ACCOUNTING/ADMINISTRATIVE/CLERICAL

ACCOUNTS PAYABLE—Looking for someone with Accounts Payable experience to process invoices and data entry. Must be able to deal with vendors and reconcile reports and vendor statements. High school diploma and experience required. Mail resume or apply in person 9-6 at: Marshall Mize Ford, 5348 Highway 153, Hixson, Tennessee 37343

CLINIC COORDINATOR NEEDED—Alliance Physical Therapy is looking for a full time Customer Service Coordinator. Medical office background is preferred. We are looking to fill this position immediately. You are invited to go on our website: www.nopainpt.com to view details about our company. Please email your resume to shill@nopainpt.com

CHECKOUT CLERK—Busy Hixson office needs multi-tasker for check-out. Answer phones while checking out patients, entering charges, payments, scheduling appointments & tests. Two years of recent computerized billing with ICD / CPT coding knowledge required. Non-smoker. Mon. - Fri., 8am - 4:30. Fax resume to 423-826-0813 or email to adm@arthchatt.com

Administrative Assistant—for financial advisory firm. Must have experience, good communication skills and be proficient in Word and Excel. Insurance or financial background preferred. Email resume to cindy.cornette@wfafinet.com

Bookkeeper—full time bookkeeper needed. Applicant must have at least 5 years’ experience with accounting software (QuickBooks or Peachtree preferred), Federal & state tax filing, payroll, insurance, bank deposits, and bank reconciliation. Compensation will be based on experience and market. Email resume: sales@ttwilsonco.com.

Purchasing Agent needed at hosiery manufacturer. Full-time, 8-4, M- F. Company Benefits Available. Computer skills, organizational skills & ability to multi-task. Apply Mon. - Fri. 8am - 3pm at Heritage Hosiery or email resume to: bettyehigdon@yahoo.com

Administrative Assistant/ Customer Service Opportunity! Could this be yours? Would you like the freedom to utilize your talents to the max? Do you love working with people and like learning? We love this practice and we seek an outstanding person who desires to share this experience and contribute. You’ll join us in providing concierge-level service for our dental patients. If you possess a sunny, energetic, can-do attitude, are detailed, organized and coachable, we should talk. Call 423-825-9983
anytime to hear a message with more details about the position and instructions on how to apply for this position.

COMMERCIAL TRUCK DRIVING

CARTA Bus Operator—Must have clean driving record. Ability to pass DOT certification. Must have or ability to obtain CDL. High school diploma or GED. Starting pay $14.00/hr + benefits. Apply at 1617 Wilcox Blvd., Chattanooga, TN 37406. CARTA is an equal opportunity employer.

DRIVERS - PART TIME to deliver trucks. If you have a CDL license and would like to deliver either local or long trips, call 423-698-4093 and ask for Ronnie Pickett.

DRIVERS - Class A CDL, minimum 1 yr. tractor trailer exp. Local work, potential $40k - $60k, 5pm shifts available. Feed haulers, tanker endorsement not required - will train. Call 931-488-6873, email kmckinley@gogginwarehousing.com or apply at www.gogginwarehousing.com.

DRIVER - FULL TIME HELP, Split Shift. Must have CDL Class A, able to pass drug test & background check, HS diploma or GED. Must be 25 with 1 yr. exp. 256-927-6360

HIRING FULL-TIME OTR DRIVERS—C&S CPT DISTRIBUTION. 220 CROSS PLAINS BLVD., DALTON, GA 30721. Family Environment / Vacation Pay / Holiday Pay / Insurance. Home on weekends/bonus pay. Call or come by and see: Scott or Ken, 706-277-9556 ext. 3, or apply online at: www.carpetdist.com

ATTENTION CDL CLASS A DRIVERS!! New dedicated run!! Chattanooga/Charleston TN to Orlando FL and back. 100% preload/drop. 4 days on/2 off 2500+ miles per week! Great pay and benefits. Take home trucks. 2+ years’ exp. and good background. Call MJ at 615-878-3060

SISKIN STEEL & SUPPLY CO. JOB FAIR!! SATURDAY, AUGUST 20, 8AM - 12PM. Seeking the following job positions: Class A CDL Truck Drivers *Home Every Night, No Overnight Travel* 2nd Shift Truck Loaders 1901 Riverfront Parkway, Chattanooga, TN 37408; 8AM-12PM. Steel Industry Experience Preferred. Complete Benefits Package (Medical, Dental, Vision, Life, 401k), High School Education or GED Required. Drug Free Work Environment

TRUCK DRIVER needed for local manufacturing company. Applicants must possess a valid Class A CDL license and have a good driving record. Local deliveries only. Apply in person at Pallet Resources, 1110 Judd Road (off Amnicola Highway behind Stein Construction), 8:00 AM to 2:00 PM, Monday thru Friday.

