tagging.
- Record product condition changes in software when applicable.

##### **Inventory Support & Cycle Counting**

- Perform routine cycle counts to maintain accurate inventory levels.

- Identify discrepancies and report them to the warehouse supervisor.
- Assist with labeling, bin management, and stock organization.

### **Warehouse Organization & Workflow Support**

- Maintain clean, organized workstations and storage areas.
- Support general warehouse tasks such as sorting, inventory transfers, and restocking.
- Communicate effectively with shipping, receiving, and operations teams to keep workflow moving smoothly.

### **Qualifications:**

- High attention to detail with strong organizational skills.
- Ability to work efficiently in a fast-paced warehouse environment.
- Intermediate computer skills for photo uploading, documentation, and inventory systems.
- Comfortable performing repetitive tasks with accuracy and consistency.
- Ability to lift up to 40 lbs.
- Prior warehouse, shipping, or quality control experience preferred but not required.

### **What We Offer:**

- Stable full-time role within a growing company
- Hands-on training and clear workflows
- Health Insurance & Retirement Benefits
- Supportive, team-focused work environment
- Paid Time Off & Paid Holidays

After your application on indeed your next step will be to complete our warehouse associate assessment. Copy Paste Link:  
<https://app.testgorilla.com/s/0aen1v09>

Please ensure you have adequate time and access to a computer before starting. Don't be discouraged by difficult questions—this test is intentionally designed to include some challenging content.

**Job Type:** Part-time

**Pay:** \$18.00 - \$18.50 per hour

**Expected hours:** 18.50 per week

**Benefits:**

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

**Application Question(s):**

- I understand that I must take the assessment to move to the next stage:

<https://app.testgorilla.com/s/0aen1v09>

**Work Location:** In person

<https://www.indeed.com/?vjk=ade65ca4686257b5&advn=1906165056120040>

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**Deli Clerk Part Time- BJ's Wholesale Club-Chattanooga, TN 37343-From \$16.75 an hour - Part-time**

**Full job description**

**A World-Class Team**

BJ's Wholesale Club is powered by more than 30,000 team members who make a real impact every day. Whether you're stocking shelves, solving problems or shaping strategy, your work helps families save on what matters most.

We're a team built on purpose and opportunity. Join us and be part of something meaningful.

### Why You'll Love Working at BJ's

At BJ's Wholesale Club, our team members are at the heart of everything we do. That's why we offer a comprehensive benefits package designed to support your health, well-being and future – both on and off the job. When you grow, we grow.

Here's just some of what you can look forward to:

- **Weekly Pay:** Get paid every week so that you can manage your money on your terms.
- **Free BJ's Memberships:** Enjoy a complimentary The Club Card Membership, plus a free Supplemental Membership for someone in your household.\*
- **Generous Paid Time Off:** Take the time you need with vacation, personal, sick days, holidays, bereavement, and jury duty leave.\*
- **Flexible and Affordable Health Benefits:** Choose from three medical plans, and access optional dental, vision, Health Savings Account (HSA), and flexible spending account options to fit your lifestyle.\*
- **401(k) Retirement Savings Plan:** Build your financial future with a company match (available to team members 18 and older).\*
- **Employee Stock Purchase Plan:** Accumulate funds through after-tax payroll deductions that can be used to purchase shares of BJ's common stock at a 15% discount.\*
- **Eligibility requirements vary by position.**

### Job Summary

**Slices, packages, weighs, and sells various deli products, including meats and cheeses. Maintains the presentation and cleanliness of the deli, including deli display cases. Provides assistance to Members in the deli department.**

**Team Members:**

- **Carry out job functions and responsibilities as assigned. Support the application of club policies, procedures and compliance.**
- **We strive for flawless execution and hold ourselves accountable .**
- **Acts with honesty and integrity and lead with the member in mind to address any and all concerns and to escalate any concerns, as appropriate.**
- **Ensure a safe and positive environment for our members and each other.**
- **Embrace inclusion and diversity, by working together with collaboration and respect. Work as a team to achieve goals.**
- **Move with speed and agility in everything we do.**
- **Innovate and adapt so we can move as fast as the world around us.**
- **Maintain a friendly and positive attitude.**

