The CobbWorks Workforce Development Center provides an array of services to assist people seeking employment. Job Leads will be distributed weekly.

Company: Tommy Nobis Center  
Position: Development Coordinator  
Location: Marietta, GA  
Salary: $35,360 - $41,000 + benefits  
Posted: 3/31/22  
End Date: 4/17/22

**Job Description:** The Development Coordinator will be an integral part of the Development team’s innovation and execution by serving in an active role for each of the campaign areas executed throughout the fiscal year in support of reaching the overall yearly fundraising goal. The Development Coordinator in conjunction of the Director of Development will play an integral role with the Development Department by executing initiatives related to fundraising and prospect / donor relations. The Coordinator will compile metrics information (weekly, monthly, quarterly, annually) and will be responsible for tracking how well the Development Department is meeting their metrics. The Development Coordinator will also serve as the secondary contact for the Vehicle Donation program by accepting vehicle donations both online and in person, performing the necessary paperwork and problem-solving vehicle transactions resulting in a seamless donation process for the donor.

Interested candidates may apply online at [https://www.workforgood.org/job/599605/development-coordinator/?TrackID=68573&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=2136&JobAlertId=251326](https://www.workforgood.org/job/599605/development-coordinator/?TrackID=68573&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=2136&JobAlertId=251326)

Company: IntraHealth Group  
Position: Accounts Receivable Specialist & Collections - Surgery  
Location: Atlanta, GA  
Posted: 4/6/22  
End Date: Until Filled

**Job Description:** The Accounts Receivable Specialist is responsible for effective accounts receivable management of outstanding patient surgical claims. Duties may include one or more of the following: working and resolving internal claim edits, conducting routine research and follow-up on unpaid claims, denials and tracers, working with insurance companies to resolve patient billing / carrier issues for expected payments, researching, analyzing and resolving credit balance accounts.


Company: Piedmont Healthcare  
Position: Patient Access Associate (Mon-Fri 8am-4:30pm)  
Location: Atlanta, GA  
Posted: 4/6/22
End Date: Until Filled
Job Description: Serves as front line support for the Patient Access Department within Piedmont Healthcare. Ensures patient accounts are complete with valid insurance coverage and current demographic/clinical data. Calculates patient financial responsibility, presents patient financial options/requirements and processes patient payments. Secures patient consent and acknowledgement on required forms/notices.
Interested candidates may apply online at [https://piedmontcareers.org/job-post?job_id=396174&src=CWS-10560](https://piedmontcareers.org/job-post?job_id=396174&src=CWS-10560)

Company: WellStar Health System
Position: Front Office Specialist
Location: Smyrna, GA
Posted: 4/6/22
End Date: Until Filled
Job Description: The Front Office Specialist (FOS) is responsible for illustrating exceptional customer service and focus to WellStar’s patients and customers. This includes greeting customers, registering patients at check-in and check-out, answering telephones, scheduling appointments, cash management, and/or administrative functions that support the practice’s operations. The FOS is an important team member in achieving patient experience, employee engagement, and financial goals. This position is considered a highly functioning position where the team member must be able to multi-task while at the same time communicate with various customers.

Company: Children’s Healthcare of Atlanta
Position: Registration Associate - Egleston
Location: Atlanta, GA
Posted: 4/6/22
End Date: Until Filled
Job Description: Communicates with patients, families, physicians, clinical staff, and insurance companies to obtain information and insurance verification to ensure quality patient care and payment of hospital accounts. Collaborates with Appeals department to overturn claims denial. Provides other registration, clerical, and billing support as required, including scheduling, chart creation, charge entry, scanning, and point-of-service collections.

Company: Northside Hospital
Position: Patient Services Rep
Location: Atlanta, GA
Posted: 4/5/22
End Date: Until Filled
Job Description: The Patient Services Representative is responsible for performing a variety of administrative support duties related to patient care, including scheduling appointments, gathering and distributing information for patient collections and billing, and facilitating hospital admissions for patients. The position requires working patiently, efficiently, and accurately to ensure an ideal patient experience.
Interested candidates may apply online at [https://jobs.northside.com](https://jobs.northside.com)

Company: Shepherd Center
Position: Certified Epic Ambulatory Analyst
Location: Atlanta, GA
Posted: 4/5/22
End Date: Until Filled
Job Description: The Application Analyst is responsible for the design, build, testing, validation, maintenance, and ongoing support of Clinical or Revenue Cycle Applications. Application Analysts work across interdisciplinary workgroups to accomplish set goals as a team. The Application Analyst is a representative of the Information Technology team and is responsible for establishing, fostering, and maintaining positive business relationships with Shepherd co-workers; interdisciplinary workgroups; clinical and financial department representatives; Epic partners; and all other staff who use or interact with the Epic application suite.