DRIVER - CLASS A needed. Home every weekend, lanes run are SE and Mid West .38 a mile loaded; .34 a mile empty. Temp to perm opportunity. Stop pay - Additional stops (after the first) pay $50.00 on dry loads. For Produce, extra stops are $25.00 because there are anywhere from 5-7 picks. Layover/Detention - 1st 2 hours after appointment time are included, then additional hours are $10.00
per hour with a max of 8 hours. Breakdown/Layover - Pay is very situational they strive to be fair to the driver given the circumstances as to why they are down. CALL 1-865-560-8800

**COSMETOLOGY**

Lavish Hair Salon is a new luxury salon on Gunbarrel Rd offering hair services, makeup application, facial waxing, and eyebrow/eyelash tenting. We are looking for enthusiastic stylists that have their own clientele and work well with others. Booth rental only. One Week vacation. Must be a licensed cosmetologist in Tennessee. Lavishhairsalon.biz. Call Heather @ 423-509-4898 or email heather@lavishhairsalon.biz


**EARLY CHILDHOOD EDUCATION**

Pre-School Teacher for Hixson Learning Center. Caring, will provide a good learning experience. Call for more information: 423-843-9075

AFTER SCHOOL CARE WORKER—Must be a high energy, hard working person who can think on your feet and work with minimal supervision. Experience with working with children is desirable. Ages of children in program: 2 years through 5 years. Hours: 2:00-5:30 and other times if possible. Base Pay: $7.50 - $10.00/Hour depending on credentials/experience. Marty’s Center is located at Brainerd United Methodist Church, 423-805-3025.

**INDUSTRIAL TECHNOLOGY**

BODY SHOP TECHNICIAN - If you have experience in body shop repairs, and would like to become a part of a winning team call 423-698-4093 and ask for Ronnie Pickett. Also, don’t forget to ask about our $1500.00 sign on bonus!

Civil Designer—A.D. Engineering Services seeking a Civil Engineer and a Civil Designer to prepare civil site plans in AutoCAD. Insurance, retirement, growing progressive company. E-mail resume to becky@adengineering.us.

Facilities Mechanic/Maintenance Worker—The Helen Ross McNabb Center (www.mcnabbcenter.org) is a premier not-for-profit provider of behavioral health services. HRMC is an EOE. HRMC conducts Background Checks, Driver’s License Record, Degree Verification, and Drug Screens at hire. Employment
is contingent upon clean drug screen, background check and driving record. Additionally, certain programs are subject to TB Screening and/or Testing. Bilingual applicants are encouraged to apply. We are currently seeking a qualified and enthusiastic professional for the following position: Full time with benefits Hamilton County Facilities Mechanic/Maintenance Worker. HS diploma or equivalent. Overtime for on-call emergencies at times. Performs general maintenance tasks. Preventive maintenance on HVAC systems, logging and tracking helpdesk request, meeting with vendors. Replaces light tubes/bulbs, fixtures and electrical components. Moving of furniture and other home/office material and appliances. Knowledge of electrical, carpentry, plumbing, HVAC systems, construction materials and general construction techniques. A minimum of three years’ experience is required in the field of building maintenance and/or construction. Some knowledge of computers and computer software. Must be able to work independently, and with minimal supervision, and possess excellent communication and customer service skills. Normal facility operations environment. Must have a valid Tennessee driver’s license. Normal/corrected eyesight. Hearing within normal range. Must be able to lift a minimum of 40 pounds. Must be able to work from a ladder for an extended period of time. Interested applicants must apply at www.mcnabbcenter.org.


Manufacturing - Various Opportunities at MAPEI Corporation - Dalton, GA. MAPEI Corporation, located in Dalton, GA is hiring NOW!

- Operator Mechanics $19.00 - $24.00/hr.
- Maintenance Mechanic 2nd shift $19.00 - $24.00/hr.
- Production Supervisor $ based on experience.

