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

Company: PruittHealth  
Position: Dietary Aide  
Location: Marietta, GA 30008  
Posted: 8/17/23  
End Date: Until Filled  
Job Description: Assists with food preparation in accordance with our established procedural guidelines, and as may be directed by the Dietary Manager or supervisor. Follows facility procedure for storing, serving and transporting food and supplies. Is also responsible for the cleaning, sanitizing and proper maintenance of equipment.  
KEY RESPONSIBILITIES:  
1. Follows diet orders and NPO diet orders  
2. Assists cook in preparing meals, desserts and/or snacks for patients/residents, i.e., salads and desserts and other dishes  
3. Uses proper food handling processes, procedures and policies  
4. Delivers trays to patients/residents on halls  
5. Delivers and serves meals to patients/residents in dining area; food and beverages  
6. Prepares between-meal nourishments (make sandwiches, etc.) and serves in accordance with procedural guidelines  
7. Offers menu substitutions and records them in accordance with procedural guidelines  
8. Follows procedures for serving partner meals  
9. Communicates well with patients/residents/clients and family members providing warm and friendly greeting and an approachable attitude to families, visitors, patients/residents/clients and responds to expressed concerns while displaying a helpful, caring demeanor. Answers questions when appropriate in a professional manner.  

Company: WellStar Health System  
Position: Unit Secretary – Cardiac Tele  
Location: Douglasville, GA 30134  
Posted: 8/17/23  
End Date: Until Filled  
Job Description: The Unit Secretary functions under the direction of the Nurse Manager and Assistant Nurse Manager to facilitate the provision of safe, age appropriate and culturally aware patient care by performing clerical and receptionist functions including computer order entry, retrieval of data, maintaining unit supplies, transporting supplies/equipment/patient medications, preparing and maintaining patient charts, providing customer service and acting as the central communication source on the nursing unit.
Interested candidates may apply online at [https://careers.wellstar.org](https://careers.wellstar.org) for additional information and instructions on how to apply.

Company: Glock  
Position: MFG Supply Chain Inventory Specialist  
Location: 6000 Highlands Pkwy, Smyrna, GA  
Posted: 8/16/23  
End Date: Until Filled  

**Job Description:** Responsible for inventory control and inventory accuracy for all parts/items in MFG warehouse/storage locations including WIP, Finished goods, raw materials, consumables, etc. This position is an integral component of the MFG Supply Chain operations, providing support with inventory control and timely transfer of needed supplies in a fast-paced and growing environment.

**Shift:** Monday through Friday, 8:00am to 4:00pm  
**Supervisory Responsibilities:** None  
**Duties and Responsibilities (other duties may be assigned):** Inventory Control

- Uses company ERP System and Excel to run daily, weekly, or monthly inventory reports and perform detailed analysis  
- Uses company ERP System and Excel to perform system adjustments as approved by MFG Supply Chain Leadership.

Uses company ERP System to transfer inventory when physical inventory moves to a different location or warehouse, or when consumed by production  
Uses company ERP System to receive inbound product, including the verification of piece counts on packing slips as needed  
Audits locations in the MFG warehouse/storage areas are properly named, numbered and labeled  
Conducts daily cycle counts as needed  
Conducts weekly cycle counts and report stock levels as needed and report inventory discrepancies to MFG Supply Chain Leadership  
Supports annual end of year (EOY) inventory efforts including Audit  
Investigates and correct discrepancies in report quantities and locations of all inventory in MFG location  
Provides thoughtful ideas/recommendations that support a more accurate inventory and lean manufacturing principles.

Interested candidates may apply online at [https://us231.dayforcehcm.com/CandidatePortal/en-us/glock/Posting/View/719](https://us231.dayforcehcm.com/CandidatePortal/en-us/glock/Posting/View/719) Glory

Company: Tesla  
Position: Vehicle Operator  
Location: 1400 Upper Hembree Road, Roswell, GA 30076  
Salary: $18.40 - $22.44 an hour - Full-time  
Posted: 8/16/23  
End Date: Until Filled  

**Job Description:** Tesla is looking for a highly motivated self-starter to join our vehicle data collection team. The Vehicle Operator role is responsible for capturing high quality data that will contribute to the improvement of our vehicles performance. This role requires a high level of flexibility, attention to detail, and ability to work in a fast-paced dynamic environment. Day, night and graveyard shift positions available.

