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# Brand HR & Leadership Coordinator (Sandy Springs)



**Inspire Brands**

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

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To provide support and coordinate all aspects of Human Resources and Leadership Development.

- Provide HRBP's and VP of HR and Leadership Development with Administrative support as needed.
- Manage the Brand Leadership Development Programs. Facilities, hotels, materials, communications, and follow-up.
- Manage and facilitate the 360-evaluation process for the entire Brand. (Assist users in compiling participant lists, organize communication and results.)
- Actively participate in all Brand related projects and meetings and respond to miscellaneous requests as needed.
- Assist the Brand HR Business Partners in routing employee relation issues by responding to EP calls, employee complaints, and Market Force complaints as needed. Make changes and do minor maintenance in Ethics Point system.
- Manage the Leadership Development Tracking for the entire Brand.
- Create reports that support the Brand HR team and their goals.
- Assist in setting up new multi-unit leaders.
- Facilitate New Leader Assimilation survey.

## **Qualifications:**

- 2 year Associates degree preferred.
- 2 years minimum in admin support, coordinating meetings, HR systems use.
- Microsoft Office proficiency including strong Excel skills
- Power Point proficiency

Apply Online at: <https://bit.ly/2OTy8Rx>

Source: Employer Website

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# Front Desk Receptionist (Sandy Springs)



6105 Peachtree Dunwoody Rd #145, Atlanta, GA 30328

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## Qualifications:

Must be able operate basic office equipment and complete general clerical duties.

Experience with excel and QuickBooks a plus.

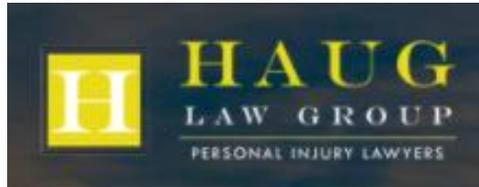
\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/2OUY1AD>

Source: Indeed

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# Front Office Team - Office Management (Sandy Springs)



8237 Dunwoody Pl bldg 18, Atlanta, GA 30350

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Duties include but may not be limited to managing phone traffic to and from the office, taking detailed messages and notes, facilitating the front-office flow of traffic. Managing stressful situations with clients, communicating with vendors, and managing the main office calendar for conflicts etc. Assist to coordinate calls/meetings, lunches and events and office supplies/equipment. Responsible for the general organization of the office.

## **Qualifications:**

- Experience:
  - Data Entry: 1 year (Preferred)
  - Office Management: 1 year (Preferred)
  - Front desk or Assistant Experience: 1 year (Preferred)
- Education: High school or equivalent (Required)

\$10-16/Hr. depending on experience and qualifications

Apply Online at: <https://indeedhi.re/38QyMWQ>

Source: Indeed

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# Administrative Assistant (Sandy Springs)



8425 Dunwoody Pl, Atlanta, GA 30350

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Administrative Assistant needed for busy Sandy Springs civil litigation law firm.

**Qualifications:**

Some college education a plus.

\$12 - \$19 an hour

Apply Online at: <https://indeedhi.re/3r0Kqob>

Source: Indeed

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# Receptionist Administrative Support (Dunwoody)



## Huddle House Support Center

5901 Peachtree Dunwoody Rd, Atlanta, GA 30328

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### Responsibilities:

- Answers all incoming calls (multi-line phone) with a calm sense of urgency, routes callers, takes messages, and answers questions.
- Files documents
- Scanning Department Documents in system(s)
- Various HR projects

### Qualifications:

- High School Diploma or GED required
- 1+ year receptionist and/or administrative experience
- Intermediate typing skills
- Restaurant and/or franchising industry experience a plus
- Intermediate Microsoft Office suite, Outlook, and Internet search skills; Adobe Acrobat a plus

Apply Online at: <https://bit.ly/3tyXYJw>

Source: Employer Website

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# Administrative Assistant (Alpharetta)



2400 Lakeview Pkwy #400, Alpharetta, GA 30009

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## **Responsibilities:**

- Enter and maintain data in various software programs (Outlook, NetSuite, Sharepoint, etc.).
- Assist with coordination of conference activities.
- Proofread and edits letters, proposals presentations and reports.
- Prepare letters & packages for USPS/FedEx, etc.
- Prepare and maintain paper and electronic files.
- Assemble booklets/marketing packets/response documents.
- Maintain reference tools and survey library.
- Schedule and coordinate meetings, calls, appointments and travel arrangements.
- Assist with in-house meeting set up and facilitation.

