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# Regional Administrator (Sandy Springs)



5 Concourse Pkwy Suite 2150, Atlanta, GA 30328

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## **Responsibilities:**

- Provide full administrative support to Regional Executive; includes calendar management, travel reservations, , both domestic and international and process expense reimbursements.
- Support/implement marketing materials for Regional Executive and the Underwriting staff
- Manage calendar, including meeting planning, scheduling, and preparation of all meeting logistics
- Screens and prioritizes mail and incoming telephone calls; responds to inquiries and resolves issues requiring attention
- Prepare written documents such as agendas, reports, and other meeting materials
- Accurately record minutes from meetings for distribution
- As needed, administrative support for all local and visiting staff (scheduling meetings, typing memos, copying presentations, and scanning, assist with travel arrangements)
- Liaison with Facilities Manager to ensure proper function of the office environment including: AC/heat/lights, entry key card distribution, computers, phones, problem resolution
- Supplies maintenance (Inventory management, maintain the supply cabinet)

## **Qualifications:**

- Bachelor's degree and/or minimum 5-7 years of administrative experience
- High Proficiency in Microsoft Office - especially a mastery of Outlook, with demonstrated expertise in Word, Excel, and PowerPoint

Apply Online at: <https://bit.ly/39Yieww>

Source: Employer Website

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# HR Assistant (Perimeter)



400 Perimeter Center Terrace # 900, Atlanta, GA 30346

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You will be based in Atlanta and report to Human Resources Manager who is currently managing entire HR operations of ORTEC Atlanta and Houston offices.

- The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.
- The Human Resources Assistant will have a chance to see and gain experience in different areas of HR
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Assists mostly with recruitment process including scheduling interviews, attending initial interviews, reviewing resumes and preparing offers.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to HR Manager.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR Manager.
- May assist with payroll functions including answering employee questions, fixing processing errors, setting up new employee profile in ADP.

## **Qualifications:**

- Bachelor's degree in related field required.
- Prior related experience in the HR field preferred but recent graduates with no experience are also welcomed to apply.
- Experience in recruitment is preferred

Apply Online at: <https://bit.ly/39QqHC8>

Source: Employer Website

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# Receptionist (Dunwoody)

**SavaSeniorCare**  
Administrative Services LLC

**Dunwoody Health and Rehabilitation Center**

5470 Meridian Mark Rd Bldg E, Atlanta, GA 30342

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## **Qualifications:**

Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/2Q5OzL2>

Source: Employer Website

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# Human Resources Generalist (Perimeter)



A CRH COMPANY

900 Ashwood Pkwy #600, Atlanta, GA 30338

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The HR Generalist position works with a broad range of human resources activities for APAC Atlantic and MidSouth Aggregates including hiring, onboarding, compliance, training and policy administration.

- Assists with salaried exempt, salaried non-exempt and hourly hiring process, including composition of job postings, advertisements and descriptions, screening of applications/resumes, background checks, interviewing of candidates.
- Assists with administrative responsibilities and special projects, including compilation of data, data analysis and report preparation/generation.
- Responsible for EEO/AAP Compliance process and reporting.
- Conducts New Hire Orientation and coordinates onboarding.
- Assists with required training, including preparation, review and distribution.
- Assists with development and maintenance of corporate policies and procedures and maintains electronic database.
- Processes employee terminations, including entry, calculations and routing of appropriate paperwork.
- Coordinates and documents all claims and reports relating to specific state workforce development and unemployment offices.

## Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related discipline preferred.
- Two to five years' experience in human resources required. Experience as HR generalist strongly preferred.
- Experience in a construction environment preferred.
- PHR or SHRM-CP is a plus.
- Valid state driver's license and satisfactory driving record is required.