**Responsibilities**

- Operate a vehicle in a designated area for data collection  
- Start/Stop recording devices and do minor equipment/software debugging when necessary. Analyze/report data collected during shift  
- Provide feedback and suggest improvements to improve data collection processes  
- Write daily drive reports detailing observations and issues  
- Check vehicle is in proper and safe working order every day
Requirements

- Clean driving record and safe driving habits
- Minimum 4 years of licensed driving experiences
- Excellent attention to detail and highly observational
- Excellent written and spoken English
- Excellent PC skills, particularly MS Office (Word, Outlook, Excel)
- Familiarity with driver assistance systems
- Ability to work a flexible schedule; Day/night shifts with the ability to work 1 day per weekend. Overtime is also typical for this position

Interested candidates may apply online at www.indeed.com

Company: Grady Health System
Position: Unit Clerk – SICU / Full Time / Day Shift
Location: Atlanta, GA
Posted: 8/16/23
End Date: Until Filled
Job Description: The Unit Clerk assists the nursing and medical staff by performing a variety of service activities and clerical tasks that ensures the efficiency of the patient care unit. The Unit Clerk provides services to nurses, physicians, other healthcare workers, patients, families, and visitors. The Unit Clerk is responsible for gathering, transcribing and managing patient care orders, processing admissions, discharges, and transfers of patients, organizing the unit, ordering & maintaining unit supplies and equipment, maintaining a safe environment, communicating effectively, and utilizing technology. The role of the Unit Clerk also includes patient advocacy and performance improvement.

QUALIFICATIONS

- High School Diploma or equivalent required
- Strong computer skills strongly preferred
- Experience working in a clerical setting desired

Equal Opportunity Employer-Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity.

Interested candidates may apply online at https://gmh.referrals.selectminds.com/jobs/unit-clerk-sicu-full-time-day-shift-19240

Company: Children’s Healthcare of Atlanta
Position: Feeding Technician
Location: Atlanta, GA 30329-4010
Posted: 8/16/23
End Date: Until Filled
Job Description: The feeding technician in the Pediatric Feeding Disorders Program provides direct care to patients enrolled in the feeding treatment program as well as assists with all case related preparation and organization.

Job Responsibilities

- Implements behavioral feeding protocols with clients of varying backgrounds.
- Assists with the preparation of treatment foods following strict hygiene and safety standards.
- Collects and organizes behavioral data from feeding sessions.
- Assumes responsibility for case-related activities in conjunction with the primary therapist (e.g., graphing, medical documentation, and communication with the case manager and family).
- Utilizes safe and appropriate handling, management, and guidance procedures when transporting or working with patients.
- Assists in the maintenance of supplies necessary for implementation of behavioral feeding protocols.
Children's Healthcare of Atlanta is an equal opportunity employer committed to providing equal employment opportunities to all qualified applicants and employees without regard to race, color, sex, religion, national origin, citizenship, age, veteran status, disability or any other characteristic covered by applicable law.

Interested candidates may apply online at https://careers.choa.org/us/en/job/R-15541/Feeding-Technician

Company: Job Pulse, Inc.
Position: Training and Development Specialist
Location: Cartersville, GA
Salary: Min $70,000 / Max $80,000
Posted: 8/16/23
End Date: Until Filled

Job Description: Job Impulse, Inc. is an international recruitment company that focuses on upgrading the career opportunities of our candidates. We have over 9,000 employees working in locations across twelve countries in fields ranging from industrial to office, aerospace, and more. Job Impulse, Inc. has an immediate opening for a Training and Development Expert in Centerville, GA. This is a Full Time Permanent Direct Hire Opportunity.