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Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

**Company**: Quest Diagnostics  
**Position**: Patient Services Rep II  
**Location**: Marietta, GA  
**Posted**: 4/5/22  
**End Date**: Until Filled  
**Job Description**: Interested candidates may apply online at [https://questdiagnostics.csod.com/ux/ats/careersite/4/home/requisition/91825?c=questdiagnostics&source=Indeed](https://questdiagnostics.csod.com/ux/ats/careersite/4/home/requisition/91825?c=questdiagnostics&source=Indeed)

**Company**: Walmart  
**Position**: Certified Pharmacy Technician – Full-time, Part-time  
**Location**: Marietta, GA  
**Posted**: 4/5/22  
**End Date**: Until Filled  
**Job Description**: We’re looking for skilled individuals who are knowledgeable, professional and above all, committed to giving our customers the highest level of service. Do you want to help people and make a difference? Our pharmacy technicians are dedicated to providing quality care to patients when they need it most. On the job training provided!  
**Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)**

**Company**: Wintsec Technologies  
**Position**: IT Specialist  
**Location**: Atlanta, GA  
**Salary**: $60,000 a year - Full-time, Contract  
**Posted**: 4/6/22  
**End Date**: Until Filled  
**Job Description**: We are looking for a qualified IT Technician that will install and maintain computer systems and networks aiming for the highest functionality. You will “train” users of the systems to make appropriate and safe usage of the IT infrastructure. A successful IT Technician must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The ideal candidate will have great troubleshooting abilities and attention to detail. The goal is to build and maintain updated and efficient computer systems and networks to optimize the role of technology on business sustainability.  
**Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)**

**Company**: American Cancer Society  
**Position**: Systems Support Administrator – Salesforce - Remote  
**Location**: Atlanta, GA – Remote  
**Posted**: 4/6/22  
**End Date**: Until Filled  
**Job Description**: Provides day-to-day support and administration of hosted, custom, and SaaS applications, primarily focused on Salesforce CRM and related components. Works closely with other System Support Engineer teammates to manage Salesforce configuration, maintenance, and troubleshooting of production and non-production instances. Monitors Salesforce workflows and APEX processes and queues to ensure timely and accurate flow of data. Create and refine Salesforce reports. Partner with internal and external developers, business analysts, and project managers to ensure successful deployment of all releases, including ACS internal releases and standard Salesforce releases. Works directly with end users to resolve escalated support issues. Assist teammates with administration of other supported applications, including donations processing websites and SSL certificate maintenance.  
**Interested candidates may apply online at [https://jobs.cancer.org/job/-/79/26604787712?source=Indeed.com&sourceType=PREMIUM_POST_SITE](https://jobs.cancer.org/job/-/79/26604787712?source=Indeed.com&sourceType=PREMIUM_POST_SITE)**

**Company**: Northside Hospital  
**Position**: Surgical Services System Analyst Sr., Surgery Systems  
**Location**: Atlanta, GA  
**Posted**: 4/6/22

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Job Description: The Senior Systems Analyst Surgical Services will be responsible for working closely with Surgical Services Systems Specialist and department staff in assessing information needs, creating and maintaining tables, databases, reports, spreadsheets, and other system structures as related to the analysis of department projects and workflows. Serves as a liaison/resource for Surgical Services on projects relating to Information Systems, cost accounting, and budgeting.

Interested candidates may apply online at [https://jobs.northside.com/job/15474639/surgical-services-system-analyst-sr-surgery-systems-sandy-springs-ga/?utm_medium=%22mcloud-jobads%22&utm_campaign=&utm_content=Surgical%2520Services%2520System%2520Analyst%2520Sr%2520C%2520Surgery%2520Systems&utm_term=126891](https://jobs.northside.com/job/15474639/surgical-services-system-analyst-sr-surgery-systems-sandy-springs-ga/?utm_medium=%22mcloud-jobads%22&utm_campaign=&utm_content=Surgical%2520Services%2520System%2520Analyst%2520Sr%2520C%2520Surgery%2520Systems&utm_term=126891)

Company: Momentum Telecom Inc.
Position: IT Support Specialist
Location: Atlanta, GA
Posted: 4/6/22
End Date: Until Filled