Apply Online at: <https://bit.ly/3msX8f5>

Source: Employer Website

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# Administrative Assistant (Dunwoody)

## NOBLE SYSTEMS

1200 Ashwood Pkwy Suite 300, Atlanta, GA 30338

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### Responsibilities:

- Maintaining reports in Excel and internal reporting system
- E-mail blast and other communication to customers
- Assist with creation of department policies and procedures
- Provide support to internal staff members including gathering of client information, tracking SLA's (Service Level Agreements), and other duties as needed

### Qualifications:

- 2 years' experience in a corporate environment
- Strong computer skills; strong technical background preferred
- Must be fluent in Microsoft Office Suite, especially Excel, Word, and Access
- Ability to set up spreadsheets, formatting, calculations, queries, etc.

Apply Online at: <https://bit.ly/3rXBKj5>

Source: Employer Website

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# Activities Assistant (Roswell)



1109 Green Street, Roswell, GA 30075

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As an activities assistant within our Long-Term Skilled Nursing Facility you will be responsible for assisting with the day to day activities and programs.

- Assist the activities director in planning, organizing, and implementing various activities.
- Meet resident needs and interests, taking into account the abilities and physical limitations of each individual resident.
- Assist residents with transport to center activities.
- Document attendance at activities.
- Works with volunteer staff to ensure smooth operations of activities programs.

## **Qualifications:**

- Experience in long-term care preferred.
- CNA certification a plus.

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

Source: Employer Website

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# Customer Service Representative / Scheduler (Roswell)



9800 Old Dogwood Rd, Roswell, GA 30075

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## Responsibilities:

- Outbound calls - follow up on service and schedule new service.
- Interacts with customers via telephone, email, or online chat to provide support and schedule services.
- Collects and enters orders for new or additional services.
- Fields customer questions and forward them to the assigned specialist or other appropriate staff when needed.
- Ensures that appropriate actions are taken to resolve customers' questions.
- Maintains customer accounts and records of customer interactions with details and comments.

## Qualifications:

- High school or equivalent (Preferred)
- Customer Service: 3 years (Preferred)
- Proficient computer skills with the ability to learn new software.

\$14.00 - \$17.00 per hour

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

Source: Indeed

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Posted 4/11/2021

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# Recruiting Coordinator (Sandy Springs)



10 Glenlake Pkwy NE, Atlanta, GA 30328

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## Responsibilities:

- Offer administrative support to our Field and Corporate Recruiters as they work to attract top talent for Americold's corporate office and 140+ warehouse locations across North America.
- Serve as a single-point of contact for candidates during their post-offer process, with a focus on providing exceptional customer service to ensure a high quality candidate experience.
- Book candidate travel for in-person interviews and facilitate the candidate reimbursement process for expenses incurred while interviewing.
- Offer scheduling assistance for interviews conducted with hiring managers.
- Initiate all pre-screening requirements for candidates, including background checks and drug screens.
- Provide support to candidates during the post-offer process, including both technical support and reminders of upcoming deadlines.
- Work with candidates and hiring managers to finalize start dates with the organization and initiate pre-hire steps in our applicant tracking system.
- Assist with job advertising and marketing efforts to post our jobs in various markets and attract top talent for our open positions.
- Offer administrative support on upcoming hiring events and job fairs.

## Qualifications:

- Requires a bachelor's degree in a related area (Human Resources, Communications or Business) or relevant work experience.
- Minimum 1+ year of experience in the Talent Acquisition and Recruiting space is preferred.
- Experience with Microsoft Office, including Excel, Word, and Outlook.
- Prior experience working in an Applicant Tracking System is preferred; prior experience with iCIMS is a plus.

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

Source: Employer Website



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# Customer Service - Roadside Assistance (Work from Home)



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## Responsibilities:

- Place outbound calls to list of client's service providers to secure appropriate towing assistance to resolve the customer's needs
- Possible outbound calls to client, client's customers and/or client account representatives for status and clarification purposes.
- Transfer inbound calls or outbound calls to other client-designated internal support departments or client account representatives.
- Outbound coordination to client's service providers & possible follow up calls for clarification and/or additional calls for secondary services.
- Probe to identify the need of the customer based on vehicle inoperable situation.
- Identify the customer's location using Google Maps and other client tools.
- Provide policy coverage details based on the specific client program.
- Secure a Service Provider to assist the customer.
- Provide status updates to customers calling after the initial request for assistance.