## **Qualifications:**

- Bachelor's Degree or three years of hands-on administrative support
- Proficient in Microsoft Office Suite, Adobe Acrobat, and Social Media web platforms

This role will primarily be office-based, with some work from home opportunities.

\$40,000 - \$42,000 a year

Apply Online at: <https://indeedhi.re/319lxMV>

Source: Indeed

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# Front Desk Receptionist/Administrative Assistant (Dunwoody)



1842 Independence Square Suite A, Dunwoody, GA 30338

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## **Responsibilities:**

- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable
- Answers questions about organization and provides callers with address, directions, and other information
- Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel
- Receives, sorts and routes mail and maintains and routes publications
- Maintains fax machines, assists users, sends faxes and retrieves and routes incoming faxes
- Receives office supplies
- Creates and prints fax cover sheets, memos, correspondence, reports and other documents when necessary
- Performs other clerical duties as needed such as filing, photocopying and collating

## **Qualifications:**

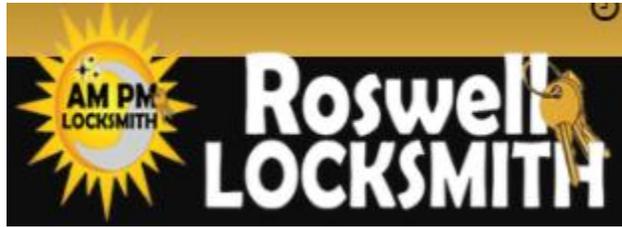
- Microsoft Office: 1 year (Required)
- Customer Service: 1 year (Preferred)
- Office: 1 year (Required)

Apply Online at: <https://indeedhi.re/3tj6sxP>

Source: Indeed

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# Customer Service / Point of Sale Phone Clerk (Roswell)



1095 Old Roswell Rd Suite A, Roswell, GA 30076

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We are looking to add 2 individuals to our office team.

### **Responsibilities:**

- Answer incoming calls from customers and field technicians
- Schedule service calls
- Enter customer info in Microsoft based program
- Send Invoices to Customers
- Remain calm while dealing with difficult customers
- Connect technicians with customers

### **Qualifications:**

- Must have Flexible Schedule - We operate 7 days a week from 7am - 11pm with multiple shifts

Paid Training

\$10.00 - \$18.00 per hour

Apply Online at: <https://indeedhi.re/2NrMnfT>

Source: Indeed

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Posted 3/21/2021

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# HR Recruiter / Operations Assistant (Sandy Springs)



1132 Hightower Trail #100, Atlanta, GA 30350

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## **Responsibilities:**

- Attract and obtain candidates
- Assisting all new applicants with the hiring and onboarding process
- Call new, pending applicants and prescreen.
- Coordinate the interview and orientation process.
- Keep a candidate pool of qualified applicants.
- Ensure all screening, selection, hiring, and training is done in accordance with employment laws and regulations.
- Manage the overall interview, selection, training, and job placement process.
- Handle and maintain all incoming documents with sensitivity and confidentiality.
- Recruit on various [sic] platforms to include but not limited to job boards, social media and employee/applicant referrals.

