



JOB LEADS – DISTRIBUTED 10-20-21

463 Commerce Park Drive ♦ Suite 100 ♦ Marietta GA 30060
(770) 528-4300 ♦ (770) 528-4302 (Fax)
/Monday through Friday 8am-5pm
www.worksourcecobb.org

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

Company: UnitedHealth Group
Position: Senior Customer Service Representative
Location: Atlanta, GA
Posted: 10/19/21
End Date: Until Filled

Job Description: A **Senior Customer Service Representative** is a single point of contact for consumers for all things related to health and wellness benefits. A Health Care Advisor helps members navigate the health care system; including helping with claim and benefits questions, helping members find quality doctors and schedule appointments; connecting consumers with health and wellness resources; and coaching members to make better health choices by providing education. A Health Care Advisor creates an ongoing and lasting impression of the Optum consumer experience.

Interested candidates may apply online at <https://careers.unitedhealthgroup.com>

Company: Shepherd Center
Position: Baylor Unit Secretary
Location: Atlanta, GA
Posted: 10/19/21
End Date: Until Filled

Job Description: The Baylor Unit Secretary provides reception and clerical assistance to a Shepherd Program, taking on special projects as needed. This role allows for interaction and engagement with staff and patients across the continuum to help ensure exceptional patient care, safety, and unit and other services.

Interested candidates may apply online at <https://www.shepherd.org>

Company: Piedmont Healthcare
Position: Unit Secretary, MSICU / FT Evenings (3p-11p)
Location: Atlanta, GA
Posted: 10/19/21
End Date: Until Filled

Job Description: Under the direction of the RN, Charge Nurse, Clinical Manager or designee the unit secretary will perform clerical and receptionist duties while providing quality customer service.

Interested candidates may apply online at https://piedmontcareers.org/job-post?job_id=379200&src=CWS-10560

Company: Piedmont Healthcare
Position: Central Sterile Tech, Outpatient Surgery, FT/10a-6/30p
Location: Atlanta, GA
Posted: 10/19/21
End Date: Until Filled

Job Description: Maintains recommended standards for set assembly, decontamination, inspection, containerizing and sterilizing surgical instruments in an accurate and timely manner. Performs sterilization, assembly and storage of medical supplies and equipment. Collaborates with the Perioperative Nursing staff to

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provide sterile instrument sets, and equipment in an accurate and timely manner. Assists in maintaining consistent and continuous work flow, providing superior customer service.

Interested candidates may apply online at https://piedmontcareers.org/job-post?job_id=379208&src=CWS-10560

Company: Northside Hospital

Position: Patient Access Representative

Location: Atlanta, GA

Posted: 10/19/21

End Date: Until Filled

Job Description: The Patient Access Representative will be responsible for arranging for efficient and accurate collection of information for orderly registration of pediatric, adult, and geriatric patients. Collects and distributes patient information, billing information, and collection information. Provides financial estimates and collects applicable patient financial liability. Positively affects the patient's experience. Makes patients and families aware of hospital policies and procedures. The duties of this position require the exercise of courtesy in speaking with patients, families, and others to maintain sound community relations.

Interested candidates may apply online at <https://jobs.northside.com>

Company: Great Expressions Dental

Position: Patient Care Coordinator

Location: Smyrna, GA

Posted: 10/19/21

End Date: Until Filled

Job Description: We're searching for a Patient Coordinator who wants to join a truly patient-centric dental group. In this highly collaborative role, you will have the opportunity to build productive and smart schedules to benefit the practice and patients, learn various insurance plans in order to explain patient breakdown of benefits, understand treatment plans, assist patients with financial agreements and so much more. You will be able to gain the skills and knowledge on all things dentistry by teaming with your Office Manager! At Great Expressions, you'll feel like you're a part of a local, neighborhood practice while enjoying all of the support of a stable, national network.

Interested candidates may apply online at www.indeed.com

Company: Northside Hospital

Position: Billing Support Representative

Location: Atlanta, GA

Posted: 10/19/21

End Date: Until Filled

Job Description: Supports the commercial and government billing/collections team by transmitting claims, downloading and preparing reports, updating management reports, processing hardcopy mail, medical record handling, projects and any other duties assigned by management.

Interested candidates may apply online at <https://jobs.northside.com>

Company: Northside Hospital

Position: Charge Entry Specialist, Arthritis & Total Joint

Location: Atlanta, GA

Posted: 10/18/21

End Date: Until Filled

Job Description: Performs functions related to accurate and timely charge capture and billing of office visits and inpatient charges. Responsible for daily entry of office visit, inpatient and diagnostic charges and accurate charge capture. Enters and verifies patient demographics and insurance information. Verifies medical benefits and obtains preauthorization. Researches and verifies the services and diagnoses used for billing. Records all information onto a face sheet and prepares to charge appropriately.

Interested candidates may apply online at <https://jobs.northside.com>

Company: ACTH

Position: Help Desk Support Technician

Location: Atlanta, GA

Posted: 10/20/21

End Date: Until Filled

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Job Description: The Help Desk Technician is Responsible for administering and performing the company's help desk functions, which includes the development and delivery of user support services with a primary focus on software and hardware usage, training processes and productivity issues.

