



## JOB LEADS – DISTRIBUTED 3-03-21

463 Commerce Park Drive ♦ Suite 100 ♦ Marietta GA 30060  
(770) 528-4300 ♦ (770) 528-4302 (Fax)  
/Monday through Friday 8am-5pm  
[www.worksourcecobb.org](http://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:** GMH University Housing  
**Position:** Building Maintenance / Porter  
**Location:** Marietta, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** The Maintenance Porter reports to the Maintenance Manager and is responsible for the overall cleanliness and curb appeal of the community. The primary responsibilities of the Porter are grounds, parking lot, and community area upkeep, work orders, and maintaining excellent resident relations through outstanding customer service. On call and weekend hours may be required.

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

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**Company:** CorTech  
**Position:** Warehouse Associate III  
**Location:** Kennesaw, GA  
**Salary:** \$15 an hour  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Follow established procedures and guidelines to receive, handle, store, record, and dispatch goods in a store or warehouse. Receive incoming goods; check for damage and for discrepancies between goods and invoices. Accurately sort, label, and store goods; arrange storage to optimize warehouse space. Pick, pack, and dispatch outgoing goods according to written or verbal requests or orders. Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information to respond to enquiries (for example on inventory levels or delivery schedules.) Perform other routine clerical activities according to the organization's established procedures. These activities may include answering telephones; updating stock cards and inventory records; and completing receipt, transfer, delivery, and dispatch forms. Operate forklifts or other warehouse machinery.

**Interested candidates may apply online at <https://jobs.cor-tech.net> or [www.indeed.com](http://www.indeed.com)**

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**Company:** Uniform Advantage Brands  
**Position:** Receiving Associate  
**Location:** Lithia Springs, GA  
**Salary:** \$15 hourly  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Our **Warehouse Team Members** serve a dual role to keep our operations running smoothly by picking orders as well as by completing the shipping release and packing of orders. As a Receiving Associate, you will help us support UA Brands customers by receiving, storing, and compiling stock records (goods) in the distribution center.

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

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**Company:** WestRock  
**Position:** Shipping/Receiving Trainee  
**Location:** Lithia Springs, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** At our Graphics Solutions Plant in Lithia Springs, GA contribute to the success of the shipping and receiving department by moving finished jobs to destinations in the plant and to load and unload shipments from trucks as jobs are received or scheduled for delivery.

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

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**Company:** McClane Company  
**Position:** Shipping/Receiving Assistant  
**Location:** Austell, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Maintain and update department files and reports. Assist other internal departments as required by providing documentation, files, and support. Works with DC to ensure contents match the order.

**Interested candidates may apply online at** <http://www.mclanecareers.com>

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**Company:** The Home Depot  
**Position:** Freight/Receiving  
**Location:** Kennesaw, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

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**Company:** Crete Carrier Corporation  
**Position:** Tractor Trailer Technician  
**Location:** Marietta, GA  
**Salary:** \$18 - \$26 an hour  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Inspect, diagnose, and repair brake systems, engines, electrical components, steering systems, transmissions, drive trains, and tires for tractors, trailers, and refrigeration equipment. Perform preventative maintenance services, including changing oil, checking fluids, inspecting batteries, testing lights, and lubricating equipment. Establishes and maintains positive working relationships.

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

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**Company:** Sam's Club  
**Position:** Pharmacy Tech Certified Sam's  
**Location:** Woodstock, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Provides Pharmacy products and services to Members in accordance with Company policies and procedures by assisting with processing prescription and OTC orders and purchases, stocking and securing Pharmacy supplies and merchandise, entering prescription information or filling prescriptions, and completing and maintaining paperwork, forms, and other required documentation.

**Interested candidates may apply online at** <https://walmart.wd5.myworkdayjobs.com> or [www.indeed.com](http://www.indeed.com)

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**Company:** Kroger Stores  
**Position:** Non-Certified Pharmacy Technician  
**Location:** Sandy Springs, GA

Please contact Cobb Workforce Development Center for more information on available services.

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**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** Assist the pharmacist in reaching sales and profit goals established for the department and monitor all established quality assurance standards. Embrace the Customer 1st strategy and encourage associates to deliver excellent customer service. Demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety.

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

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**Company:** WellStar Health System Inc

**Position:** Central Support Tech

**Location:** Marietta, GA

**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** The **Centralized Support Technician** will function as versatile employee that provides support to nursing units at WellStar Hospitals by assisting with patient safety sitting, patient transports, room turnover that includes a full range of cleaning duties to assigned area, and assisting the nutrition and food services liaisons with patient meal delivery and retrieval. The Centralized Support Technician should assume the role of patient advocate providing world-class customer care in daily job duties as well as any additional duties as assigned.