We offer a $1.00/hr. shift differential for 2nd shift. MAPEI offers an amazing benefits package which includes medical, dental and vision at minimal cost to the employee. Life insurance, STD & LTD is paid at 100% by MAPEI. Matching 401(k); Educational Reimbursement; 17 days of Paid Time Off; 8 Paid Holidays and many more benefits. Required education: High school or equivalent. Required experience: In a manufacturing environment: 2 years. Required language: English. Join our team! Email your resume to ebonilla@mapei.com or fax resume to 706-277-4157

Pipe Welders, Pipe Fitters, Laborers, HVAC Technicians—Local maintenance and out of state opportunities. Local industrial company now accepting resumes for all trades to include pipe welders, pipe fitters, laborers and HVAC technicians. Please send resume to: careeropps10@gmail.com.
Customer/Sales Service Associate / Leader

Jeffan International designs and manufactures a complete line of nature inspired furnishing and accessories. In the last few years, the company has experienced significant growth attributed to the unique designs and quality of the products.

In addition to the sales office and Distribution center in Chattanooga, TN, Jeffan operates to-the-trade showrooms in Atlanta, High Point and Las Vegas.

We are looking for energetic and hardworking individual to be part of the growing team.

KEY RESPONSIBILITIES INCLUDE (but not limited to):

1. Serve as the point of contact for customers; market, promote and close the sale. Process orders for customers using the best shipment method. Follow up with customers on their orders in QuickBooks. Meet the weekly goal of total orders processed.
2. Handle inquiries regarding product information and shipping quotes in a timely manner.
3. Schedule daily shipments.
4. Assist in resolving any customer related issues and coordinate returns whenever necessary. Ensure 100% customer satisfaction.
5. Work closely with the sales team to ensure that we meet or exceed the company sales goals.

SKILLS NEEDED:

* Minimum requirement: 2-5 years’ experience in customer service
* Must be self-starter; team player and flexible to perform various projects
* Good problem solving and organization skills
* Communicates well with customers and also with team members
* Proficient in QuickBooks, Microsoft Office (Excel, Word and Power Point) and Outlook

Email resume to: cshibata@jeffan.com

Resident Manager, Dalton Georgia Apartment Complex. Full time - Manage and oversee 40 units. Email resume to parkproperties@mindspring.com or call 706-866-1489

CUSTOMER SERVICE MANAGER—Minimum 5-years management experience. Must have ability to think strategically, strong communication skills, able to multi task, prioritize and manage time effectively.

USFloors offers competitive pay and a comprehensive benefits package that includes medical, dental, vision, & life insurance, 401(k) retirement plan, vacation & holiday pay, opportunities for career growth!

Please send resumes to: 3580 Corporate Drive, Dalton GA 30720, Attn: HR Manager; email to sramsey@usfloorsllc.com. An Equal Opportunity Employer

MEDICAL

CLINICAL CARE COORDINATOR (RN) Family friendly work environment, medical/dental plan, and professional growth opportunities. Current opportunities include: CLINICAL CARE COORDINATOR (RN), REGENCY PARK. Send resume to HLTC, Attn: Heather Tate, 1212 Broadrick Drive, Suite A, Dalton, GA 30720 or email to htate@ethicahealth.org, or fax to (706) 278-4018
NURSES—Looking for a rewarding career in long-term care? If so, join our team at Oakview Health and Rehab Center, a 151-bed skilled nursing center, nestled in the beautiful North Georgia mountains. We currently have openings available for dedicated, talented nurses. RNs and LPNs - Weekend Days and PRN. We offer highly competitive salaries, a patient-centered work environment, and fabulous career growth opportunities.

To learn more, please apply in person at: 960 Highland Ave., Summerville, GA 30747 or email your resume to: sbroome@ethicahealth.org. Visit our website at: www.oakviewhealth.org. EOE/M/F/D/V Drug Free Workplace

MEDICAL ASSISTANT or LPN/Scribe—Exceptional EMR skills. Care of patients in community. Certification and/or license. Email resume: graceprimary@epbfi.com.

Family friendly work environment, medical/dental plan, and professional growth opportunities. Current opportunities include:

- Charge Nurse (LPN/RN), Quinton Memorial, Regency Park, Ridgewood Manor, and Wood Dale locations.
- Certified Nursing Assistant (CNA), Quinton Memorial, Regency Park, Ridgewood Manor, and Wood Dale locations.