**Members:**

- **Deliver service excellence through all points of contact.**
- **Resolve and deescalate to address every member concern.**
- **Ensure a safe and positive environment and experience for the members.**
- **Daily commitment to GOLD Member Standards**
  - **Greet, Anticipate, Appreciate (GAA)**
  - **Fast, Friendly Full, Fresh, Clean**

**Club Standards: Work as a team to deliver GOLD club standards daily.**

- Work with commitment and pride to deliver GOLD- Grand opening look daily
  - All items stocked and promotional plans executed
  - Maintain visible accurate signage
  - Clean and organized, inside and out

#### Know your Business:

- Understand how to access and read production and/or financial performance reporting for your department
- See the connection between consistent execution and the positive impact it can have on the business

#### Major Tasks, Responsibilities, and Key Accountabilities

- Provides a high level of customer service to Members. Answers questions and recommends deli items. Answers Member calls and takes special orders.
- Slices, packages, and weighs deli products, including cheeses and meats. Helps Members select the correct products. Samples product to assist in purchasing decisions. Prepares and packages special orders and party trays.
- Receives and inspects deli shipments. Displays, stocks, rotate, and stores deli products following food safety, food freshness, and product handling policies and procedures.
- Ensures that all products are fresh and meet company quality standards. Checks for out-of-date products daily and follows appropriate product salvage policies and procedures.
- Ensures deli cooler shelves and deli display cases have a wide variety of product. Stocks and rotates deli items when necessary.
- Operates and handles deli equipment in accordance with safety policies and procedures.
- Cleans and sanitizes deli equipment and food surfaces throughout the department, including rotisserie ovens, cooking utensils, refrigerated cases, and the deli cooler.

- Ensures scale systems are in working order. Makes sure items are weighed and priced accurately.
- Maintains all club policies and procedures.
- Performs other duties as assigned, including working in other departments as needed.
- Regular, predictable, full attendance is an essential function of this job.

#### Qualifications

- Work experience in a deli department preferred.
- Prior experience operating manual/power slicers and scales preferred.
- Knowledge of deli products preferred.
- At least 18 years of age.

#### Environmental Job Conditions

- Most of the time is spent moving about frequently on hard surfaces. There may be a need to occasionally position oneself to examine or scan merchandise, including bending, handling, pulling, reaching, and/or stooping.
- Frequently requires lifting objects up to 30 pounds. May require lifting and moving heavy and/or awkward objects greater than 30 pounds with assistance.
- Located in a comfortable indoor environment with frequent exposure to temperature extremes from freezers, ovens, and/or coolers. There may be frequent exposure to cleaning agents.

In accordance with the Pay Transparency requirements, the following represents a good faith estimate of the compensation range for this position. At BJ's Wholesale Club, we carefully consider a wide range of non-discriminatory factors when determining salary. Actual salaries will vary depending on factors including but not limited to location, education, experience, and qualifications. The pay range for this position is starting from \$16.75.

<https://www.indeed.com/?vjk=b53d45f4fa879066&advn=4724264512515566>

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**PT Merchandiser - Soddy Daisy, TN- Lewis Bakeries-Soddy-Daisy, TN 37379-Part-time**

**Full job description**

**Responsibilities include, but not limited to:**

- Checking-in and stocking product in stores
- Moving stacks of product within the store by pushing items on dollies
- Use electronic tablet for daily inventory
- #lbsales

**Requirements:**

- Must be available to work 5-7 days a week, up to 28 hours a week.
- Must have reliable transportation and live local to store locations
- Basic computer experience and ability to process basic math in order to update inventory information on a tablet
- Must be dependable, and have good communication skills
- Must be able to physically push/pull stacks of product, lift trays of bread/buns and stock shelves.
- DSD experience is helpful, but not required
- #lbsales

\*\*\*All offers are contingent on completing pre-employment steps.\*\*\* #lbsales

<https://www.indeed.com/?vjk=7a8995e550d64534&advn=3665942708072650>

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**Sales Associate- The UPS Store 3188- Chattanooga, TN 37405- \$13 - \$15 an hour - Part-time**

#### **Full job description**

#### **Job Overview**

We are seeking a motivated and enthusiastic Sales Associate to join our dynamic retail team. The ideal candidate will play a crucial role in providing exceptional customer service, driving sales, and maintaining an organized store environment. This position requires a passion for retail and a keen ability to upsell products.