## **Qualifications:**

- 1 years of verifiable experience as a Recruiter, HR assistant or manager that included staffing responsibilities. The ideal candidate will have experience in the security industry, temporary staffing industry or other service-related industries.
- Strong computer skills to include Microsoft Word, Excel, PowerPoint and Outlook
- Social Media Savvy; for the purpose of marketing and posting jobs.
- High school or equivalent

Apply Online at: <https://indeedhi.re/3tGttkC>

Source: Indeed

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# Receptionist (Sandy Springs)



990 Hammond Dr #900, Atlanta, GA 30328

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## Responsibilities:

- Answers telephones and directs the caller to the appropriate associate.
- Greets and directs visitors to the company and takes care of the common areas
- Receive, sorts and forwards incoming mail. Maintains and routes publications.
- Coordinates the pick-up and delivery of express mail services and courier (FedEx, UPS, etc.)
- Assists in scheduling, confirming and/or ordering meals for meetings for assigned personnel.
- Assists in making travel, conference and seminar arrangements.
- Produce and edit letters, memos and correspondence.
- Prepares miscellaneous spreadsheets, charts and graphs as needed for project assistance.
- Maintains electronic file keeping, logging of project scans.
- Assists in the ordering, receiving, stocking and distribution of office supplies, safety equipment, and various marketing supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.

## Qualifications:

- Bachelor's (Preferred)
- Microsoft Office: 3 years (Preferred)

\$15.00 - \$18.00 per hour

Apply Online at: <https://indeedhi.re/2P2YKiG>

Source: Indeed

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# PT Customer Service Representative I (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

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The successful candidate will be able to handle high volume Inbound and Outbound calls in a Call Center environment. The Customer Service Rep I coordinates the scheduling of services as well as procurement of resources or special equipment required to deliver the services. The position effectively responds to inquiries and resolves complaints

- Follow appropriate communication scripts when handling various calls
- Receive and record accurate information from high volume inbound/outbound calls
- Conduct high volume outbound calls to respond and follow up with customers
- Communicate with customers by telephone and/or email to set, reschedule, or cancel appointments
- Find resources or special equipment necessary to accommodate customer needs
- Resolve customer complaints using effective problem solving skills

## **Qualifications:**

- 1 to 3 years Call Center experience (Inbound & Outbound experience a plus!)

Part time hours with one (1) day off during week and one (1) day off on the weekend - with specific hours to be determined. Note: that business hours are 7am to 9pm.

Morning, Mid day, Evening shifts

Apply Online at: <https://bit.ly/3eONGjQ>

Source: Employer Website

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# Front Desk PT (Roswell)



625 W Crossville Rd #122, Roswell, GA 30075

[No MARTA Service to this Location]

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## Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed
- Have general knowledge of all products

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3vCXCDc>

Source: Employer Website

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# Customer Service Representative (Sandy Springs / Remote)

## UNITEDHEALTH GROUP®

2100 Riveredge Pkwy Atlanta, GA 30328

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### Responsibilities:

- Answer 50-70 incoming phone calls per day from customers and identify the type of assistance the customer needs
- Ask appropriate questions and listen actively to identify specific questions or issues while documenting required information in computer systems
- Contact care providers (doctor's offices) on behalf of the customer to assist with appointment scheduling or connections with internal specialists for assistance when needed

### Qualifications:

- High school diploma or GED OR equivalent work experience
- Familiarity with computer and Windows PC applications, which includes the ability to navigate and learn new and complex computer system applications
- Must live in a location that can receive a UnitedHealth Group approved high-speed internet connection or leverage an existing high-speed internet service
- Preferred **Qualifications:**
- 1+ years of experience in a related environment (i.e. office, administrative, clerical, customer service, etc.) using phones and computers as the primary job tools
- Prior health care experience

This position is full-time (40 hours/week) Monday- Friday. Employees are required to have flexibility to work any of our 8-hour shift schedules during our normal business hours of 8:00am - 8:00pm. If you are located in the Atlanta, GA area, you will have the flexibility to telecommute We offer 5 weeks of paid training. The hours during training will be 8:00am to 4:30pm Monday-Friday. Training will be conducted virtually from your home.