Interested candidates may apply online at www.indeed.com

Company: ServIT Inc

Position: Help Desk Technician: Monday – Friday; 5am–2pm

Location: Kennesaw, GA

Salary: \$15-\$17 an hour – Full-time

Posted: 10/20/21

End Date: Until Filled

Job Description: The Help Desk Admin provides support to customers for level 1 issues and escalates as appropriate, serves as a liaison between the company and customers, conveys customer feedback and remediation documentation and knowledge sharing in all technological aspects managed remotely to customer sites. Ensures client satisfaction; maintains accountability throughout resolution, including issue delegation or hand off. Responsibilities also include Client ticket remediation, adherence to company and departmental process and procedures. Must communicate proactively with team, management, project management and clients to ensure issues and solutions are documented, clarified, effectively addressed, and resolved with appropriate urgency.

Interested candidates may apply online at www.indeed.com

Company: Robert Half

Position: Help Desk Analyst I

Location: Atlanta, GA (Buckhead)

Salary: \$23.75 - \$27.50 an hour

Posted: 10/20/21

End Date: Until Filled

Job Description: We're looking for someone who excels at coming up with creative solutions to technical issues. Robert Half is seeking a Help Desk Analyst to accommodate field users in an ever-changing, active environment. If you have strong problem-solving skills and a passion for making effective change within an organization, this may be the Help Desk Analyst position for you. This Help Desk Analyst role is based in the Atlanta, Georgia area and is a long-term contract / temporary to full-time opportunity. This is a 99% Mac OS environment and Mac experience is absolutely required.

Interested candidates may apply online at www.indeed.com

Company: TRC Staffing

Position: IT Support Technician

Location: Marietta, GA

Posted: 10/19/21

End Date: Until Filled

Job Description: Our client, a leading healthcare organization in the Atlanta area, is actively looking for 3 (three) individuals to come aboard and be a part of their IT team on a contractual basis. This **IT Technician** will be directly responsible for participating in a significant lab printer deployment with the organization, and will be expected to work on-site in various facilities in a fast-paced fashion. This project has an undetermined end date, and will likely run until the end of the year.

Interested candidates may apply online at

https://jobs.trcstaffing.com/us/en/job/TRSTUS31356EXTERNALENUS/IT-Support-Technician?utm_source=indeed&ccid=1548875814235c4qqzev47

Company: Kolter Solutions

Position: Network Security Administrator

Location: Atlanta, GA

Salary: Up to 110,000.00 a year - FT

Posted: 10/20/21

End Date: Until Filled

Job Description: This position is responsible for recommending and implementing improvements in network, security, SD-Wan, and infrastructure technology. This position works with local pharmacy IT, MSP, and pharmacy and corporate vendors. The ability to work with all levels of management is critical to the success of this position.

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Interested candidates may apply online at www.indeed.com

Company: Ascendo Resources

Position: IT Help Desk

Location: Marietta, GA

Salary: From \$17 an hour – Full-time, Temporary, Contract

Posted: 10/19/21

End Date: Until Filled

Job Description: We are looking for a customer service oriented Help desk analyst to provide technical support to users in an efficient and accurate manner. You will be considered as the firm's front liner and you will solve basic technical problems and provide support for all assigned areas. The goal is to make sure that customer value is maintained to the standards set forth by the company.

Interested candidates may apply online at www.indeed.com

Company: PGA Tour Superstore

Position: IT Project Manager

Location: Roswell, GA

Posted: 10/20/21

End Date: Until Filled

Job Description: As the IT Project Manager, you will be tasked with coordinating projects, schedules, tracking the progress of projects and reporting their results. This role will support our business by acting as the single point of contact for multiple IT projects.

Interested candidates may apply online at www.indeed.com

Company: ebryit formerly BMC Solutions

Position: Computer Technician – Entry Level

Location: Kennesaw, GA

Salary: \$13 - \$15 an hour – Part-time, Temporary, Contract

Posted: 10/19/21

End Date: Until Filled

Job Description: We are searching for "Entry level" candidates who are eager to learn and have a strong, fast-paced work ethic while maintaining a high level of accuracy and attention to detail. Do you enjoy working on computers and want to learn more? We are one of the top computer service providers in the United States, so come join us and bring your passion to eBryIT!

Interested candidates may apply online at www.indeed.com

Company: Ancile Services

Position: Delivery Driver (FedEx Ground)

Location: Marietta, GA

Salary: From \$150 a day

Posted: 10/20/21

End Date: Until Filled

Job Description: We are looking to hire* *full time Delivery drivers** with work related driving experience and a strong work ethic to make local residential and business deliveries in the Marietta, GA area. (CDL LICENSE NOT REQUIRED)

Interested candidates may apply online at www.indeed.com

Company: TireHub LLC

Position: Driver/Material Handler 1st Shift

Location: Kennesaw, GA

Salary: \$16.65 an hour - Full-time

Posted: 10/20/21

End Date: Until Filled

Job Description: The Driver/Material Handler's primary responsibility is to load, unload, check and tally tires to and from carriers (trailer trucks). This position selects, packs, counts, marks, and palletizes tires of customer orders and places in the assigned staging areas according to bin locator system. The Logistics Specialist will operate TireHub vehicles to distribute tires as needed.