#### **Details**

- Greet customers warmly and assist them in finding products that meet their needs.
- Engage in upselling techniques to enhance customer experience and increase sales.

- Operate cash registers and handle transactions accurately using POS systems.
- Maintain stock levels by organizing merchandise on the sales floor and restocking as needed.
- Ensure the store is clean, organized, and visually appealing to customers at all times.
- Utilize basic math skills for cash handling and inventory management.
- Assist with inventory counts and report discrepancies as needed.
- Communicate effectively with team members and management to ensure smooth operations.

#### **Experience**

- Previous experience in retail sales or a similar customer-facing role is preferred.
- Familiarity with cash registers, POS systems, and basic math skills are essential for this role.
- A strong ability to sell products through effective communication and interpersonal skills is required.

Join our team today and become an integral part of our retail success story!

**Job Type:** Part-time

**Pay:** \$13.00 - \$15.00 per hour

**Expected hours:** 10 – 36 per week

**Education:**

- High school or equivalent (Required)

**Ability to Commute:**

- Chattanooga, TN 37405 (Required)

**Work Location:** In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=rnonboarding&start=50&vjk=f60dc6d24110bd69>



**Shipping and Receiving Warehouse Specialist- ROBBINS & BOHR, LLC- 420 Hudson Road, Chattanooga, TN 37405- \$19 - \$21hr - Full-time**

#### **Shipping and Receiving Warehouse Specialist**

**ROBBINS & BOHR, LLC – Chattanooga, TN**

#### **Company Overview**

Join Robbins & Bohr, LLC, a 75-year-old company headquartered in Chattanooga, TN, and become an integral part of our dynamic team. We pride ourselves on fostering a collaborative work environment where your contributions make a significant impact.

#### **Position Overview**

We are currently seeking a dedicated individual to join our shipping and receiving team. This position offers an opportunity to work in a fast-paced environment with a focus on efficiency and accuracy. As a member of our team, you will report directly to the Vice-President and play a crucial role in the day-to-day operations of our 15,000 square-foot warehouse. We are conveniently located with easy access off I-27 near downtown Chattanooga.

#### **Key Responsibilities**

- Receive, label, pick, and ship pre-packaged components.

- Verify part numbers with meticulous attention to detail.
- Enter data accurately into our P21 software program.
- Maintain organization and cleanliness within the warehouse.

- Safely handle packages weighing up to 50 +/- pounds, operate lift trucks, and perform other warehouse duties as required.

#### **Requirements**

- Minimum 1 year of experience in a shipping and receiving environment preferred.
- Excellent interpersonal skills and a positive attitude.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Basic computer skills, including experience with inventory management software.
- Ability to operate warehouse equipment, including forklifts and pallet jacks.

#### **Benefits**

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

#### **Schedule:**

- Full-time, Day Shift: Monday to Friday, 8:00 AM - 5:00 PM

#### **Application Requirements:**

**To apply, please submit your resume. Please note that applicants must currently reside in the Chattanooga, TN region.**

Work Location: In-person at our Chattanooga, TN facility.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&from=searchOnHP&vjk=08f83f509089137c>

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**Front Office Coordinator / Dental Assistant (1 Day/Week)-River Valley Dentistry-Chattanooga, TN 37405-\$18 - \$22 an hour - Full-time**  
**Full job description**

#### **About Us**

We are a high-performing, patient-focused dental practice known for exceptional service, strong team culture, and an environment that feels more like a second home than a workplace. Our team thrives on positivity, accountability, and pursuing excellence every day.

We are growing and we're looking for a standout individual who wants to grow *with* us.

#### **About the Role**

This is a unique **hybrid position** for someone who is passionate about patient experience and is excited to support both the **front office** and assist **one day per week clinically**.

