## Job List for Week of January 13th

This list is also available on our website at <a href="www.nnhouse.org/job-listings/">www.nnhouse.org/job-listings/</a>

#### Administrative Assistant / Customer Service Rep. - Weed Man Lawn Care Chattanooga Hixson, TN 37343, \$29,120

- \$41,717 a year - Full-time

#### **Company Description:**

North America's Largest Franchised Lawn Care Company continues their successful growth and now is the perfect time for you to join our Amazing Team. Together with the greatest products, service, and employees in the world, we will continue to be America's choice when it comes to selecting a Lawn Care Professional.

Weed Man Chattanooga is locally owned and has been serving Hamilton County with honesty and integrity for over 10 years.

Come to work with your passionate enthusiastic attitude, and you'll experience the thrill of being a part of a winning team and you'll be rewarded with many opportunities for personal growth!

#### **Position Summary:**

Reporting to the Operations Manager, this Administrative Assistant is responsible for the overall operation of the Customer Service Department, as well as the Office Administration for the company. The Administrative Assistant ensures our high customer service standards are met while coordinating administration functions efficiently, accurately, and cooperatively with other departments. This position could develop into an Office Manager position.

This position is currently 35-40 hours per week, with some occasional overtime from time to time.

#### **Duties and Responsibilities:**

- Act as a customer service representative to help us provide outstanding service to our new and existing customers.
- Interact with customers on the phone and through email
- Answer questions, resolve concerns, verify customer information, etc.
- Make sales.
- Ensure the daily administrative functions (posting of sales, work done, bank deposits, payments received, etc) are complete and accurate.
- Effectively manage the accounts receivable.
- Maintain a clean and organized office space.
- Participate in planning, development, and execution of strategy for the future development of the department.
- Perform related duties and responsibilities as required to meet company objectives.

#### Job Requirements:

- Energetic, positive, and friendly.
- Punctual, self-starter, able to self-motivate and work independently a must.
- Strong interpersonal, verbal and written communication skills
- Excellent time management, organizational and multitasking skills
- Strong knowledge of MS Office
- Able to work in a fast paced environment
- Experience in sales or customer service is a plus.

#### Weed Man Chattanooga is a Drug Free workplace.

Competitive hourly wage, based on qualifications. We are looking for the right person who brings an enthusiastic and friendly service oriented attitude.

Check us out at Chattanooga.weedmanusa.com

Job Type: Full-time

Pay: \$29,120.00 - \$41,717.00 per year

#### Benefits:

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

#### Schedule:

• 8 hour shift

Work Location: In person

https://www.indeed.com/jobs?q=weed+man+lawn+care&l=Chattanooga%2C+TN&radius=35&from=searchOnDesktopSerp%2Cwhatautocomplete&vjk=afd8da1c6d47f25c&advn=3617007268672070

## Full job description

The Fairfield Inn Chattanooga Near Hamilton Place is now hiring a Guest Service Representative to join our wonderful team! This is an evening shift position (3 pm - 11 pm) and we have shifts available 7 days a week (weekends will be required). The rate of pay is \$14.00 per hour. Additional benefits include paid time off, a quarterly bonus plan, 401k with employer match and we are now offering the ability to be paid DAILY using DailyPay

Provide excellent guest service in an efficient, courteous professional manner; follow LBA standards of friendly hospitality while adhering to guidelines and procedures. Execute selling strategies to enhance the hotel revenue.

#### **PRE REQUISITES**

Guest Service Representatives have access to guestrooms and property, character traits of honesty and trustworthiness are essential to this position. Therefore, associates must pass the appropriate security clearance, per company policy.

• Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory.

#### SUMMARY OF ESSENTIAL JOB FUNCTIONS

Must be able to perform major life activities: Standing, lifting, bending, learning, reading, concentrating, thinking, and communicating.