Apply Online at: <https://bit.ly/3rSrfhI>

Source: Employer Website

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# Appointment Setter / Call Center Representative (Roswell)



600 Houze Way C2, Roswell, GA 30076

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APPS Paramedical is a Roswell based company that primarily provides service to insurance agents who need to put a client through the preliminary stages of applying for life, health or disability insurance. CSR responsibility is to handle a high volume of both inbound and outbound calls as well as data entry in a call center like environment

**Qualifications:**

- Previous experience preferred in handling escalated customer service issues

Monday – Friday, 8am-5pm

\$12.00 to \$14.00 /hour

Apply Online at: <https://bit.ly/3ePFdGA>

Source: Employer Website

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# Receptionist (Chamblee)



5675 Peachtree Blvd, Atlanta, GA 30341

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## Qualifications:

High School Diploma

Previous Customer Service or administrative experience

Apply Online at: <https://bit.ly/3ltIraT>

Source: Employer Website

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# Marketing Coordinator PT (Roswell)



We are searching for a highly qualified marketing coordinator to work closely with the Business Development Team. This individual will be responsible for executing the current marketing plan, managing all websites, content, social media channels, and aiding in proposal preparation.

- Development and execution of marketing and promotional materials
- Generating content for email marketing, website, blog, topic papers and social media.
- Supports and manages Content/Campaign Calendar and on-going maintenance of marketing assets.
- Works directly with Sales team members to establish campaign objectives, timelines, and deliverables.
- Plans and manages the execution of industry conferences and events.
- Support a team in the creative areas of proposal preparation, from graphics to layout and final execution.
- Maintain and update company website.
- Tracks campaign performance, analyzes data, and reports results.

## Qualifications:

- Experience:
  - The ideal candidate will have prior experience with a wide range of marketing functions, including content development, email campaign, SEO, digital marketing, and social media.
  - Digital Marketing: 4 years (Preferred)
  - Marketing: 4 years (Preferred)
- Bachelor's (Preferred)

Apply Online at: <https://indeedhi.re/3cJbX8M>

Source: Indeed

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# General Office Assistant PT (Chamblee)



Ed Voyles Acura

5700 Peachtree Industrial Blvd., Chamblee, GA 30341

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We need to hire a Part-Time General Office Assistant to work Monday and Tuesday from 8-5 and Saturdays from 8-6, to answer the phone, scan and file documents, order supplies, etc.

**Qualifications:**

- General office, clerical, telephone experience is preferred
- Switchboard and filing/scanning experience helpful

Apply Online at: <https://bit.ly/3lnZcUW>

Source: Employer Website

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Posted 3/21/2021

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# Retail Shipping Associate/Operations Team Member (Sandy Springs)



8725 Roswell Rd O, Sandy Springs, GA 30350

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## **Responsibilities:**

- Processing carrier shipments for UPS FEDEX & USPS
- Retail counter sales and providing customer assistance with copying, faxing, notarization, and other business services;
- Packing items for shipping;
- Receiving and distributing mail for private mailbox account holders
- Intaking phone inquiries; booking & dispatching rental trucks and equipment,
- Assisting with off-site parcel pickups

## **Qualifications:**

- 1 year experience in either retail, customer service, packing and shipping, truck rental and dispatching, or warehouse logistics.
- Possess basic computer skills and knowledge of standard office equipment;
- ability to lift 45lbs, and use basic packing tools;
- valid drivers license, ability to drive small box truck a strong plus
- High school or equivalent (Required)

Monday - Friday 9:30 - 6 PM, Sat -Sun 8:30 am - 2 pm

\$10 - \$13 an hour

Apply Online at: <https://indeedhi.re/3eTU4qr>

Source: Indeed

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# Front Desk Director PT (Dunwoody)



1181 Hammond Dr, Dunwoody, GA 30346

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Create a welcoming environment for all members by leading a team of Front Desk Attendants.

- Supervise and provide a motivating environment for team to achieve or exceed all team and individual service goals
- Hire, coach, counsel, and recommend dismissals of front desk staff
- Implement all Front Desk standard operating procedures
- Achieve monthly revenue and operating income goals
- Maintain front desk schedules according to necessary coverage and budget
- Coordinate a system for staff scheduling and substitutes during illness or time off
- Train all new hires thoroughly and complete a training log with all employees
- Implement on-going training for all desk staff
- Maintain an accurate staff phone list and distribute to all staff and management
- Maintain ongoing positive communication through quarterly front desk staff meetings and meet individually as needed
- Create team culture with monthly themes for staff that go above and beyond. Always make team feel important and needed
- Implement employee handbook and ensures all staff is held accountable for following all policies and procedures.

