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

**Company:** Amazon.com Services LLC  
**Position:** IT Support Associate II  
**Location:** Atlanta, GA  
**Posted:** 10/19/22  
**End Date:** Until Filled  
**Job Description:** As an IT Support Associate II, you will use your skills to support the operations team in resolving technical problems within an Amazon Operations facility that span across a multitude of technical disciplines. We are committed to improvement; you will be encouraged to participate in career development opportunities as presented to progress your career at Amazon.  

**Company:** Insight Global  
**Position:** PC Technician  
**Location:** Atlanta, GA  
**Salary:** $18 - $19 an hour  
**Posted:** 10/19/22  
**End Date:** Until Filled  
**Job Description:** An employer is looking for a PC Technician in the Atlanta, GA area. This person will interact with hospital staff and leadership so communication skills will be very important. This is a hands-on role - this person will help our client disassemble workstations. They should be proficient in working with servers and PCs/laptops. This will be mostly working on deconstruction workstations to include the unplugging of CPUs, monitors, etc. and maintaining a complete inventory of all hardware and software of the organization's location. Please note there is also a physical aspect to this job, and it may include anything as it relates to site readiness i.e., removing boxes from palettes, moving boxes from one area to another, removing shelves or monitor arms, etc.  
**Must Haves:**  
- Technical Background  
- Experience setting up or deconstructing workstations  
- Comfortable working in a hospital environment + fully vaccinated against Covid 19  
- Ability to sit on site in Atlanta every - No remote flex  
- Ability to pass a criminal background check and drug screening  
*Interested candidates may apply online at* [www.indeed.com](http://www.indeed.com)

**Company:** T-Mobile  
**Position:** Specialist, Business Tech Support  
**Location:** Atlanta, GA
Job Description: This position is a part of our Business Care for T-Mobile and supports customers 24x7. Schedule Flexibility is a requirement. Answers telephone and written or Internet-based inquiries of a technical or complex nature from customers regarding company products. Support is primarily related to external clients but may also assist/advise internal clients. Analyzes non-routine problems with nonfunctioning electro/mechanical equipment or software applications to identify problem area(s) and recommend corrective action. Regularly requires deviation from standard screens, scripts, and procedures. Maintains log of problems so that recurring problems can be reported to product development. Handles problem resolution which may require follow-up and/or escalation to a higher level of expertise. Handles situations which require adaptation of response or extensive research according to customer response. May orient, train, or check the work of other employees.


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Company: TD Bank
Position: Technology Lead II
Location: Atlanta, GA
Salary: $79,560 - $129,480 a year - Full-time
Posted: 10/19/22
End Date: Until Filled

Job Description: The Technology Lead II provides Technology Delivery leadership to small or mid-sized projects or workstreams across the organization, in alignment with the PPDOM (Project and Program Delivery Operating Model). The role is also accountable for end-to-end technology product roadmap delivery and leadership across all impacted technology areas, including design, development, testing & deployment and where possible, leveraging testing automation and continuous integration/deployment.

Interested candidates may apply online at https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25404&siteid=5601&PageType=JobDetails&jobid=3082099&codes=TD103#jobDetails=3082099_5601 for additional information and instructions on how to apply.

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Company: IBM
Position: Hacker Operations Center (HOC) Attack Analysis (Red Team)
Location: Atlanta, GA
Salary: $98,000 - $186,000 a year - Full-time
Posted: 10/19/22
End Date: Until filled

Job Description: As a Hacker Operations Center (HOC) Attacker, you will use our Attack Platform to help customers improve their security programs. You will be responsible for inventing clever new ways of ruining defenders’ days, and then you will work with our red team, researchers, and developers to drive those innovations throughout our platform and across our customers. The work is frenetic but has a tremendous impact on our customers and the security market as a whole.

We are looking for individuals that are driven, proactive, thorough and forward looking. You have at your fingertips a mastery of several programming languages and red-team technologies. You can debug something from layer 1 to 7 in the OSI Model and you have hacked your way through understanding more applications and devices than you can remember. You have the determination to grind through the pain, the patience to wait-out your opponents, and you know with certainty that you can win on a long enough timeline.