For this position specifically:

- Must be able to push or pull 60 pounds and lift and/or carry 30 pounds.
- Must be able to stand for eight hours, bend, stretch, reach.
- Must be able to see and hear.
- Must be able to speak and read English, the ability to communicate in another language may be helpful.
- Must display professionalism, honesty and trustworthiness at all times.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in:

- Entire property, staff, services, hours of operation, type of rooms, locations, rates, discounts.
- Frequent Stay Program
- Reservations procedures including cancellations and walking guest
- Phone etiquette and answering procedures, be able to answer inquiries of shopping, dining, entertainment and travel directions.
- Daily hotel operations, check daily events, bulletin boards and be up to date on changes, new procedures and events.
- Manager on Duty functions when necessary or as scheduled

#### Skills:

Computer literate to thoroughly operate property management systems: post charges, compute bills, collect payment and make change.

#### Abilities:

- Multi task, remain associate and guest service centric.
- Communicate with guests, co-workers receiving and transmitting mail, phone and written messages and relay pertinent information using communication log books.
- Assist with guest issues with professionalism, maintaining a hospitable attitude.

#### SPECIFIC RESPONSIBILITIES

- Greet and register guests, provide room assignments, maintain guest privacy, and accommodate special requests when possible.
- Promote and sell services/amenities of the hotel.
- Promote repeat business by offering to take future reservations and providing recommendations for alternate same brand-type products.
- Be aware of potential sales leads and contacts through guest interaction. Report information to the appropriate individual.
- Keep housekeeping and other departments informed of any special requests, late check-outs, and special needs areas.
- Check all credit cards for validity before the end of the shift.
- Learn and utilize PMS.
- Ensure all cash, check and miscellaneous departments are in balance at shifts end.
- Assist in other areas: F & B, cleanliness of property wherever assistance is needed for guest satisfaction.
- Help maintain a clean and professional lobby, dining area; dusting, vacuuming, cleaning tables, etc.
- Have a thorough working knowledge of emergency procedures.
- Practice safety standards at all times and be alert to hazardous conditions. Report or correct any hazardous conditions immediately.
- Report any unusual occurrences or request to the manager.
- Maintain certification from a responsible vendor training if alcohol is served.
- Be flexible in regard to work schedule, understanding hospitality is a 24/7 industry and evenings/weekends may be required.
- Utilize Service Recovery Log and other necessary communication logs from shift to shift.
- Maintain stock/cleanliness in the market area.
- Other duties as assigned, of which the associate is capable of performing.

#### WORKING CONDITIONS/SPECIAL REQUIREMENTS

Standing, walking for long periods of time while maintaining a friendly professional image. Where applicable, follow approved laundry procedures, ensure understanding of operation of washers and dryers. Assist with folding linen according to proper standards.

#### POSITIONS FOR POSSIBLE ADVANCEMENT

The next step for this position is in a training capacity. The ability to teach skills and competencies will enhance leadership skills in preparations for further promotion. Once that is achieved, the individual may be considered for an AGM or GSM position should one become available.

# Living (Leasing) Consultant - Chattanooga, TN Capital Square Living 5750 Lake Resort Drive, Chattanooga, TN 37415 \$15.00 - \$17.37 an hour

Capital Square Living (CS Living) is a fully-integrated property management company based in Richmond, VA. CS Living was built on the strong foundation of the Capital Square brand listed by Virginia Business on their Best Places to Work in Virginia report in 2019 and their Fantastic 50 reports in 2019 and 2020 Capital Square Living has a vision to develop and manage the future, one relationship at a time. Our property management company provides a highly competitive compensation package and employee-centric benefits.

Capital Square is one of the top three securitized 1031 exchange sponsors in the U.S. In 2020, Capital Square was not only ranked as one of the fastest growing companies in the Richmond, Virginia area but also made the list for Best Places to Work by Virginia Business Magazine.

# Summary

As a Living (Leasing) Consultant, you are the primary point of contact for all prospective residents and will play a critical role in ensuring all prospective and existing residents feel welcome at Capital Squares properties. This Living (Leasing) Consultant position is responsible for coordinating the communities marketing, leasing and renewal strategies to achieve occupancy, revenue and resident retention goals by performing all activities related to leasing to new residents, providing resident satisfaction throughout the term of the lease and securing resident lease renewals.