Duties and Responsibilities:

- Lead orientations to evaluate skill levels.
- Recommend, design, develop, and execute creative learning and development programs.
- Assess needs, examine gaps, research best practices, and team up with department heads to identify, develop and execute successful and creative learning and developmental programs.
- Create and execute program processes and procedures, maintain records, and track results.
- Create and maintain communications to guarantee that employees have the knowledge of training and development events and resources.
- Run follow-up studies of all completed training to evaluate results.
- Illustrate the desired culture and philosophies of the institution.
- Work efficiently as a team member with other members of management and the HR staff.
- Assist employees with improving their existing skills.
- Create apprenticeship programs.
- Create simulations and problem-solving situations.
- Create interactive multimedia presentations.
- Hold workshops and lectures.
- Monday-Friday, 1st shift

Must be flexible with hours and be willing to work weekends if asked by the supervisor.

Education and Experience: 3-5 years of experience designing, developing, and implementing employee development and training programs.

- Bilingual preferred (English and Spanish).
- Well versed in MS Office, to include Word and Excel.
- Experience in a manufacturing environment is a plus.

Interested candidates may apply online at https://www.learn4good.com/jobs/cartersville/georgia/teaching/2489383687/e/

Company: Cobb County School District
Position: School Bus Drivers
Location: Cobb County
Salary: $26.87
Posted: 8/16/23
End Date: Until Filled
Job Description: Are you a parent or grandparent looking for work but need to be off when your children or grand-children are out of school? Are you retired or an entrepreneur and need to find a solution for the rising cost of healthcare? Are you a college student looking for a job that pays more than flipping burgers? Consider joining us. We are looking for responsible, caring, kid-friendly, fun-loving people to drive the school bus for Cobb County School District. All you need is a clean driving record, a regular driver’s license, and to be up for a great adventure. We have great kids here in Cobb County who need you --- you hold the keys to their future. There are more than 70,000 students who ride our buses every day, many of whom have no other way to get to and from school. We will provide all the training you need. Part-time hours - Full-Time Pay. Split Shift Workdays. Great Health Benefits, Summer and Student holidays off.

Interested candidates may apply online at www.ccsdbusdrivers.com or call 770-429-5876 for additional information and instructions on how to apply.

Company: Covenant Surgical Partners  
Position: Patient Account Specialist - Benefit Coordination  
Location: 895 Canton Road NE, Marietta, GA 30060  
Posted: 8/11/23  
End Date: Until Filled  
Job Description: The individual hired for this will be joining our Patient Financial Services team, working Monday through Friday.

As a Patient Account Specialist, your duties will include obtaining surgery authorization/pre-certification prior to scheduled surgical procedures, verifying patient information such as insurance benefits, handling inbound/outbound calls with patients for inquiries regarding benefits and other duties as requested by the Credentialing Manager.

About the Candidate:  
Minimum (2) years of experience in a medical office setting highly preferred. (i.e. ambulatory surgery center, hospital, doctor’s office).  
Experience with verifying benefits strongly preferred  
Basic medical and billing terminology preferred  
High School Diploma or G.E.D. equivalent  
About Covenant Physician Partners:

At CPP, we offer the opportunity to be part of an organization that's advancing healthcare and creating a new model for the future. Covenant Physician Partners delivers superior value to patients, physicians, associates, and communities through professional and innovative services. We provide an outstanding benefits package to our full-time associates that includes:

- Generous paid time off in addition to national holidays and two floating holidays  
- Medical, Dental, and Vision insurance after 30 days of employment  
- $250 of professional development funds provided every year  
- Associate discounts at major retailers

Interested candidates may apply online at www.indeed.com

Company: State of Georgia  
Position: Hourly Nutritionist  
Location: Marietta, GA  
Salary: $21.70 Hourly; up to 29 hrs./wk. | No Benefits  
Posted: 8/10/23  
End Date: 8/31/23  
Job Description: Under limited supervision performs all the duties of a GA WIC Competent Professional Authority meeting all standards as established by GAWIC and CDPH in the performance of those duties. Self-monitors and assures that all GA professional and ethical standards for a state employee are maintained. Self-monitors and assures ongoing professional development necessary to maintain those skills utilizing