Interested candidates may apply online at https://careers.ibm.com/job/16891092/hacker-operations-center-hoc-attack-analyst-red-team-remote/?codes=JB_Indeed for additional information and instructions on how to apply.

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Company: Cognizant
Position: Scrum Master
Location: Atlanta, GA
Posted: 10/19/22

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Distributed 10-19-22
End Date: Until Filled
Job Description: We are looking for Scrum Master an immediate need. This is a client-facing role the candidate will have regular interactions with various client managers.

- Solicit, collect, and generate inputs for status reporting for the different Agile Release Trains Fraud and AML teams
- This is used to support the Scrum Masters Weekly stand-up call as well as the weekly delivery update status call for the Head of Risk.
- Provide overall project manager/scrum master administration support for Risk teams to include power point presentations, implementation planning and execution, etc.
- Prepare meeting minutes and share with participants, follow-up on quest


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Company: Southeast Pipe
Position: Field Support Technician – Skilled Laborer
Location: Atlanta, GA
Salary: $16 - $18 an hour
Posted: 10/19/22
End Date: Until Filled

Job Description: The Field Support Technician at Southeast Pipe is responsible for setting up traffic cones, preparing job sites for our Heavy Equipment Operators, assisting during work processing, cleaning equipment and tools, and providing support to other crew members as needed. The position requires a self-starter who can work with limited supervision as a team player. Knowledge of the sewer pipe inspection and rehabilitation industry are helpful but not required. All field personnel must be able to work in confined spaces such as manholes.

The Tech is required to travel at least 4 days each week. Southeast Pipe pays $50.00 per day for travel Per Diem (prorated for partial days). We are a Certified Drug-Free Workplace and require hair testing at least once annually, as well as random tests through the year. Southeast Pipe is an Equal Opportunity Employer.

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

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Company: Douglasville-Douglas County Water and Sewer Authority (ddcwsa)
Position: Maintenance Mechanic
Location: Douglasville, GA
Posted: 10/19/22
End Date: Until Filled

Job Description: This position performs skilled work in major mechanical and minor electrical maintenance, adjustments, repair of water/wastewater treatment plants, pump stations, and all related equipment. Work involves operating combination vehicles and single and tandem axle automotive equipment or relatively simple mechanical attachments. May work independently or with other mechanics, laborers, and/or the plant or pump station operators during repair assignments. An employee in this position is required to be on call on a rotating basis. This position reports to the Maintenance Mechanic Foreman.

Interested candidates may apply online at [https://www.ddcwsa.com/career-opportunities/](https://www.ddcwsa.com/career-opportunities/)

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Company: Kuehne Nagel
Position: Sea Logistics Reefer & Healthcare Export
Location: Atlanta, GA
Posted: 10/19/22
End Date: Until Filled

Job Description: You will manage the implementation, support and monitoring of Kuehne+Nagel Pharma Chain within their sphere of responsibility and coordination of all aspects of export shipments / handling, including the following important interfaces and job requirements. Together with QSHE you will be to ensure that compliance to the current Kuehne+Nagel GXP standards is maintained.

Your Responsibilities
- Impeccable customer service.
• Responsible for the implementation, support and monitoring of KN Pharma Chain within their sphere of responsibility.

• Coordinate the arrival (including billing, rate quotation, approval of vendor invoices, etc.)

• Schedule pick-ups daily.

• Responsible for rating shipments/handling/storage correctly per the Standard Operating Procedures.


Company: Randstad
Position: Logistics Support
Location: Atlanta, GA
Salary: $25 - $26 per hour
Posted: 10/18/22
End Date: Until Filled
Job Description: Do you have a background with Logistical Support? Are you a proactive worker? Do you enjoy working in an office? We have a great opportunity for a logistics support team member. It is an M-F opportunity, and you will work closely with team members and other logistic supervisors. This is a contract to hire assignment that will go through the end of the year. The ideal candidate will have 3-5 years of experience in the Supply Chain Industry and must be coachable and wanting to grow with a company.