## **Qualifications:**

- Basic computer skills (MS Office, email, MS Windows)
- Understanding of basic cash-handling procedures
- Ability to create financial projections for programs and activities detailing income and expenses
- High school diploma or GED required
- Management experience preferred

Apply Online at: <https://bit.ly/30VjtTI>

Source: Employer Website

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# Member Experience Coordinator

## (Roswell)



BROOKFIELD  
COUNTRY CLUB

ClubCorp

100 Willow Run Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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### Responsibilities:

- Communicate ClubLife through all channels, and take care of members needs as it relates to reservations, inquiries, preferences, etc.
- Speak to members on various topics and promote Member events, gatherings, facilities, services, and experiences
- Relationship and report [sic] building with members and guests. Responsible for key ClubLife project work, i.e., execution of Birthday campaigns, reservations follow-up, invitation to signature events etc.
- Key focus on name recognition and connection with Welcoming New Members
- Event registration confirmations
- Set up for Member check-in
- Thank you cards to speakers
- Photos of event
- New Member welcome calls | &lsquowarm welcome | invitation to New Member Facebook group
- Social Media: Responding to posts; Creating copy; Verifying event calendar accurate on Facebook page

### Qualifications:

- Minimum of one-year experience in hospitality business or a similar role
- Advanced working with Microsoft Office Suite, including Word, Outlook, and Excel

Apply Online at: <https://bit.ly/3tA4hMN>

Source: Employer Website

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# Call Center - Customer Support (Roswell)



Roswell 30076

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A contact center agent will help to process orders that are placed over the phone; assist our customers by scheduling appointments for service, and answering questions.

- Reviews orders for product requirements such as sizing, fitment, and safety standards. Answers customer questions to provide them with trusted expert information, creating peace of mind for our customers.
- Verifies product inventory status such as product availability, stock level, location, and stock replenishment schedule.
- Submit orders to be processed with proper store location and determines the best method of product delivery for the customer, including, but not limited to, special orders.

## **Qualifications:**

- Basic level computer experience, including skills in Microsoft Word and Excel

\$11.00 - \$12.50 an hour

Apply Online at: <https://indeedhi.re/2QjE19X>

Source: Indeed

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# Executive Assistant (Dunwoody)



Cox Communications Inc

6305 Peachtree Dunwoody Rd, Atlanta, GA, USA

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Cox Communications is looking for a Executive Assistant who will provide administrative and clerical support to an Executive Director or Vice President in addition to other members of the extended team.

- Calendar and time management: schedules resources such as people, meetings, appointments, rooms, equipment, or other resources.
- Prepares presentations, reports, and other documents using word processing, spreadsheet and presentation software packages.
- First point of contact for Executive and other team members; answers telephone calls, takes messages, responds to questions, and directs callers to appropriate parties.
- Maintains and updates or creates databases and/or database information.
- Codes, compiles, and files correspondences, records, documents and reports
- Ordering department supplies, coordinating equipment repair,
- Takes and prepares notes of meetings, conferences, and similar proceedings.
- Sorts and distributes mail and packages to appropriate parties.
- Greets and assists visitors and arrange for escorts, as necessary.
- Makes travel arrangements, prepares, checks and processes expense reports

## Qualifications:

- HS diploma, GED or relevant work experience.
- 5+ year of experience preferred in related field (i.e. Telecommunications, Business, etc.)
- Requires strong knowledge of Microsoft Word, Excel, PowerPoint, etc.
- Preferred:
- AS/AA or Technical Certification in related discipline strongly desired (i.e. Business, Finance, etc.)
- Experience in telecommunications industry desired.

Apply Online at: <https://bit.ly/3vCVsDR>

Source: Employer Website

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# Human Resources Administrator

(Alpharetta)

RonaldBlueTrust™

*Wisdom for Wealth. For Life.®*

1125 Sanctuary Parkway, Suite 500, Alpharetta, GA 30009

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The Human Resources Administrator provides administrative support to team members and Human Resources functions by performing a variety of complex duties in the areas of administrative support, event planning and coordination, and HR system support.