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Equal Opportunity Employer/Program  
Auxiliary Aids & Services Are Available Upon Request to Individuals with Disabilities

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multiple resources. “This position works to promote and protect the health and safety of the residents of Cobb & Douglas Counties.” Responsibilities include but are not limited to:

**Essential Functions (include, but are not limited to):**

- Obtains, documents and plots anthropometrics and finger stick hemoglobin with accuracy on WIC applicants per set guidelines
- Assesses nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling
- Counsels participants & their families and groups on nutritional principles, dietary plans and diet modifications, healthy eating habits, and nutrition monitoring to improve their quality of life

**Minimum Qualifications:** Bachelor's degree in dietetics, human nutrition, food and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university AND verification statement of completion of a didactic program accredited by the Academy of Nutrition & Dietetics.

**Preferred Qualifications/Skills:** B.S. in eligible degree for Academy Accredited Dietetic Internship, Georgia WIC experience, CLC and/or IBCLC; GA WIC experience; CDPH WIC experience

**Work Conditions & Physical Demands:**

- Inventory Management requires lifting of up to 50 pounds
- Fast-paced work environment: ability to prioritize and self-manage tasks

Interested candidates may apply online at [www.cdphe-ess.com](http://www.cdphe-ess.com) for additional information and instructions on how to apply.
Interested candidates may apply online at [https://careers.homedepot.com/job/18801824/technology-director-atlanta-ga/?codes=1-INDEED](https://careers.homedepot.com/job/18801824/technology-director-atlanta-ga/?codes=1-INDEED) for additional information and instructions on how to apply.

**Company:** Shepherd Center  
**Position:** Driver / Recreation Therapy Technician  
**Location:** Atlanta, GA  
**Posted:** 8/11/23  
**End Date:** Until Filled

**Job Description:** The Driver Tech is responsible for providing driving services and outing assistance for Shepherd Center Recreation Therapy Department. The Driver Tech assists in providing quality patient treatment and rehabilitation services by connecting Shepherd patients with the external community. This role is integral in helping patients reacclimate to the community post traumatic injury.

**JOB RESPONSIBILITIES:**

- Lead, assist, and implement the full process of training vehicle drivers.
- Provides assistance and carries out assigned duties throughout the planning and implementation process for any special events and/or programs (i.e., mailings, purchasing supplies, putting together resources, making calls, etc.).
- Maintains contact with community-based resources and knowledge of accessibility for community reintegration outings. (i.e., community relationships/equipment/vehicle maintenance companies, etc.).
- Performs or arranges for the maintenance of operation and safety procedures of designated equipment/supplies as necessary (i.e., trailers, lawn mower, jet skis, fish tank, TVs/DVD players, etc.).
- When transporting patients, participates and assists as needed.
- Practices proper safety techniques in accordance with Center and departmental policies and procedures. Responsible for the reporting of employee/patient/visitor injuries or accidents, or other safety issues to the supervisor and in the occurrence notification system.
- Monitors and ensures compliance with all regulatory requirements, organizational standards, and policies and procedures related to area of responsibility. Identifies potential risk areas within area of responsibility and supports problem resolution process.

**REQUIRED MINIMUM EDUCATION:**  
High School Diploma

**REQUIRED MINIMUM CERTIFICATION:**  
CPR certification required (provided by Shepherd Center)

**REQUIRED MINIMUM EXPERIENCE:**  
Experience driving large vehicles preferred  
Experience working with individuals with disabilities preferred.  
Experience in a hospital setting.