Interested candidates may apply online at https://www.randstadusa.com/jobs/308/ab_4091987/logistics-support_atlanta/?utm_source=Indeed&ittk=HB8QZ5FHFJ

Company: Gordon Food Service
Position: Overnight CDL A Driver
Location: Lithia Springs, GA
Salary: Up to $100,000 a year - Full-time
Posted: 10/19/22
End Date: Until Filled
Job Description: Do you have a passion for driving and interacting with customers? Picture yourself as a Regional Route Delivery Driver with Gordon Food Service!

In this position, you will be building relationships with customers while delivering food products essential to their business. You will play that vital role for customers such as restaurants, schools, hospitals, universities, and more, all the while being home daily. We will provide you with a two-wheel cart to assist in unloading orders where some cases can weigh up to 100 lbs. Feel safe and secure at a company that values and respects you. Top Drivers make up to $100,000 annually!

Location: 1500 N River Road, Lithia Springs, GA
Hours: Monday - Friday; Start time evening until Finish

Interested candidates may apply online at https://gfs.wd5.myworkdayjobs.com/usjobs-gfts/job/Lithia-Springs-Georgia/Overnight-CDL-A-Driver_R-8562

Company: Great Lakes Petroleum Company
Position: Fuel Truck Driver
Location: Austell, GA
Posted: 10/19/22
End Date: Until Filled
Job Description: This position is responsible for the proper and efficient completion of assigned duties and operation of their vehicle. Drivers are responsible for delivering petroleum products to company owned sites and customers.

Primary Duties and Responsibilities

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- Loads and unloads trucks with petroleum products adhering to all Company and Governmental regulations.
- Safely operates trucks according to Company policies and state/federal laws.
- Maintains vehicle cleanliness and performs safety inspections on trucks, equipment and/or facilities as required by Company policy.
- Maintains miscellaneous service duties such as checking oil, water, fuel, tires and tank related items on a daily basis.
- Completes and transmits all paperwork in compliance with established Company procedures.
- Communicate and coordinate with dispatchers on a daily basis.


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**Company:** Tesla  
**Position:** Tesla Advisor  
**Location:** Kennesaw, GA  
**Posted:** 10/18/22  
**End Date:** Until Filled  

**Job Description:** As a Tesla Advisor, you will support customers from the moment they walk into our showrooms to learn about Tesla through to their delivery day experience. We have created one of the most innovative vehicles ever made, and you will help deliver an equally innovative buying and delivery experience.

To succeed at Tesla, you must be energetic, highly organized, and hard working. You should have a passion for sustainable energy and the ability to create exceptional client experiences. While individual contributions will be recognized, teamwork is essential to achieve the highest level of success. We will reward team players who help others succeed and empower the team around them. We are hiring for part-time and full-time positions.

**What You will Do**
- Engage walk in guests promptly, personally and with the goal of opening the conversation and ensuring they feel welcome
- Excite, engage, educate prospective customers, and current owners through calls, emails or text and outbound events to educate them about Tesla’s product offering and answering questions
- Help Tesla maintain a healthy sales pipeline by collecting customer contact information and scheduling and copiloting Test Drives for individuals who exhibit purchase intent or potential
- Actively contribute to the achievement of monthly sales and delivery targets by achieving and exceeding individual Sales and KPI targets
- Perform additional responsibilities as assigned to meet business needs


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**Company:** Dollar General – Company’s Driver South  
**Position:** CDL Truck Driver – Home Weekly + 5k Sign-On Bonus  
**Location:** Douglasville, GA  
**Salary:** $85,000 a year - Full-time  
**Posted:** 10/18/22  
**End Date:** Until Filled  

**Job Description:** Dollar General is currently hiring Class A CDL Truck Drivers for touch-freight regional routes. We are excited that you have decided to join the trucking industry, and we want to help you launch a successful career as a professional truck driver. Dollar General offers a paid training program and benefits day 1 to put you on the fast track to success. We take care of our DG family so that you can take care of yours.