**Primary Responsibilities** 

- Performs all sales and leasing activities to achieve the communities revenue and occupancy goals by greeting and qualifying prospects, conducting community tours and showing apartments, processing applications, credit screening and criminal background checks
- Prepares the lease and move-in package, ensuring a smooth resident move-in and lease signing
- Inspects apartments prior to resident move-in, ensures apartments are in move-in ready condition and schedules any outstanding item to be addressed with the maintenance team
- Stays informed about current market and competitor conditions that may impact the communities occupancy and sales results
- Develops and implements short- and long-term marketing plans and goals to sustain occupancy, and follows the communities established policies related to concessions, specials, and other programs to boost occupancy
- Uses the on-site property management software (Yardi, etc.) to track apartment availability, record traffic and leasing activities, manage resident and prospect data, critical demographic information, etc. about existing and future residents
- Responds quickly and courteously to resident and Capital Square concerns and questions, taking prompt action to solve problems

# Knowledge and Skills Requirements

- School or GED (General Education Diploma)
- Previous leasing experience a plus
- Excellent organizational skills and customer service mindset
- Strong computer technology skills with basic knowledge of MS Office Suite
- Yardi/Yardi Voyager experience a plus

- A valid drivers license may be required
- A positive, motivating and team-oriented attitude
- A desire to exceed in a very competitive environment

# **Work Hours**

Will normally work a Monday-Friday schedule with rotating weekends; (hours may vary to meet the business needs of the property).

# **Work Location**

Onsite at our properties. Team members work in an office environment, but also may have frequent exposure to outside elements where temperature, weather, odors and/or landscape may be unpleasant and/or hazardous.

https://www.indeed.com/jobs?l=Hixson%2C+TN+37343&sc=0kf%3Aattr%28FCGTU%7CQJZM9%252COR%29%3B&vjk=ca8e7f4c7590fdfb&advn=4 626866802277894

# Drive Thru Team Member Chick-fil-A 5579 TN 153, Chattanooga, TN 37343 Up to \$16 an hour - Part-time, Full-time

#### Chick-fil-A - Immediate Drive Thru Team Member Needed

Are you enthusiastic about working in a fast-paced, fun, and loving environment? Do you enjoy serving guests with a smile, rain or shine? Day or night?

Join Chick-fil-A as a Drive-Thru Team Member and be part of a dynamic team that values teamwork, leadership, and exceptional customer service. As a Drive-Thru Team Member, you will use iPOS technology to efficiently take guests' orders and ensure accurate and timely delivery. No prior experience is required - just bring your friendly attitude and willingness to learn!

#### Description

- Work both indoor and outdoor in a Face 2 Face Drive Thru Model
- Take orders, handle payments, and expedite orders with enthusiasm
- Enjoy a positive work environment that is both fast-paced and safe

#### Requirements

- Must be at least 21 years of age
- Greet guests warmly and enter orders accurately in iPOS
- Available 35 hours a week, Monday thru Saturday
- Work outdoors, rain or shine, hot or cold, day or night.

#### **Company Information**

- Chick-fil-A Oak Park Town Center focuses on providing exceptional drive-thru experiences
- Enjoy benefits such as health insurance and employee discounts

Location: Chick-fil-A Oak Park Town Center

5740 Hwy. 153

Hixson, TN 37343

Don't miss this opportunity to be part of a fun and enthusiastic team at Chick-fil-A - apply now!

Working at a Chick-fil-A® restaurant is more than a job – it's an opportunity for teamwork and leadership development in a positive, people-focused environment. Most Chick-fil-A restaurants are locally owned and operated by independent, franchised Operators who invest in the future of their Team Members and give back to their communities.

https://www.indeed.com/jobs?q=&l=Hixson%2C+TN+37343&radius=35&start=10&vjk=f283cf0ada542af3

# Psychiatric Technician Full-Time Moccasin Bend Mental Health Institute 100 Moccasin Bend Road, Chattanooga, TN 37405 \$29,230 - \$29,232 a year - Part-time

PSYCHIATRIC TECHNICIAN (Educational Assistance after 6 months, 1 course per semester, at State of TN colleges, universities, community college, FREE. Unlimited employee referral bonus plan, numerous promotional opportunities).