**REQUIRED MINIMUM SKILLS:**

- Knowledge of vehicle maintenance  
- Excellent verbal and written communication skills  
- Excellent communication and Organizational Skills.  
- Must be able to work without direct supervision.  
- Strong organizational, customer service, and teamwork skills  
- Strong interpersonal and problem-solving skills

**PREFERRED QUALIFICATIONS: N/A**


**Company:** Price Waterhouse Cooper  
**Position:** Connected Supply Chain 09 Technology - Manager  
**Location:** Atlanta, GA

Please contact Cobb Workforce Development Center for more information on available services.  
Equal Opportunity Employer/Program  
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Distributed 8-18-23
Job Description: As a Manager, you'll work as part of a team of problem solvers, helping to solve complex business issues from strategy to execution. PwC Professional skills and responsibilities for this management level include but are not limited to:

- Develop new skills outside of comfort zone.
- Act to resolve issues which prevent the team working effectively.
- Coach others, recognize their strengths, and encourage them to take ownership of their personal development.
- Analyze complex ideas or proposals and build a range of meaningful recommendations.
- Use multiple sources of information including broader stakeholder views to develop solutions and recommendations.
- Address sub-standard work or work that does not meet firm's/client's expectations.
- Use data and insights to inform conclusions and support decision-making.
- Develop a point of view on key global trends, and how they impact clients.
- Manage a variety of viewpoints to build consensus and create positive outcomes for all parties.
- Simplify complex messages, highlighting and summarizing key points.
- Uphold the firm’s code of ethics and business conduct.

Interested candidates may apply online at https://jobs.us.pwc.com/job/-/-/932/52801215552?source=172909 for additional information and instructions on how to apply.

Company: Renaissance Construction Products
Position: Driver
Location: Smyrna, GA
Posted: 8/11/23
End Date: Until Filled
Job Description: As a Driver with Colony Hardware, you will be the backbone of our company who make our mission to provide top quality products to commercial contractors and industrial accounts come alive. To do this, you will utilize your eagerness to do what’s expected to ensure that our customers are getting what they need, when they need it!

A Little About Your Day:

- From day to day, you will be responsible for the pickup and delivery of merchandise in a safe, timely, and courteous manner.
- You will load the branch vehicles with packed orders, sorting and organizing the merchandise so that it can be easily located.
- Operating with a strong attention to detail, you will perform any needed pre-trip and post-trip inspections of your vehicle, equipment, paperwork and loaded product to ensure your safety.
- You will check in frequently with the customer to announce arrival, collect payments from customers, and ensure all signatures are received.

Interested candidates may apply online at https://jobs.jobvite.com/careers/renaissanceconstructionproducts/job/o7O6nfw8?__jvst=job%20board&__jvsd=Indeed for additional information and instructions on how to apply.

Company: Geiger
Position: Shipping Coordinator
Location: Atlanta, GA
Posted: 8/11/23
End Date: Until Filled
Job Description: Under general supervision and on a daily basis provides efficient transportation solutions for internal and external customers. Working with numerous departments as well as multiple clients and carriers, ensures that product gets delivered on time in the most efficient and cost-effective way possible.
ESSENTIAL FUNCTIONS

- Assess and resolve issues relating to transportation, customer problems, import and export, and logistics systems.
- Maintain detailed and accurate logistics data.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Contact carrier representatives to make arrangements and to issue instructions for shipping and delivery of materials.
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as bills of lading, and international export documentation.
- Assist Customer Service and Sales with inventory questions or concerns, quotes, dimensions.
- Perform additional requirements as operations may require in support of achieving business objectives.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High School diploma or equivalent required. Associates degree or equivalent preferred. Previous shipping/logistics experience required, international export experience is a plus.

Interested candidates may apply online at https://millerknoll.wd1.myworkdayjobs.com/en-US/MillerKnoll/job/GA---Atlanta/Shipping-Coordinator_JR102403-1 for additional information and instructions on how to apply.

Company: Prestigious Cleaning Team
Position: Office Assistant
Location: Kennesaw, GA
Salary: Up to $18 an hour - Full-time
Posted: 8/11/23
End Date: Until Filled

Job Description: We are looking for energetic individuals who want to make top pay for their excellent work. We are looking for motivated people who love house cleaning, are dependable, thorough, friendly, and have an eye for detail! Implement our training and we’ll teach you how to make top pay in a few weeks’ time. You are in control of how much you make – the more motivated you are, the more money you’ll make.