**Company:** FedEx Ground Careers US  
**Position:** Package Handler – Switcher CDL FT  
**Location:** Kennesaw, GA  
**Posted:** 10/18/22  
**End Date:** Until Filled  

**Job Description:** Responsible for the movement of trailers to and from the unload / load doors and throughout the yard. May also be responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner.

**Essential Functions**
- Performs trailer switches defined as hooking and moving a parked trailer from the yard to a load/unload door or hooking and moving a trailer from a door to the yard
- Communicates with management and/or central control to coordinate trailer movements in the yard.
- Documents trailer moves using the Yard Management System (where available) or switcher cards.
- Performs pre- and post-trip inspections on switcher equipment.
- Understands and demonstrates effective yard switching safety processes and procedures.
- Performs other duties as assigned.

Interested candidates may apply online at [https://groundcareers.fedex.com/groundcareers/jobs/25736-569968?lang=en-us&codes=Indeed](https://groundcareers.fedex.com/groundcareers/jobs/25736-569968?lang=en-us&codes=Indeed)

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**Company:** WellStar Health System Inc.  
**Position:** Transportation Spec - Transportation  
**Location:** Lithia Springs, GA  
**Posted:** 10/17/22  
**End Date:** Until Filled  

**Job Description:** The Transportation Specialist functions under the direction of the Transportation Supervisor of the Distribution Center. This position assists with the delivery of supplies to all WellStar customers within the associated routes. This position is required to operate a motor vehicle ex: (van & truck). It also requires excessive walking, sitting and lifting up to 75 lbs. on a routine basis. Responsible for transporting of supplies, mail, equipment and medical specimens by vehicle to facilities of the WellStar Health System. Responsible for the movement of heavier materials as required (record boxes, hospital beds, desk…etc.

**Qualifications**
- Required Minimum Education: High School Diploma or equivalent
- Required Minimum Licensure/Certification: Valid GA Driver License
- Required Minimum Experience: Two years’ experience in a transportation setting preferred
- Required Minimum Skills: Two years safe driving record and a current Georgia Driver’s license. If required, must be able to obtain a special licensing.

Interested candidates may apply online at [https://wellstar.searchgreatcareers.com/job/-/-/41363/34055790320?ss=paid&p_sid=gn3KXBx&utm_campaign=procedural_clinical&utm_content=pj_board&p_uid=oUDSt4lZr&utm_source=indeed&utm_medium=jobad&dclid=CPSJq6GE6PoCFRKDywEd4SEItA](https://wellstar.searchgreatcareers.com/job/-/-/41363/34055790320?ss=paid&p_sid=gn3KXBx&utm_campaign=procedural_clinical&utm_content=pj_board&p_uid=oUDSt4lZr&utm_source=indeed&utm_medium=jobad&dclid=CPSJq6GE6PoCFRKDywEd4SEItA)

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**Company:** Wave Mobile Technology Inc.  
**Position:** Delivery Driver  
**Location:** Marietta, GA  
**Salary:** $25 an hour  
**Posted:** 10/17/22  
**End Date:** Until Filled  

**Job Description:** (Formally known as Scoop Mobile Technology) Looking for a job where you can set your own hours and make your own weekly schedules? Join the movement, that is Wave!

Wave is recruiting professionals across the country for catering delivery services! Start Earning Today and Receive Weekly Deposits! Experience is a plus but is not required.

**Why Should you Join the movement, that is Wave?**

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• We pay better than all other similar companies! No shady rate changes!
• We offer paid training and weekly pay!
• Train today, start tomorrow. Rapid onboarding processes.
• We commit to offering Referral Programs and other incentives to keep employees engaged.

Interested candidates may apply online at www.indeed.com

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**Company:** Enterprise Holdings  
**Position:** Part Time Driver  
**Location:** Marietta, GA  
**Salary:** $12 an hour  
**Posted:** 10/17/22  
**End Date:** Until Filled

**Job Description:** Enterprise Car Sales has an opening for a Part Time Driver position. The person will be based out of location in Marietta. This is a great opportunity for a dependable person with great customer service skills to work a consistent work schedule/week.