#### WE HAVE IMMEDIATE JOB OPENINGS

Moccasin Bend Mental Health Institute is a 165-bed state psychiatric hospital which serves acute, extended, and forensic care patients in an 52-county area of East Tennessee. It is one of four Regional Mental Health Institutes operated by the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), the State of Tennessee's statutory authority in mental health care and substance abuse services. The facility is fully accredited by the Joint Commission and certified by the Centers for Medicare and Medicaid Services.

Under nursing supervision, Psychiatric Technicians at Moccasin Bend Mental Health Institute (MBMHI) provide direct care to patients in Short Term Care Programs; Extended Care Programs; and, Forensic Care Programs for

those who have been diagnosed with a mental illness and have forensic charges.

Responsibilities of this position include providing daily living care for patients such as bathing and personal hygiene; assisting with dressing (clothes); and, feeding. Psychiatric Technicians must have the ability to move, lift, and/or transfer patients using sliding boards, wheel chairs, or other required equipment; as well as provide supervised medical assistance, such as, but not limited to, obtaining vital signs and weights of patients. Psychiatric Technicians escort patients to appointments and other appropriate areas; and, they provide individualized teaching and leading activities for patients. This individual is required to make rounds according to policy and procedure to account for each assigned patient; provide verbal de-escalation of agitated patients; and, perform CPR and other emergency responses and techniques when necessary. Psychiatric Technicians must be able to lift 30-50 lbs. and perform repetitive tasks consisting of bending, stooping, standing and walking.

Required Education:

Graduation from a standard high school or equivalent.

Necessary special Qualifications:

A valid motor vehicle operator license *may* be required.

All necessary training will be provided on-site.
Preferred Qualifications:
Mental Health experience preferred
MBMHI is an AA/EEO/ADAAA Employer.
Pre-employment Drug Testing and Criminal Background Check Required.
Job Type: Full-time
Experience:
Mental Health experience preferred but not required
Education:
High school or equivalent
Required work authorization:
United States
https://www.indeed.com/jobs?q=&l=Hixson%2C+TN+37343&from=searchOnDesktopSerp&vjk=14f21f5a64453f16&advn=6644759111459853

Customer Benefit Advisor I (On-Site) Unum Chattanooga, TN 37402 \$36,000 - \$59,400 a year - Full-time

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 base pay is \$41,600

This position is open to those within a 50 mile radius of our Portland, ME and Chattanooga, TN Offices

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

To be successful in this role, you will need to demonstrate exceptional customer service for up to four lines of business serviced by Unum/Colonial life. It is critical to provide accurate information on benefits, claims, and or policy administration with minimal operational oversight. You will also 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. While service is focused on our external customers, you will also be 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, you will also demonstrate contributions aligned with Contact Center key performance indicators. To be successful you will need to demonstrate individual metrics (i.e. accuracy, post-call surveys, average handle time, after call work, etc.) that are in line with pre-set expectations and drive results for the Customer Contact Center.

#### **Principal Duties and Responsibilities**

- Be the customers' go-to person by being there, on time, ready to help them 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 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.
- Reliable attendance in accordance with contact center attendance guidelines.
- Successfully complete all required training without missing any content.
- 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.
- Meet the expectations of the quality/productivity standards.
- Demonstrate a passion for the values outlined in the We are Unum value statements.
- May serve as a certified mentor, as needed
- May perform other duties as assigned.

#### **Job Specifications:**

- 1 year of customer service experience is preferred.
- Highschool diploma or GED required.
- Successful completion of Unum's 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.
- Strong verbal and written communication skills and the ability to tailor styles to the audience
- Enthusiasm for working in a fast-paced, structured environment and 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 there 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.