- Ensures all employee processes on New Hire, Termination, and Change Checklists are completed in a timely manner
- Maintains H.R. filing systems
- Manages scheduling requests
- Fulfills verification-of-employment requests that cannot be handled by Thrivent
- Provides and fulfills employee care requests for significant life events (ordering flowers, meals, gift cards, etc. for employees)
- Maintains vendor relationship for employment law posters and verifies all locations in compliance
- Filters and routes HR Support Email questions to appropriate team members to address
- Coordinates and books travel arrangements for team members
- Submits expense reports and manages Amex statement reconciliation for team members as requested

## **Qualifications:**

- Minimum of three (3) years of experience in human resources, benefit administration, event management, payroll, or administrative roles required
- Bachelor's degree in human resources required; degree in human resources, business, or a related field a plus.

Apply Online at: <https://bit.ly/3cT8UdY>

Source: Employer Website

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# Front Office Assistant (Alpharetta)



Northside Hospital

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Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice. Incumbent is expected to interpret and execute the duties and responsibilities of the job with only limited supervision and direction.

## **Qualifications:**

- 1 year clerical/secretarial experience preferably in a healthcare environment  
**PREFERRED:**
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint)

Apply Online at: <https://bit.ly/3eXF0YT>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/21/21

## **Kitchen and Customer Service (Dunwoody)**

**\$8 - \$12 an hour**

Grecian Gyro / 4468 Chamblee Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/2P9bBQp>

## **Car Wash Attendant (Roswell)**

**\$9 - \$15 an hour**

Tidal Wave Auto Spa / 1564 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3eTWtkX>

## **Delivery Driver - Small Parcel - Non-CDL (Alpharetta)**

Best Buy / 975 North Point Dr, Alpharetta, GA 30022

<https://bit.ly/3cJQcpi>

## **Part Time Parks Attendant (Roswell)**

**\$10/hour**

Roswell Parks & Recreation / Old Mill Park and River Parks

<https://indeedhi.re/2P0YOzD>

## **Packer - Overnight (Alpharetta)**

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

<https://bit.ly/3c0FefU>

## **Pool Maintenance Assistants - FT Seasonal (Sandy Springs)**

**Transportation Required / \$450 a week**

Sears Pool Management Consultants / 1165 Hightower Trail, Atlanta, GA 30350

<https://indeedhi.re/38QxTO3>

## **Dishwasher (Dunwoody)**

First Watch Restaurant / 1317 Dunwoody Village Pkwy #101, Dunwoody, GA 30338

<https://bit.ly/38QJe0r>

## **FOH / BOH (Alpharetta)**

Pappadeaux Seafood Kitchen / 10795 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/3qZsD0P>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/21/21

## **Room Attendant (Perimeter)**

Westin Atlanta Perimeter / 7 Concourse Pkwy NE, Atlanta, GA 30328

<https://bit.ly/38QncuT>

## **Stock Associate PT (Buckhead)**

From \$11.50 an hour

Psycho Bunny / Lenox Mall

<https://indeedhi.re/2OXNZyi>

## **Movers / Drivers Non-CDL (Roswell)**

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

<https://bit.ly/3vBHEJx>

## **Server PT (Roswell)**

The Fickle Pickle / 1085 Canton St, Roswell, GA 30075

<https://indeedhi.re/3vx3UEy>

## **Housekeeper (Buckhead)**

\$11 - \$12 an hour

Legacy Ridge at Buckhead / 4804 Roswell Rd, Atlanta, GA 30342

<https://indeedhi.re/3eJNp22>

## **Housekeeper PT (Sandy Springs)**

Sunshine Retirement Living / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3sd86XO>

## **Cashier/Kitchen Staff PT (Sandy Springs)**

\$12 - \$15 an hour

Kale Me Crazy / 4600 Roswell Rd Ste B140, Sandy Springs, GA 30342

<https://indeedhi.re/3s2o1Ir>

## **Receiving Associate PT (Alpharetta)**

Bed Bath & Beyond / 6050 North Point Parkway, Alpharetta 30022

<https://bit.ly/38PHS6g>