The Driver delivers vehicles and, in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

**This opportunity includes the following location:**  
227 Cobb Pkwy S  
Marietta, GA 30060

**Responsibilities:**  
The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road
- Deliver customers and vehicles to appropriate destination in a safe and courteous manner
- Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
- Organize travel route and ensure vehicle paperwork is accurate and timely
- May need to communicate via 2-way radio or cellular phone
- May be asked to clean vehicles
- Perform miscellaneous job-related duties as assigned
- Equal Opportunity Employer/Disability/Veterans


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**Company:** VMS BioMarketing  
**Position:** Full Time Telephonic Clinical Nurse Navigator (Remote)  
**Location:** United States Remote  
**Posted:** 10/19/22  
**End Date:** Until Filled

**Job Description:** The Telephonic Clinical Navigator is responsible for utilizing professional clinical skills, including the ability to foster patient relationships through empathy and clinical experience, to provide personalized, high-touch support to patients recently prescribed a complex therapy. The role will engage with patients and providers to provide expert, clinically relevant, individualized counsel in conjunction with product support the new therapy regimen. The Clinical Navigator will manage a series of touch points as the trusted clinical advocate to a specified patient caseload.

The touch points will uncover patient barriers and internal motivators, taking patients from product onboarding to therapy initiation to milestone celebrations, motivation, maintenance, and eventual “graduation” from the program. This role will work collaboratively to enhance the patient start experience and support patient compliance and persistence initiatives by building individual relationships with patients. The educator will...
provide ongoing education and therapy support to the patient, their caregiver, clinical staff, and/or support network.

Interested candidates may apply online at https://www.vmsbiomarketing.com/ for additional information and instructions on how to apply.

Company: Little Otter  
Position: Care Navigator & Parenting Specialist  
Location: United States Remote  
Posted: 10/19/22  
End Date: Until Filled

**Job Description:** At Little Otter, we understand how challenging it can be for families to navigate their mental health journey. We recognize that parent coaching, parent education, and family support are just as critical as clinical interventions. As a Care Navigator & Parenting Specialist, you will be at the forefront of our unique, integrated approach. Join us and play a critical role in tackling one of healthcare’s most pressing problems. *Must be able to work pacific time zone*

Interested candidates may apply online at https://jobs.lever.co/littleotter/9663a581-8dd8-4f36-9390-578a5bafab02 for additional information and instructions on how to apply.

Company: Kindbody  
Position: Patient Navigator (DTC)  
Location: United States Remote  
Posted: 10/19/22  
End Date: Until Filled

**Job Description:** As an experienced Patient Navigator reporting to our Operations Manager, you will be working in a fast-paced, rapidly growing environment where you will be relied on for your expertise, professionalism, and collaboration. This role is a full-time remote position.

**Hours:** Monday-Friday 12:30 p.m. - 9 p.m. EST; Rotating Saturdays 9a-5p

**Responsibilities**

- Customer Service & Patient Excellence  
- Responsible for maintaining CS SLAs across phone, email, secure messaging and chat (1 day response for email, 15 min response to chat, same day answer / return call for phone)  
- Manage inbound customer communication (phone, secure messaging, email & chat) and ensure all messages are answered in a timely fashion  
- Maintain clear communication with management about overall customer service  
- Participate in virtual events on an as needed basis  
- Help patients and members understand all of the services offered through Kindbody’s Women’s Center and what will fit their needs  
- Other duties and projects as assigned

Interested candidates may apply online at https://kindbody.com/

Company: Northside Hospital  
Position: Scheduler/Secretary  
Location: Smyrna, GA  
Posted: 10/19/22  
End Date: Until Filled

**Job Description:** Performs scheduling function in a streamlined environment, which is fully computerized. Position requires application of special instructions and procedural information to identify type of procedure requested and correctly schedule rooms and equipment. Enters various data into computer systems, verifies the accuracy of data input, and corrects errors and prints reports, as necessary.