**Interested candidates may apply online at** <https://careers.wellstar.org>

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**Company:** WellStar Health System Inc

**Position:** Lab Support Services Specialist

**Location:** Austell, GA

**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** The **Lab Support Service Specialist** performs technical and non-technical duties within the Laboratory service areas on the hospital campus. Duties included, but not limited to: HIS/LIS data entry, troubleshooting and laboratory technical support functions. Customer Service for all patients and health care providers. Specimen receipt and processing including preparing specimens for transport to reference labs, microbiology processing, loading samples on lab automation and preparing samples for the technical staff. Phlebotomy procedures including all types of specimen collection techniques. Assist in multiple areas as workload and staffing changes.

**Interested candidates may apply online at** <https://careers.wellstar.org>

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**Company:** Piedmont Healthcare

**Position:** Lab Assistant, PRN/ As needed

**Location:** Atlanta, GA

**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** Performs sample processing and exempt screening and monitoring tests in accordance with CMS (CLIA '88), OSHA and the Georgia Department of Community Health and other applicable regulatory, established standards as may be applicable. Performs venipunctures, and obtains/prepares blood specimens in accordance with Piedmont policies and procedures. Assists technical staff in non-clinical tasks.

**Interested candidates may apply online at** <http://piedmontcareers.org>

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**Company:** Piedmont Healthcare

**Position:** Unit Secretary – Imaging, Part Time

**Location:** Atlanta, GA

**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** Departmental communication and administrative clerical support functions complying with all HIPAA guidelines, hospital policies and medical records. To include but not be limited to the coordination and distribution of departmental telephone activities, physician communication needs and support staff functions. Unit Secretary-Imaging promotes high quality patient services by maintaining all patient records in the radiology file room. The responsibility of all aspects of the file room, such as, but not limited to, film and jacket retrieval, and combining records.

**Interested candidates may apply online at** <http://piedmontcareers.org>

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**Company:** WellStar Health System Inc  
**Position:** Front Office Specialist – Cardiovascular Medicine  
**Location:** Marietta, GA  
**Posted:** 3/2/21  
**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.

**Interested candidates may apply online at <https://careers.wellstar.org>**

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**Company:** WellStar Health System  
**Position:** Unit Secretary – Medical Surgical Unit  
**Location:** Roswell, GA  
**Posted:** 3/1/21  
**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>**

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**Company:** Shepherd Center  
**Position:** Case Manager Assoc MSI  
**Location:** Atlanta, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** The CMA works directly with patients, their families and providers on behalf of the Case Manager (CM), supporting CM in care coordination for patients in Outpatient Services. This specific opening is for the MS Institute - Rehab and Wellness Program.

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

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**Company:** Cobb Eye Center  
**Position:** Office Manager  
**Location:** Marietta, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Responsible for managing the day-to-day operations of Cobb Eye Center. Provides administrative leadership to the practice. Ensures quality services are provided according to established policies and procedures. Responsible for working in collaboration with practice physician(s) to manage templates and patient schedules. Responsible for ongoing operational evaluations. Partners with the Director of Human Resources and Practice Administrator/Regional Director on employee performance evaluations, hiring, transfers, promotions, and employee relations concerns.

**Interested candidates may apply online at <https://careers-eyesouthpartners.icims.com>**

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**Company:** Northwest Classical Academy Inc  
**Position:** IT Support Manager  
**Location:** Kennesaw, GA  
**Posted:** 3/2/21  
**End Date:** Until Filled

**Job Description:** Northwest Classical Academy ("NCA") seeks a Full-time IT Support Manager. The IT Support Manager will be responsible for supporting and maintaining campus technology at the NCA Kennesaw campus. This position would report to the Campus Operations Manager.

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

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**Company:** Centers for Disease Control and Prevention

**Position:** IT Specialist (Direct Hire)

**Location:** Atlanta, GA

**Salary:** \$68,112 - \$126,202 a year

**Posted:** 3/1/21

**End Date:** 3/5/21

**Job Description:** As an IT Specialist (Direct Hire), you will: Participate in the IT analysis, design and programming to support the programming infrastructure and integrated applications of informatics development. Perform analysis on informatics information and recommends changes to improve user friendliness of applications and to resolve what users see as problems. Recommend and evaluate approaches that will apply information technology to public health goals and makes recommendations from an IT perspective. Perform analysis on informatics information and recommends changes to improve user friendliness of applications and to resolve what users see as problems. Resolve hardware/software interface and interoperability problems; ensures systems availability, functionality, integrity, and efficiency; and implementing security procedures and tools. Recommend and evaluate approaches that will apply information technology to public health goals and makes recommendations from an IT perspective. Formulate and execute scientific projects on information technologies. Conceptualize, research, and develop, along with other staff, strategic scientific information systems. Investigate advanced information processing technologies and tools to enhance the collection, analysis, and delivery of scientific data.