Job Description: This position assists staff with technical support of desktop computers, applications, and related technology. Support includes specification, installation, and testing of computer systems and peripherals within established standards and guidelines. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems. The employee in this position will also assist in the maintenance and testing of internal servers and associated equipment. The position's responsibilities require independent analyses, communication and problem solving. Work is performed with little supervision and requires the employee to be able to work alone to accomplish tasks. This individual will also be a part of a collaborative team and must participate in knowledge sharing and work well in a team environment.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

Company: Home Depot/THD
Position: Systems Engineer II - Remote
Location: Atlanta, GA
Posted: 4/6/22
End Date: Until Filled

Job Description: The Systems Engineer 2 develops, maintains and supports The Home Depot's technical infrastructure, hardware, and system software components for small to large-sized projects. Performs configuration, debugging and support for multiple infrastructure platforms on large-sized and smaller projects. Performs root cause analysis for service interruption recovery; create preventative measures and present to management. Assist in store & SSC engineering and roll-out implementation. Can communicate complete technical solutions to business partners with minimal direction using understandable language. Ability to manage time and work independently on multiple projects. Systems Engineer 2 has been exposed to various architecture review boards and has contributed to deliverables presented at review boards. Escalate appropriately to technical leaders and management.


Company: Georgia Urology P.A.
Position: IT Manager
Location: Atlanta, GA
Salary: $90,000 - $120,000 a year - Full-time
Posted: 4/6/22
End Date: Until Filled

Job Description: The Manager of IT is responsible for overseeing the IT personnel and daily operations within the IT department. Duties include creating job posts, interviewing, purchasing, and the overall stability of the in-house information systems. Must be fully vaccinated against COVID 19.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

Company: Truist Financial
Position: IT Project Manager II
Location: Atlanta, GA
Posted: 4/5/22

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**End Date:** Until Filled  
**Job Description:** Oversee multiple high-priority projects and/or business unit programs, which requires considerable resources with high levels of integration. Ensure projects are documented, prioritized and executed to address program/project requirements. Focus on meeting customer needs and satisfaction by managing program commitments and resolving ambiguity and issues, including communications with sponsors, stakeholders, and management, including senior leaders and executives. Provide vision and strategy to meet business needs and defined objectives. Interface with all areas affected by the project including end users, business stakeholder, support functions and vendors. Ensure adherence to quality standards and established policies and processes.  

**Company:** Cobb and Douglas Public Health  
**Position:** Administrative Assistant 3-HR_IT  
**Location:** Marietta, GA  
**Salary:** $36,142 a year  
**Posted:** 4/5/22  
**End Date:** 4/11/22  
**Job Description:** Under general to limited supervision, performs a wide range of office administration duties for assigned functions or program areas for the Human Resources Director and the Information Technology Director. Duties may be complex in nature which requires the exercise of independent judgment and initiative. May involve access to confidential information. Assist other Directors and employees with documentation, reports, or presentations. Provides information and assistance to internal and external customers as needed. This position works to promote and protect the health and safety of the residents of Cobb and Douglas counties.  
Interested candidates may apply online at [www.cdph-ess.com](http://www.cdph-ess.com)

**Company:** Lowes Pro Supply  
**Position:** Delivery Driver I (Mon-Fri + Benefits)  
**Location:** Austell, GA  
**Salary:** From $17.75 an hour - Full-time  
**Posted:** 4/6/22  
**End Date:** Until Filled  
**Job Description:** In the CDL Driver role, you will be traveling to locations along an assigned route where you will be responsible for packing, transporting, and properly disposing of waste materials in accordance with our environmentally responsible policies and procedures. This position requires the maintenance of records with accuracy and attention to detail, the ability to follow instruction, and to work independently once provided proper training. This position requires 4 overnights per week (Mon-Fri). You will be provided with a company card to pay for a hotel and given a daily stipend to cover food and other expenses. All drivers are guaranteed to be home on the weekends.  
Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

**Company:** Boswell Oil Company  
**Position:** Driver  
**Location:** Dallas, GA  
**Salary:** $23 - $25 an hour - Full-time  
**Posted:** 4/6/22  
**End Date:** Until Filled  
**Job Description:** CDL Box Truck Driver Needed Full-Time - Haz-Mat Endorsement Required  
Boswell Oil Company is a dynamic, growth-oriented distributor of branded lubricants and unbranded fuels to wholesale, retail, and commercial end-user markets throughout Georgia. We are seeking a Box Truck Driver for our company in the Dallas, GA area.12 hour days may be required.  
Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

**Company:** Plateau Excavation Inc.  
**Position:** Dump Truck Driver  
**Location:** Georgia  
**Salary:** $18 - $20 an hour  
**Posted:** 4/6/22

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**Job Description:** We are looking for Dump Truck Driver (Tandem) to support our construction project needs. To be considered for this role, you should have a valid CDL-B driver’s license and a clean driving record with no traffic violations.