**Position Requirements**

1. Medical terminology 2. One (1) year previous medical related clerical or related experience or an associate degree. 3. Good communication skills 4. Typing requirements vary by department; see requisition for

Company: Nurse Care of Buckhead
Position: MDS Coordinator – Full-time 1st Shift
Location: Atlanta, GA
Posted: 10/19/22
End Date: Until Filled

Job Description: Coordinates and facilitates the timely and accurate completion of both the RAI and Care Management process from admission to discharge in accordance to company P and P, MPGs, State and Federal guidelines, and all other entities as appropriate. May coordinate information system operations and education for the clinical department. **Offering $5000 Sign-on Bonus

Entry Qualifications:
- RAC Certified
- RN preferred or may be LPN/L VN with approval from the facility Administrator and appropriate District/Regional staff.
- Must be in good standing with Board of Nursing.
- Knowledge of Medicare process preferred.
- Current State nurse license
- CEU's as required by the State.

Interested candidates may apply online at www.indeed.com for additional information and instructions on how to apply.

Company: Ankle and Foot Centers of America
Position: Medical Assistant
Location: Marietta, GA
Salary: $15 - $17 an hour - Full-time
Posted: 10/19/22
End Date: Until Filled

Job Description: Prepares patients for examination by taking vitals; recording medical history into Epic· Escorting patients to and from exam rooms· Complying with OSHA and HIPPA regulations· Schedules surgeries by making arrangements with the surgical centers; verifying times with patients; preparing charts, pre-admission and consent forms· Help the physician with procedures· Give patients injections as directed by the physician· Casting for Orthotics· Applying Below knee cast· Applying Low Dying strapping to feet· Appling Unna Boots· Performing Nail Debridement· Performing Callus/Corn debridement· Performing X-Rays· Documenting phone calls· Updating Logs

Interested candidates may apply online at www.indeed.com

Company: Piedmont Atlanta Hospital
Position: Anesthesia Tech, Operating Room
Location: Atlanta, GA
Posted: 10/19/22
End Date: Until Filled

Job Description: The anesthesia technician's role is to assist licensed anesthesia providers in the acquisition, preparation and application of the equipment and supplies required for the administration of anesthesia. In this role, they contribute to safe efficient and cost-effective anesthesia care. Anesthesia technicians provide support in anesthesia for routine and complex surgical cases. These types of cases include all organ transplants as well as cardiac procedures. They provide this service by preparing and maintaining patient monitoring devices and anesthesia delivery systems before, during and after anesthesia.
They also assist the licensed anesthesia provider with the transport, positioning, insertion of intravenous and other invasive lines, and airway management.

Interested candidates may apply online at

Company: Children’s Healthcare of Atlanta
Position: Registration Associate
Location: Atlanta, GA
Posted: 10/19/22
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.

Experience
One year of experience in registration preferred or an assigned clinical discipline or completion of an externship program approved by Children’s

Preferred Qualifications
- College degree
- Certified Patient Account Representative (CPAR) or Certified Healthcare Access Associate (CHAA)
- Knowledge and utilization of patient registration systems, insurance verification systems, and/or Medicaid portals

Interested candidates may apply online at

Company: Aspen Dental
Position: Entry Level Dental Assistant
Location: Atlanta, GA
Salary: $18 an hour
Posted: 10/19/22
End Date: Until Filled

Job Description: As an Entry-level Dental Assistant, you will help support the clinical needs of the practice’s patients and doctors. You will have the support and training you need to help you be successful, no matter your level of expertise. We are committed to promoting from within to allow you to expand your career and your life. You can help make a difference in your community one smile at a time.

- Assist during a variety of treatment procedures
- Set up and breakdown operatory post treatment
- Manage infection control – prepare and sterilize instruments and equipment
- Supports patient charting for Doctors
- Perform various office tasks as necessary


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Equal Opportunity Employer/Program
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**Company:** Northside Hospital  
**Position:** Medical Assistant  
**Location:** Woodstock, GA  
**Posted:** 10/18/22  
**End Date:** Until Filled  
**Job Description:** Provides nursing assistance and patient care to provide for the comfort, safety and personal needs of patients. Assists physicians/physician assistants/nurse practitioners in medical office setting. Performs a variety of patient care duties within the construct of a multidisciplinary patient care team as delegated by physician. Specific duties and responsibilities assigned to the individual will be determined by the supervising physician(s), clinical staff and Practice Coordinator after competency is established.