**Interested candidates may apply online at <https://jobs.cdc.gov>**

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**Company:** XPO Logistics

**Position:** Local CDL-A Shuttle Drivers

**Location:** Marietta, GA

**Posted:** 3/1/21

**End Date:** Until Filled

**Job Description:** XPO Logistics is currently seeking Local CDL-A Shuttle Drivers in the Atlanta, GA. Local shuttle drivers mainly run between facilities in Union City, Fairburn, and Lithia Springs.

**Interested candidates may apply online at <https://xpodivers.com>**

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**Company:** Averitt

**Position:** CDL-A Qualified Dock Worker

**Location:** Sandy Springs, GA

**Posted:** 3/1/21

**End Date:** Until Filled

**Job Description:** Dock and warehouse associates are the backbone of Averitt facilities. Using digital scanners and other top-notch, modern equipment, dock and warehouse associates manage the day-to-day loading/unloading of freight throughout our system in a safe and professional atmosphere. This position requires flexibility and a CDL-A license as you will occasionally fill in on local routes. Due to the familiarity of overall Averitt culture and processes, many CDL-A dock workers become top candidates for operational leadership positions. This position requires a **CDL-A license** and prior dock, warehouse and forklift experience are preferred.

**Interested candidates may apply online at <https://averittdrivers.com>**

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**Company:** The Home Depot

**Position:** Cashier

**Location:** Marietta, GA

**Posted:** 3/2/21

**End Date:** Until Filled

**Job Description:** Cashiers play a critical customer service role by providing customers with fast, friendly, accurate and safe service. They process Checkout and/or Return transactions, as well as monitor and maintain the Self-Checkout area. They proactively seek product/project knowledge to provide customers with information and identify selling opportunities. They follow all policies and procedures to ensure that shrink is minimized. A Head Cashier will position Cashiers and support them by expediting price checks, approving Point of Sale transactions and markdowns for mainline registers, Self-Checkout, Returns, Pro Desk, Special Services, and Tool Rental. They provide first level escalation for customer issues and assist in the supervision, coaching and training of other Front-End Associates by participating in the training of new Cashiers and utilizing all available tools to coach and develop other Cashiers. The preferred qualification for a Head Cashier is 1+ years of Cashier experience.

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**Company:** Delaware North

**Position:** Assistant General Manager, Truist Park

**Location:** Atlanta, GA

**Posted:** 3/1/21

**End Date:** Until Filled

**Job Description:** Delaware North Sportservice are searching for an Assistant General Manager to lead our team at Truist Park in Atlanta, Georgia. Our ideal Assistant General Manager takes great pride in their work and understands the impact you have on gamedays and other events which bring our guests together. You're an inspiring leader who understands that training and developing your team is critical to the operation and you manage people, processes, budgets, and expenses successfully and effectively.

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

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**Company:** MUST Ministries

**Position:** Kitchen Assistant

**Location:** Marietta, GA

**Salary:** \$12.30/hr. + Benefits

**Posted:** 2/25/21

**End Date:** 3/27/21

**Job Description:** The key purpose of this position is to supervise volunteers and community service workers during meal service hours. **32 hours per week**

Interested candidates may apply online at <https://www.workforgood.org> for additional information and instructions on how to apply.

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**Company:** MUST Ministries

**Position:** Development Director

**Location:** Marietta, GA

**Posted:** 2/25/21

**End Date:** 3/27/21

**Job Description:** The key purpose of this position is to work collaboratively with Senior Leadership and program staff to achieve organization-wide objectives.

Interested candidates may apply online at <https://www.workforgood.org> for additional information and instructions on how to apply.

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**Company:** Girl Scouts of Greater Atlanta

**Position:** Membership Recruiter / Area Executive

**Location:** Cobb County, Georgia

**Salary:** \$36K/Annually + Bonus potential

**Posted:** 2/22/21

**End Date:** 3/24/21

**Job Description:** The primary duty is to recruit and retain renew girl and adult members within a defined geographic sales territory in our Council's 34-county geography jurisdiction to meet the Council's goals. The Area Executive will use his/her network, and sales, and marketing expertise to strategically identify prospects, make effective presentations and utilize creative ways to increase the girl and adult membership of the Council. The Area Executive is the dedicated sales force role within the organization. It is expected that the Area Executive will spend 90% or more of his/her time in the field meeting with potential members and or setting up such meetings. They work cross-functionally with other departments and with volunteers to ensure that Girl Scouts of Greater Atlanta recruitment, retention, and business goals are met. This role requires the ability to support Cobb County, and work flexible hours including some evenings & weekends.

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

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