Interested candidates may apply online at www.indeed.com

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Company: JB Hunt
Position: Transportation Manager II
Location: Lithia Springs, GA
Posted: 10/20/21
End Date: Until Filled

Job Description: Under general supervision, this position is responsible for the direct management and supervision of midsize driver count, ensuring safe and timely service movement of freight, load assignment and providing best in class customer service. Ensure compliance with DOT regulations and responsible for all driver's compliance and company regulations while working with internal and external contacts to ensure the accurate planning, routing, monitoring, and delivery of freight and loads. Incumbent must be able to work any shift to satisfy the demand for flexibility of scheduling to ensure operational success. This includes, but is not limited to, day shifts, night shifts and weekend shifts.

Interested candidates may apply online at https://jbhunt.wd5.myworkdayjobs.com/en-US/Careers/job/Lithia-Springs-GA---Sydney-Ct/Transportation-Manager-II_00417335?source=Indeed

Company: Perry Solutions LLC
Position: Delivery Drivers
Location: Atlanta, GA (Buckhead area)
Salary: \$18.25 an hour
Posted: 10/20/21
End Date: Until Filled

Job Description: Perry Solutions LLC is an Amazon Delivery Service Partner looking for enthusiastic, team players to use our trucks to deliver packages. **Delivery Associates**, who strive to get every order to the customer's door on-time. Currently, we offer part-time/full-time/seasonal/weekend opportunities to interested applicants.

Interested candidates may apply online at www.indeed.com

Company: Compunnel Inc
Position: Warehouse Associate/Delivery Driver
Location: Marietta, GA
Salary: \$18 an hour
Posted: 10/20/21
End Date: Until Filled

Job Description: We are seeking seasonal co-workers for the approximate time frame of October thru December as holiday decorators and installers. Many use this opportunity as a vehicle for becoming a permanent member of our team once all holiday related duties are fulfilled. You will begin refurbishing and redecorating repeat holiday orders from previous seasons to return them to like new condition to ensure subsequent installation goes as smoothly as possible. As new holiday orders are sold decor will be assembled and decorated per the specifications of each order. Initially most work will be done in our warehouse facility and then work will be performed on customer's premises during and after normal business hours as the case may be.

Interested candidates may apply online at www.indeed.com

Company: Matador Distributing – Red Bull
Position: Sales Route Support Driver (Full Time)
Location: Acworth, GA
Salary: \$14.50 an Hour
Posted: 10/19/21
End Date: Until Filled

Job Description: The Field Support Specialist (FSS) function role supports sales initiatives and provides coverage for ASMs during vacation, sick or any special projects as needed. Route Relief will work with management to maintain customer relationships between sales, merchandising and operations for all large & small formatted "off premise" stores.

Interested candidates may apply online at www.indeed.com

Company: Hyatt Regency Suites ATL
Position: Overnight Parking Attendant/Bellman PT
Location: Marietta, GA
Posted: 10/20/2021

End Date: Until Filled

Job Description: The purpose of the Parking Attendant/Bellman is to serve guests in a professional, gracious manner and to perform all duties associated with bell staff to include loading, unloading and transportation of guest luggage, escorting guests to and from guest rooms, promoting hotel facilities and demonstrating guest room accommodations, providing information to guests, operating vehicles, and more. Transport guests in a prompt, friendly and courteous manner using safe driving practices.

Interested candidates may apply online at www.indeed.com

Company: TForce Freight

Position: Local City Driver

Location: Marietta, GA

Salary: \$28.50 an hour

Posted: 10/20/21

End Date: Until Filled

Job Description: We are hiring individuals to work as **full-time** City Drivers. This position involves the driving of a tractor-trailer and the daily pick-up and delivery of freight from numerous commercial and residential customers on a given route.

Interested candidates may apply online at www.indeed.com

Company: JMC Distribution Center

Position: Warehouse Associate

Location: Kennesaw, GA

Posted: 10/20/21

Salary: \$18 an hour

End Date: Until Filled

Job Description: The JMC warehouseman is responsible for selecting orders with speed and accuracy, in an ambient, chill, and frozen environment, possess a "whatever it takes" attitude, while being committed to a safe and positive work environment.

Interested candidates may apply online at www.indeed.com

Company: United Parcel Post (UPS)

Position(s): Warehouse Worker, Order Picker, Picking and Packing, Material Handler

Location: Kennesaw, GA

Salary: \$17.50 an hour

Posted: 5/20/21

End Date: Until Filled

Job Description: Who exactly are UPS Warehouse Workers? Also known as Package Handlers, many of our Warehouse Workers start out as seasonal employees but we also hire warehouse workers throughout the year. They are a diverse, collaborative, energetic team who enjoy fast-paced work.

Interested candidates may apply online at <https://www.jobs-ups.com>

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