## Qualifications:

- Must have at least 2 years of customer service experience
- Home Office must have a professional work environment away from ambient noise
- High speed internet connection required with Ethernet cord to accompany computer (speeds 75+ download & 10+ upload minimum, WiFi internet will not work with client applications)
- High school diploma, GED or equivalent

Apply Online at: <https://bit.ly/3cV0MuO>

Source: Employer Website

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# PART-TIME REC & PARKS CUSTOMER RECEPTIONIST



Location: Various Park Facilities

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This position is responsible for opening the facility for business, answering phones, greeting customers and park visitors, relaying information on Recreation and Parks programs, supervising free play and programs held at the facility. This position may also assist the supervisor with tasks and duties to improve efficiency of programs, facilities, and security of facility and patrons and serve as a liaison for camps and other programs.

## **Qualifications:**

- Proficient in Microsoft Office

Hours vary based on facility needs and range from 10-29 hours per week.

\$7.25 - \$10.00 an hour

Apply Online at: <https://bit.ly/3s6TfO9>

Source: Employer Website

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# Event Sales Admin (Alpharetta)



10900 Westside Pkwy, Alpharetta, GA 30009

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Responsible for supporting the sales team in a variety of ways including management of inbound calls and emails, assigning leads into rotation, completing administrative duties as outlined by the Director of Sales, keeping the office organized and clean as well as other miscellaneous tasks that may be necessary to support the event sales processes.

- Qualify and distribute all leads. (Phone leads, web leads, walk in leads).
- Follow phone guidelines identified in the phone shop report.
- Make event packets and event playing cards.
- Process final event payments.
- Process initial event deposits.
- Track all payments and email receipts to clients.
- Complete event checkouts.
- File all paperwork in designated locations as to ensure paperwork can be found when needed.
- Ensure there are always a minimum of 25 site packets available.
- Relay any discrepancies between agreements and payments to owning Event Sales Manager or Event Sales Consultant.

## **Qualifications:**

- High school diploma or equivalent.
- Cash handling experience
- Clerical experience is preferred
- Proficiency in MS Office products (Word, Excel, Outlook)
- Availability to work varied shifts, including evenings, weekends and holidays

Apply Online at: <https://bit.ly/2PA6EB5>

Source: Employer Website

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# Administrative Tax Assistant (Sandy Springs)



MOORE STEPHENS TILLER LLC  
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

780 Johnson Ferry Rd NE STE 325, Atlanta, GA 30342

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## Responsibilities:

- Providing administrative support to partners and staff - including, but not limited to: preparing engagement letters, tax processing, e-filing returns and sending returns to clients
- Typing correspondence, memos, e-mails, etc.
- Intake of client information - organizing information and entering in applicable software
- Copying, assembling and binding proposals, financial statements, tax returns, and various other reports
- Scanning & archiving - hard copy and electronic file maintenance
- Processing client mail merges and mailings
- Invoicing & billing
- Maintaining office equipment, space and supplies

## Qualifications:

- Proficient in MS Office suite, Email, Internet, and a fast learner for other applications

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

Source: Employer Website

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# Administrative Assistant/Receptionist (Alpharetta)



9550 Nesbit Ferry Rd, Alpharetta, GA 30022

[No MARTA Service to this Location]

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## Responsibilities:

- Manage travel, voicemail, message, and phone line Owners/ CEO and Instructional Supports.
- Provides general clerical duty to management including photocopying and sending outgoing faxes, mail, and courier parcels
- Supports prospective staff and Instructional Supports the interview process by contacting candidates to schedule interviews, reserving meeting space, preparing interview packets for the interview panel, administering computer tests.
- Arrange and process travel, meetings, and other arrangements for management staff.
- Supports application process including organization and filing.
- Prepares and modifies documents including correspondence, reports, spreadsheets, letters, and memos.
- Maintains state files including tracking and filing of grant agreements, visit reports and official correspondence.