### Primary Duties and Responsibilities

- Interviews patient and records patient medical history and specific information related reason for visit.
- Prepares patient for examination by performing and recording preliminary vitals such as blood pressure, temperature, weight.
- Reports abnormal symptoms, unusual conditions or adverse reactions to physician. Measures and records accurate vital signs.


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**Company:** Preferred Personnel Solutions  
**Position:** Warehouse Manager  
**Location:** Cartersville, GA  
**Salary:** $50,000 - $65,000 a year - Full-time  
**Posted:** 10/19/22  
**End Date:** Until Filled  
**Job Description:** Preferred Personnel is seeking to hire a reliable and eager Warehouse Manager at a third-party Logistics Company located in Cartersville! This company specializes in fashion logistics, apparel distribution and accessories order fulfillment.

**Qualifications:**

After meeting all of PPS' standard qualifications, Candidate must meet below qualifications:

- High school diploma or GED.
- 2+ years' experience in a warehouse lead role managing hourly employees.
- Proficient knowledge of warehouse procedure and policy.
- Excellent problem-solving skills and leadership qualities.
- Willing to submit to a drug screening and background check.

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

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**Company:** Kaiser Permanente  
**Position:** Assistant, Medical  
**Location:** Sandy Springs, GA  
**Posted:** 10/17/22  
**End Date:** Until Filled  
**Job Description:** Within a team environment, provides support for HCT providers during facility encounters manages patient traffic flow, performs follow-up care per provider instructions, and assists with patient education.

### Essential Functions:

- Medical records, specialist reports, conversations with patient) and integrates relative data to electronic record.
- Assists in managing patient flow, concerns and information.

Please contact Cobb Workforce Development Center for more information on available services.  
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• Pre-assesses patient by reviewing history, collecting current information and appropriate vital signs, documents in the medical record according to guidelines (e.g., hearing, vision, blood pressure).
• Prepares room and patient for practitioner encounter.
• Schedules appointments for patients with lab, radiology, consultants and follow-up appointments as ordered by practitioner.
• Resolves patient concerns promptly.
• Participates in process of interviewing, selection, orientation and training of new team members.
• Maintains department Quality Improvement standards.
• Daily cleaning and restocking of exam rooms with QI Logs checkoff.

Interested candidates may apply online at https://www.kaiserpermanentejobs.org/job/~/ /641/38084695120 for additional information and instructions on how to apply.

Company: Girl Scouts of Greater Atlanta  
Position: Administrative Coordinator - Membership  
Location: Mableton, GA  
Salary: $19.50 - $22.00 hourly  
Posted: 10/17/22  
End Date: 11/13/22  

Job Description: This is a fast-paced position that requires the Administrative Coordinator(Membership)to be flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality. The Membership Coordinator will provide support services to add efficiency to the Membership, Outreach and Business Systems teams. Strong computer software proficiencies and superior customer service expertise are essential traits for this high volume, high visibility, and high standards deadline-driven environment.

Duties and Responsibilities

• Lead and coordinate daily work activities; confer with supervisor to obtain direction regarding work assignments and priorities; organize tasks to complete assigned work; and monitor status of work in progress
• Schedule and manage departmental calendars including prioritizing and resolving related conflicts, proactively scheduling important meetings with internal and external individuals, and maintaining an organized workspace
• Provide support in arranging meetings including coordinating the agenda, collaboration of presentations/information, assemble and distribute meeting materials, accurately record and transcribe meeting minutes; distribute meeting minutes to appropriate individuals; maintain electronic file of official records, may manage logistics, such as conference registrations, room reservations (internal and external), and local travel or related plans for department staff
• Maintain council webpage, social media, and Sign-Up Genius by adding upcoming recruitment events to calendar; process contracts for event rentals, update territory maps and assignments, school list (public and private), and other reference materials

Interested candidates may apply online at https://www.workforgood.org/job/605516/administrative-coordinator-membership/?TrackID=68573&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=2335&JobAlertId=251326

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