#### Work from home requirements:

• Access to a desk, chair, and a dedicated workspace, free from distractions.

• Strong and reliable internet speed, with speeds of 25 MB download, 5 MB upload. (DSL, Wireless, Satellite, or 5G, are not an option for this position.) You will be required to provide proof of a speed test between the hours of 8am ET – 8pm ET.

https://www.indeed.com/jobs?q=unum&l=Hixson%2C+TN+37343&from=searchOnHP&vjk=8eddb677f7d0e7ed

### Production Associate Pilgrim's Chattanooga, TN 37403 \$16.28 an hour - Full-time

#### **FULL-TIME**

#### \$16.28/hr

- Processes product using tools, manual labor, and equipment provided in accordance with USDA and Pilgrim's product standards and procedures.
- Process product according to operating procedures and quality/quantity expectations.
- Observes equipment operation, notifying appropriate personnel of any malfunctions and/or safety issues/concerns.
- Clean and organized work area.
- Perform other duties as assigned.
- Trains others with the skills and knowledge gained from position.
- Observes all company personnel, quality, safety, and food safety policies.
- Maintains a positive work atmosphere by acting and communicating in a manner so that you work effectively and cooperatively with customers, clients, co-workers, and leadership teams.
- Recognizes and acts on incidents and safety risks. Consistently practices and enforces safe work habits and drives those habits throughout the organization.
- Participates in process improvement and problem solving utilizing continuous improvement and rational thinking methodologies such as Six Sigma
- Follow all company animal welfare guidelines.

CHA-03 WS-03 WS-TC

#### **Schedule**

Shift start: 6:00AM or 3:30PM Shift length: 9 - 10 hours

Monday-Friday with weekends and overtime as needed

#### **Benefits**

Health, dental, vision insurance - available after 60 days

- Paid time off
- 401(k) plan

#### Qualifications

- Must pass drug screen
- Can lift 40 lbs
- Must be at least 18+ years old

During your drug screen, you will be tested for alcohol & complete a physical assessment.

#### **About Pilgrim's**

Pilgrim's is a leading global provider of high-quality food products, including well-recognized brands and value-added premium products. As one of the world's largest poultry producers, Pilgrim's has provided wholesome, quality products to customers and consumers for more than seven decades. It's our passion for excellence that continues to drive us to be the best, and we seek opportunities to diversify and grow.

https://jobs.workstep.com/featured-job/chattanooga-tn/pilgrims/production-associate-x87kj/?sn=1&utm\_source=in2&utm\_medium=jobad&utm\_campaign=40820\_in&{utm\_source=in2&utm\_s

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

Painters-\$16-\$20

Forklift Operator-\$16-\$18

Mig Welders-\$18+

Heavy Equipment Assemblers-\$17-\$19

Shipping/Receiving-\$15-\$17

Counter Sales-\$15-\$16

CDL Drivers- \$18+

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

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

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

#### About us:

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

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

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

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

### Chattanooga Area Chamber- Learn about Career Opportunities

Find jobs and learn about training opportunities for changing your career.

https://chattanoogacalling.com/find-a-job/jobs/

#### Samaritan Center Job Board

List of Chattanooga area jobs

https://thesamaritancenter.net/job-board/



# 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

#### REOUIREMENTS

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









This project is funded under a Grant This project is funded under a Grant

Human Services Contract with the State of Tennessee.



#### **OFFERS PAID INTERNSHIPS**

to eligible individuals interested in

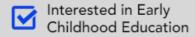
**EARLY CHILDHOOD EDUCATION** 

**COMPENSATION:** \$15 AN HOUR

# **REQUIREMENTS**











# Join our Team!

Bilingual Service Technician Opportunity!

Ochattanooga, TN

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

As a Service Technician, You will: Service & repair Pneumatic Tools Service & Repair Air Compressors Run Sales Counter & Warehouse Duties

We are seeking professionals with Mechanical Aptitude for this role Experience in construction and/or manufacturing would be an advantage!

Email your resume your resume to rdodson@siriusstaffing.com or call at (251) 305-4613