## Qualifications:

- Education: Associate (Preferred)
- Experience:
  - Microsoft Office: 1 year (Preferred)
  - Customer Service: 1 year (Preferred)

\$24,000 - \$26,000 a year

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

Source: Indeed

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# Administrative Assistant (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

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## Responsibilities:

- Provides administrative, technical, and logistical support for the Field Operations Manager as well as the Field Operations Team.
- Coordination of complex activities such as meetings, travel, conferences, hotel bookings and other department activities.
- Coordinates hotel logistics for the Field Operations Team.
- Sources and schedules boom lift and other special equipment for use in field operations.
- Secures tarp resources and coordinates delivery.
- Sources and schedules repair services as needed.
- Investigates escalations and provides feedback to Operations Manager.
- Formulates spreadsheets and produces statistical reports for management information.
- Proofreads various documentations for accuracy of information and presentation.
- Establishes, develops, maintains, and updates records system for the Field Operations Team.

## Qualifications:

- 3+ years of administrative assistant experience or similar role (project management experience preferred)
- High School graduate (Some college education preferred)
- Intermediate skills in Microsoft Excel
- Proficient in Microsoft Outlook and Word
- Typing speed of 45 words per minute or better

Apply Online at: <https://bit.ly/3s6Wx3X>

Source: Employer Website

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# Customer Service Representative

(Dunwoody)



5591 Chamblee Dunwoody Rd, Dunwoody, GA 30338

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As a customer service representative, you will serve as the first point of contact for any of our internal or external customers. With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid. We work in a team atmosphere that strives to meet the service center's goals each month.

## **Qualifications:**

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

\$15 an hour

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

Source: Employer Website

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Posted 4/11/2021

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# Marketing Coordinator

## (Peachtree Corners)



5445 Triangle Pkwy NW #300, Peachtree Corners, GA 30092

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### Responsibilities:

- Collaborate with all integrated marketing & sales departments, including: branded entertainment, social media and content, live events, licensing, public relations and sponsorship, to execute strategic plans and achieve organizational goals
- Research target audiences in local touring markets; identify opportunities to enhance brand affinity and drive purchase/engagement
- Coordinate the production and deployment of marketing assets for use in go-to-market campaigns
- Identify potential promotional partners and sponsors in collaboration with appropriate teams
- Develop and assist in the implementation of successful community programs and promotions
- Find and present opportunities with local partners and relevant influencers
- Negotiate effective barter media deals to maximize exposure and minimize expense
- Support the efforts of the media buying, brand, and PR agencies
- Compile reports using our internal marketing insights system, Spotfire.
- Work with the sales team to identify sales trends and track performance and KPIs

### Qualifications:

- Experience in entertainment, brand marketing, sports, and/or live events
- Proficiency with Microsoft Office Suite; particularly Excel, Google Docs
- Open to travel and relocation (as part of potential career advancement)

Apply Online at: <https://bit.ly/39TPbKy>

Source: Employer Website



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# Administrative Assistant (Roswell)



**Miko + Boone Home**

41 Oak St, Roswell, GA 30075

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In this position you will work closely with designers providing customer service, vendor purchasing and trade showroom departments.

- Pricing estimates of products and invoicing designer clients
- Generate and send purchase orders to vendors
- Review vendor acknowledgements and invoices from vendors for errors, discrepancies or omissions of information
- Conduct follow-up phone calls and/or emails to obtain estimated delivery dates from suppliers. Take necessary steps and action to ensure on-time delivery schedules
- Work with vendors and freight companies to resolve discrepancies on shipments, invoices and damages or claim issues for designer clients while keeping designers updated
- Provide exceptional customer service and build customer relations with designers
- Assist owner with marketing and social media

## **Qualifications:**

- College Education or equivalent experience
- Experience with Keynote, Pages, Numbers, Excel, Adobe and Google Docs
- Experience with Quickbooks

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

Source: Indeed

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# Receptionist (Norcross)