We want someone who brings energy into the room, communicates with confidence, and is goal oriented. If you are motivated, love people, and enjoy being part of a supportive, driven team, then this is the place for you.

### **What You'll Do Front Office Responsibilities (Primary Role):**

- Welcome patients with warmth, professionalism, and genuine hospitality
- Manage scheduling, phone calls, patient check-in/out
- Present treatment plans clearly and confidently
- Maintain organization, accuracy, and detail in a fast-paced setting
- Support practice growth by reaching scheduling, production, and experience goals
- Collaborate with team members to keep daily flow smooth and efficient

### **Dental Assistant Responsibilities (1 Day/Week):**

- Clinical support to providers as needed
- Set up/tear down rooms, sterilization, and patient prep
- Provide comfort, reassurance, and five-star care to patients
- Help bridge communication between front & back teams

*(We will train for the assistant duties if needed, as long as you bring drive and willingness to learn.)*

### **You're a Great Fit If You:**

- Love connecting with people and brightening their day
- Are energized by goals and enjoy hitting targets
- Thrive in a supportive, high-communication team environment
- Adapt easily and handle challenges with a positive mindset
- Want a long-term home where you can grow and contribute
- Enjoy fast-paced days with plenty of variety
- Bring ideas, initiative, and pride in your work

### **Qualifications**

- Front office dental experience preferred but **not required**
- Experience as a DA is a bonus, but we will train the right person **one day per week**
- Strong communication and relationship-building skills

- Comfort with technology and dental software
- Reliability, integrity, and a passion for patient care are a must

### **Why You'll Love Working With Us**

- Supportive leadership that invests in your growth
- A team culture built on respect, fun, and accountability
- Clear goals + opportunities to earn more
- A chance to make a real impact on patients and your team every day
- Long-term career path with a company that's growing

Pay: \$18.00 - \$22.00 per hour

### **Benefits:**

- Disability insurance
- Employee discount
- Life insurance
- Paid sick time
- Paid time off
- Retirement plan

**Work Location:** In person

<https://www.indeed.com/?vjk=7b5322a5cc468903&advn=6909905671149436>

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**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&radius=35&from=searchOnHP&start=50&vjk=6562bd9a6f487f5c&advn=1667750074046465>

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## **Production Packer (All Shifts)- M&M Industries, Inc.-1435 East 14th Street, Chattanooga, TN 37404- Full-time**

### **Full job description**

At M&M Industries, we take pride in creating high-quality plastic packaging solutions that make a difference in everyday life. Our success starts with the people who bring precision, consistency, and teamwork to every shift. The Production Packer / Operator plays an essential role in assembling and packing our products, ensuring that every pail and lid meets our quality standards and is ready to exceed customer expectations.

Production Packers / Operators are responsible for assembling and packing pails or lids, including correctly installing handles or triggers in a timely manner. Attention to detail and commitment to quality are essential to meet our customers' standards. This role requires flexibility, the ability to multitask, and the capacity to follow both written and verbal instructions.

### **Shifts Available:**

A Shift — 7:00 AM to 7:00 PM; B Shift — 7:00 PM to 7:00 AM; C Shift — 7:00 AM to 7:00 PM; D Shift — 7:00 PM to 7:00 AM

**(2-2-3 rotation:** two days on, two days off, every other weekend off – Friday, Saturday, Sunday).

### **Key Responsibilities:**

- Follow all safety policies and procedures to maintain a safe work environment.
- Install triggers, gaskets, tampers, vent plugs, metal/plastic spouts, and metal/plastic handles manually or with installer devices.
- Apply silicone to lids using a brush when required.
- Identify and report any product that does not meet quality standards before packing.
- Use a tape gun as needed to assemble boxes for lids.
- Operate the Child Warning Stamper to apply labels to pails.
- Accurately complete all required production and reject paperwork for your shift.
- Maintain a clean, organized, and efficient work area.

- Perform other duties as assigned.

#### **Physical Job Requirements:**

- Must be able to lift and handle a maximum of 20 pounds repetitively occasionally
- Good hand and eye coordination a must
- Detail orientated and organized
- Perform work from a standing position is required

**Note:** All work is performed in a manufacturing environment that may be hot or cold, and requires the use of personal protective equipment (PPE) at all times (such as safety glasses and other protection as needed).