Send resume to HLTC, Attn: Heather Tate, 1212 Broadrick Drive, Suite A, Dalton, GA 30720; htate@ethicahealth.org; Fax: (706) 278-4018. Hamilton Long Term Care skilled nursing centers are managed by Ethica Health & Retirement Communities.

MISCELLANEOUS

WAREHOUSE & LOCAL DELIVERY person needed 40 hrs. per wk. Call 423-867-4490

Warehouse Associates - 2nd Shift Regis Corporation, a distributor of fine hair care products in the Bonny Oaks Industrial Center, has a need for the following position in our multi shift operation. 2nd Shift Warehouse Associates - Previous warehouse or pick and pack experience preferred. There is a 40 lb. Lifting requirement. Must possess a High School Diploma or G.E.D.

The successful candidates will work 2nd Shift Monday through Friday and Saturday when necessary. We offer a competitive starting rate of $9.60 an hour, with a shift premium of an additional $0.65 an hour, medical and dental insurance, 401K, short and long term disability along with a stock purchase plan and company paid retirement.

Please submit applications to: http://regisdccareers.silkroad.com/. Must be able to pass a drug screen. No telephone calls please. Regis Corporation, 4310 Distribution Drive, Chattanooga, TN 37416. Regis Corporation is an equal opportunity employer and is a member of the Tennessee drug free work environment.

Creative Fabricator / Design Lead / Front Desk / Scare Team Member - Haunted Cavern. Full-Time/Part-Time/Seasonal Positions available!! APPLY AT WWW.RUBYFALLS.COM
CUSTOMER SERVICE SALES REP—with Convergys in Chattanooga.
Confident in your future! Join 125,000 talented individuals in more than 150 service centers in 31 countries Why come to work for Convergys in Chattanooga?
Starting base rate of $10.00/hour + Commission with an increase to $10.50 after 6:00pm throughout the week and weekends.
Opportunities for advancement - 90% of our employees are promoted from within and we have sites throughout the world!
Excellent Benefits:
Medical, Dental, Vision, 401K and Tuition Reimbursement after 90 days Free Monthly Premier Satellite Cable Subscription after 30 days!
Casual Dress Code, Fun and vibrant working atmosphere. Recently named a Patriotic Employer by the ESRG for the ability to work with Military schedules.
Customer Service & Sales Representatives will interface with customers via inbound calls or the Internet for the purpose of resolving routine problems with products or services.
Principal Duties and Responsibilities: Greet customers in a courteous, friendly, and professional manner using agreed upon procedures Listen attentively to customer needs and concerns; demonstrate empathy Clarify customer requirements; probe for and confirm understanding of requirements or problem Meet customer requirements through first contact resolution Upsell and cross sell on every call Meet and exceeds monthly sales goals Motivated to Upsell, cross sell and suggestive sell on every call. Communicate effectively with individuals/teams in the program to ensure high quality and timely expedition of customer requests Effectively transfer misdirected customer requests to an appropriate party Contribute ideas on ways to resolve problems to better serve the customer and/or improve productivity Participate in activities designed to improve customer satisfaction, sales and business performance Offer solutions to issues that are often non-standard/non-routine and require some clarification Maintain broad knowledge of client products and services.
Education & Professional Certifications: High school diploma or GED Submit to a background check and drug screen Candidate Profile: Knowledge of basic computer operations Willingness to rotate shifts, as needed Courteous with strong customer service and sale experience Dependable with proficient attention to detail Good listening and responding skills Must be flexible with the ability to adapt to changes quickly and think conceptually Solid problem solving skills Some technical knowledge
Environment, Physical & Other Requirements: Ability to perform light hand activity work at a computer/telephone station in an office environment Position is primarily sedentary May stretch or stand at workstation for short periods at employee's option, as long as such activity does not detract from the employee's work, or interfere with other employees The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
We offer both Full Time and Part Time shifts: If you have not been to our Walk in Wednesday event, we would like to invite you to our weekly job fair.
During this event, we will do a basic Pre-screening and answer any questions you may have about Convergys or the job for which you've applied. We could also be scheduling you to come back for an official interview!

Walk In Wednesday occurs every Wednesday from 1:00pm to 4:00pm Eastern time. Remember, applicants must have at least six (6) months of customer service and sales (upselling, suggestive selling) experience.

Convergys Human Resources Entrance (Eastgate Town Center), 5600 Brainerd Road, Chattanooga, TN 37411