**Specifics of the Role**
- Dump truck driver will report to Logistics Manager for hauling schedule
- Must be a safe and reliable driver
- Will haul various material such as soil, aggregates, demolition debris or construction material
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** Emory
**Position:** Courier II – Part-time
**Location:** Atlanta, GA
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** Efficiently and safely transports Financial and Administrative Documents, packages, medical specimens, materials, and/or personnel on a scheduled route in a personable manner interacting with others using GVALHI toward our internal and external customers. Performs other related duties as required.

Interested candidates may apply online at [https://clinical-emory.icims.com/jobs/90419/job?utm_source=indeed_integration&l=is=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a6269f6875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1190&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240](https://clinical-emory.icims.com/jobs/90419/job?utm_source=indeed_integration&l=is=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a6269f6875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1190&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

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**Company:** Crystal Springs Water
**Position:** CDL Route Delivery Driver
**Location:** Mableton, GA
**Salary:** From $23 an hour - Full-time
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** Crystal Springs is searching for experienced Route Delivery Drivers to work at our Mableton, GA location. We are looking for enthusiastic, customer friendly and safety orientated Delivery Drivers to be the face of Crystal Springs to our customers. Crystal Springs is America’s favorite water, coffee and tea service provider where consumers live, work, play and shop. We believe that our highly engaged and talented teammates are the key to our success. This is a full-time, Monday through Friday position with GREAT benefits.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** NAPA Auto Parts
**Position:** Delivery Driver – Part-Time
**Location:** Douglasville, GA
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** This is a part-time driver opportunity with full time impact on our NAPA business! Does being out on the open road (not in the office/store all day) get you excited? While it takes some great people to serve our customers from the inside, our Driver jobs are for those who want to be outside serving our customers! A NAPA Delivery Driver is a great opportunity whether you are looking to spend your career with us as a Driver, want to get your foot in the door with us to explore other careers at some point, and or just want to earn some extra income – We welcome you!

Interested candidates may apply online at [https://jobs.jobvite.com/careers/gpc/job/oFFqjfwD?__jvst=Job%20Board&__jvsd=Indeed](https://jobs.jobvite.com/careers/gpc/job/oFFqjfwD?__jvst=Job%20Board&__jvsd=Indeed)

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**Company:** C.W. Matthews Contracting Co., Inc.
**Position:** Water Truck Driver with Tanker Endorsement
**Location:** Acworth, GA
**Posted:** 4/6/22
**End Date:** Until Filled

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**Job Description:** The Truck Driver's primary function is to drive field equipment and labor work. The position consists of but is not limited to the following duties:

- Fueling equipment;
- Labor work
- Loading and unloading of materials;
- Shoveling dirt, gravel, and asphalt;
- General clean-up of the equipment;
- Operating equipment rollers, trucks, dozers, cranes, excavators, and front end loaders, and any other equipment employee is able to operate;

The above listed duties require periods of standing, walking, stooping and bending. Employee must be able to climb equipment’s ladder to reach the operators seat. Position requires lifting of up to 50 pounds. Truck driver must have a CDL class A license with tanker. The job duties described herein are not exhaustive and may be supplemented. We are an Equal Opportunity Employer M/F/V/H. Women and minorities are encouraged to apply. Benefits: 35 Hour Guarantee, 401(k), Health Insurance, Paid Holiday, Year End Bonus

**Interested candidates may apply online at** [www.indeed.com](http://www.indeed.com)

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**Company:** Altaquip
**Position:** Driver
**Location:** Kennesaw, GA
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** The Route Driver is the face of the company and must project a professional and positive image of Altaquip at all times while maintaining and building excellent customer relationships. This person is responsible for the safe operation of a motor vehicle and safely picking up and dropping off units at the customer facilities so that the customer is given an excellent service experience. This person must maintain compliance to all company policies/procedures and DOT regulations.

**Interested candidates may apply online at** [www.indeed.com](http://www.indeed.com)

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**Company:** Cenveo Worldwide Limited
**Position:** Packer
**Location:** Smyrna, GA
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** Under general supervision, packs envelopes into cases for shipment. Inspects quality of envelopes and reports variances to adjusters or supervisor. Checks current production orders/schedules to determine daily production requirements and packs the required envelopes accordingly.