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=50&vjk=05ac5be3eb2860d1>

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**Psychiatric Technician-**Moccasin Bend Mental Health Institute- 100 Moccasin Bend Road, Chattanooga, TN 37405-\$2,436 a month - Full-time

#### **Full job description**

##### **Overview**

We are seeking a dedicated and compassionate Psychiatric Technician to join our team. In this role, you will provide essential support to patients experiencing mental health challenges, ensuring their safety and well-being in a clinical setting. You will work closely with healthcare professionals to deliver high-quality psychiatric care, assist in crisis intervention, and promote positive behavioral health outcomes.

##### **Responsibilities**

- Provide direct patient care, including monitoring and observing patients' behavior and emotional state.
- Assist in crisis intervention strategies to manage acute care situations effectively.
- Implement behavior management techniques as directed by the treatment plan.
- Maintain accurate medical records and documentation of patient observations and interactions.
- Support patients with disabilities by facilitating their participation in therapeutic activities.
- Collaborate with nursing staff and other healthcare professionals to develop individualized care plans.
- Engage in patient education regarding mental health conditions and treatment options.

### **Requirements**

- Experience or training in psychiatry or behavioral health settings is preferred.
- Familiarity with medical terminology and patient monitoring techniques.
- Knowledge of crisis intervention methods and acute care practices.
- Previous experience working with individuals with disabilities is a plus.
- Strong observational skills for effective patient monitoring and behavior management.
- Background in nursing or corrections facility medical clinic experience is advantageous.
- Ability to communicate effectively with patients, families, and healthcare teams.
- Commitment to providing compassionate care while maintaining professional boundaries. Join us in making a difference in the lives of those we serve through dedicated psychiatric care. Your skills and compassion can help foster healing and recovery for our patients.

**Job Type:** Full-time

**Pay:** \$2,436.00 per month

### **Benefits:**

- 401(k)
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance

- Paid time off
- Parental leave
- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance
- Wellness program

**Work Location:** In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=80&vjk=7946306c4f9861c6>

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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.

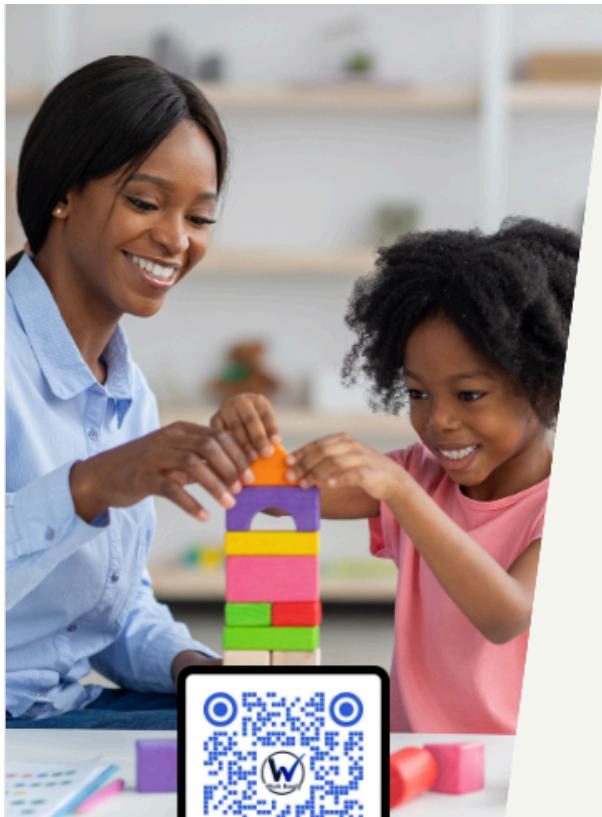
As a FIRST driver, you will never work weekends or holidays and summers are optional.

Ask about our child ride along program.

For More Information  
Rhea Schroeder (423) 463-1042

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





[bit.ly/3rApIBJ](http://bit.ly/3rApIBJ)



**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