Responsibilities:

- Answer phones, and emails, and input customer data into company systems.
- Organizes workflow and appointments by reading and routing correspondence, collecting customer information, and managing assignments.
- Completes requests by greeting customers, in person or on the telephone, and answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Contributes to team effort by accomplishing related results as needed.

Requirements:

- Must be Bilingual – English/Spanish.
- High School degree / GED required.
• Proven customer service and administrative experience and skills.
• Ability to handle multiple priorities.
• Possess written and verbal skills for effective communication.
• Demonstrates good organizational time management skills and follow-through skills.
• Possess accurate record-keeping and reporting skills.
• Demonstrates good judgment, problem-solving, and decision-making skills.
• Demonstration of proficiency in computer skills, Microsoft Office (windows, outlook, excel), and the ability to learn new applications.
• Perform other duties as assigned.

If you feel you’re a great fit, we’d love you to apply to be a part of the PCT Cleaning Services family! We look forward to meeting you!

Interested candidates may apply online at https://hire.wootrecruit.com/office/pct-clean-office-position/

Company: State of Georgia
Position: Customer Service Rep 1 – CYSN
Location: Marietta, GA
Salary: $33,631 a year
Posted: 8/11/23
End Date: 9/4/23

Job Description: This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties. Under general supervision performs a variety of clerical support functions/processes the children and youth with special needs Department supporting Babies Can’t Wait and Children’s Medical Services. To perform clerical duties, or a few specialized or essential clerical functions (i.e. data maintenance, filing system maintenance, transactions, etc.).

Essential Functions (include, but are not limited to):

• Provide clerical and front desk support
• Provides high quality services to customers
• Operates office equipment and maintains supplies for assigned area

Minimum Qualifications: High School Diploma or GED AND Six months of experience handling customer questions, complaints, and/or providing information.

Preferred Qualifications/Skills:

• Bilingual English/Spanish, orally and in writing
• Ability to comprehend information from HP Medicaid web portal systems, GRITS system, SENDSS and the various programs of Adult Health, BCW, CMS, and Child Health Services
• Experience with customers relations including directing customers to appropriate staff and customer complaints
• Proficient in Microsoft Office and Outlook
• Chart management experience

Work Conditions & Physical Demands: General office environment. Must be able to sit/stand for extended periods of time and be able to move freely throughout the clinic. At various times, the ability to lift 20+ lbs.

Interested candidates may apply online at https://careers.georgia.gov/jobs/customer-svc-rep-1-cysn-42166

Company: First Transit
Position: Dispatcher
Location: 463 Commerce Park Drive Southeast, Marietta, GA 30060
Salary: $21.00/ HR Full Time
Posted: 8/11/23
**End Date:** Until Filled

**Job Description:** As a First Transit Dispatcher you will manage Paratransit and FLEX services to provide safe, professional, reliable, and efficient transit service to customers. This position is for a Night Shift Dispatcher.

**First Transit is proud to offer:**

- $21.00/ HR
- Tremendous career advancement opportunities due to a strong presence across North America.
- A comprehensive benefits package with paid holidays & vacation, medical, vision, and dental coverage, and 401(k) savings plan.
- A great work environment.

**Major Responsibilities:**

- Execute Smart Drive Discipline and show clips to operators if needed
- Provides customer support by responding to questions and concerns regarding customer trips including no shows, cancellations, and missed trip
- Conduct AM and PM Security Safety Check of building
- Must conduct Paratransit AM and PM “Lot Check”, following proper lot check procedures
- Book Paratransit Service Reservations
- Scheduling for Paratransit Service trips
- Must conduct FLEX AM and PM “Lot Check”, following proper lot check procedures

Interested candidates may apply online at [https://apply.workatfirst.com/vacancy/dispatcher--48349/48595/description?_channelid=18](https://apply.workatfirst.com/vacancy/dispatcher--48349/48595/description?_channelid=18) for additional information and instructions on how to apply.