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**Company:** Keller Interiors
**Position:** Warehouse Coordinator
**Location:** Smyrna, GA
**Salary:** $15 - $20 an hour - Part-time
**Posted:** 4/6/22
**End Date:** Until Filled

**Job Description:** Primary duty of our Warehouse Coordinator is to receive, identify, mark and place materials sent to the warehouse according to established procedures; ‘load out’ products for contractors. **MON through FRI 8am - 12pm.** Position is responsible for keeping warehouse/office/dumpster area neat and tidy. This position will support warehouse services by ensuring a positively remarkable customer service experience to both internal and external customers.

**Interested candidates may apply online at** [www.indeed.com](http://www.indeed.com)

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**Company:** MSC
**Position:** LTL Merchandise Selector 3:00pm-11:30pm
**Location:** Mableton, GA
**Posted:** 4/6/22

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*Distributed 4-06-22*
End Date: Until Filled

Job Description: Serving customer and community starts with the very best people doing their very best work. That is precisely what we have at MSC Industrial Supply Co., a leading North American distributor of metalworking and maintenance, repair, and operations (MRO) products and services. Watch HERE to find out why you should work at MSC and join us as we continue to build a diverse and inclusive workplace.

Interested candidates may apply online at www.indeed.com

Company: Berlin Packaging LLC
Position: Distribution Center Operations Manager
Location: Lithia Springs, GA
Posted: 4/6/22
End Date: Until Filled

Job Description: In order to continue our record growth streak, we need people like YOU to join our team! Are you up for the opportunity of a lifetime? If so, we are seeking a Distribution Center Operations Manager who will be responsible for all operational aspects of the branch’s Distribution Center including customer service, warehousing, and inventory management. Responsible for building, developing, and motivating a team of account coordinators and warehouse personnel to deliver world class customer thrill and maximize profitability. Matrixed accountability to the overall financial success of the branch requires tight partnership with the branch’s sales and supply chain leadership.

Interested candidates may apply online at www.indeed.com

Company: Cobb County Government
Position: Warehouse Technician (DOT)
Location: Marietta, GA
Salary: $30,415 - $48,665 a year - Full-time
Posted: 4/5/22
End Date: 4/19/22

Job Description: The Cobb County Department of Transportation is seeking a forklift certified individual for the permanent position of Warehouse Technician. This position is located within the Traffic Operations Division of the Department of Transportation. The purpose of this classification is to order, receive, record, store and issue materials, supplies, tools and equipment for the division.

Interested candidates may apply online at https://www.governmentjobs.com/careers/cobbcounty/jobs/3499083/warehouse-technician-dot

Company: Apria Healthcare
Position: Warehouse Clerk Non-Driving
Location: Marietta, GA
Posted: 4/5/22
End Date: Until Filled

Job Description: The Warehouse Clerk – Non Driving job is responsible for ensuring the warehouse is a maintained, efficient, and clean environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives inbound shipments into Warehouse and stores packages as appropriate in designated area.
- Responsible for preparing, packaging, and shipping outbound shipments from Warehouse.
- Responsible for confirming accuracy of package count against signed daily delivery sheet.
- Delivers inbound packages addressed to CCC personnel as appropriate.
- Logs and processes Imaged paperwork for shipment to offsite storage facility.
- Ensures distribution forms, requisitions, purchase order forms and packaging slips are delivered to appropriate personnel.
- Stocks and stores warehouse with equipment and supplies.
- Ensures warehouse is maintained in an efficient, clean and safe manner.
- Reports stock levels to supervisor, assists in completing periodic inventory count.
- Performs light maintenance and other duties as required.

Interested candidates may apply online at https://careers.apria.com/jobs/16439/job?iis=INDEEd

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Distributed 4-06-22
Company: First Transit  
Position: General Manager III  
Location: Atlanta, GA  
Posted: 4/5/22  
End Date: Until Filled

Job Description: Join the First Transit team as a General Manager in Atlanta, GA. First Transit General Managers are committed to safety, customer service, and hands-on experience in all transportation business areas. The manager will initiate, develop, and maintain a successful contract relationship.

- Handling all contractual services, including administrative functions, operations, information systems, parts purchasing, and inventory control.
- Ensuring compliance with all company procedures and policies
- Ensuring services are provided within budget and action plans developed and implemented to improve operational efficiencies.
- Maintaining company and contractual assets (vehicles, facilities, inventories, tools, and equipment).

Interested candidates may apply online at https://apply.workatfirst.com/vacancy/general-manager-iii-40238/40482/description/?_channelid=18