2050 Nancy Hanks Dr NW, Norcross, GA 30071

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## **Qualifications:**

No experience required; experience working a telephone console preferred

High school diploma or GED required

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

Source: Employer Website

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# Hair Salon Assistant (Buckhead)



3872 Roswell Rd NE Suite C6, Atlanta, GA 30342

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## **Qualifications:**

Experience:

Hair Styling: 1 year (Preferred)

From \$12.00 per hour

Apply Online at: <https://indeedhi.re/3fXX99i>

Source: Indeed

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Posted 4/11/2021

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# Administrative Manager (Buckhead)



FORWARD ARTS FOUNDATION

3130 Slaton Dr NW, Atlanta, GA 30305

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The Administrative Manager serves as executive assistant to the Chair of the Foundation.

- As assistant to the Chair, the Administrative Manager facilitates co-ordination of operations among the Foundation's three Swan Coach House Entities: Restaurant, Gift Shop and Art Gallery. She also assists the Chair with human resources responsibilities
- The Administrative Manager also serves as coordinator for scheduling routine building maintenance per FAF annual contracts and may provide limited assistance with repairs under the direction and responsibility of the FAF Building Chair, Chair, or Facilities Management Co.

## **Qualifications:**

- Experience: 5 years, including management responsibilities
- Bachelor's Degree

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

Source: WorkForGood.org

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# Evening & Overnight Full Time Receptionist (Buckhead)



*A Cedarhurst Community*

3755 Peachtree Rd NE, Atlanta, GA 30319

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[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3256ILu>

Source: Employer Website

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# Receptionist/Administrative Assistant

## (Sandy Springs)



5600 Roswell Rd NE Suite 9, Atlanta, GA 30342

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### **Responsibilities:**

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Data entry
- Processing orders & transactions
- Document research

### **Qualifications:**

- A minimum of 2 years office administration/customer service experience
- Proficient in Microsoft Office and other computer related skills

\$14 an hour

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

Source: Indeed

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# Lot Coordinator (Roswell)



## **Responsibilities:**

- Maintain accounting of all vehicles on dealership property
- Compare serial numbers of incoming cars against invoice and barcodes vehicles
- Catalog and stores keys
- Assign stock control numbers to vehicles
- Run reports to identify location of vehicles
- Setup auction lineup on a weekly basis as needed
- Protect dealership and customer information
- Assist with clerical duties as requested and any other duties assigned

## **Qualifications:**

- Must have a valid Driver's License

Apply Online at: <https://bit.ly/322NCFX>

Source: Employer Website

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# City Springs Event Staff (Sandy Springs)

## REEF

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### Responsibilities:

- Greet arriving and departing guests in a friendly and courteous manner.
- Act as traffic controller to direct incoming guests to available parking spaces.
- Assist guests in operating pay machines; educate guests in regard to parking policies.
- Perform vehicle counts, when required, to ensure garage does not over fill available spaces.
- Control traffic at entrances and exits, as needed; provide assistance to customers who have forgotten where they parked.

### Qualifications:

- Previous customer service experience, preferred

Apply Online at: <https://bit.ly/3mFaxk3>

Source: Employer Website



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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/11/21

## **Room Attendants PT (Alpharetta)**

**From \$12.75 an hour**

TownePlace Suites Marriot / 7925 Westside Pkwy, Alpharetta, GA 30009

<https://indeedhi.re/3sTem7D>

## **Housekeeper (Buckhead)**

**\$11 - \$12 an hour**

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

<https://indeedhi.re/3s2K94B>

## **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/3cX9f0J>

## **Dishwasher (Perimeter)**

Chuy's / 118 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/31RdwfT>

## **Server Assistant (Roswell)**

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

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

## **Cashier/Customer Service (Sandy Springs)**

**From \$9 an hour**

Angie's Beauty Supply / 8337 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3t0D0TI>

## **Janitor PT (Alpharetta)**

AMC Theatres / 4500 North Point Cir, Alpharetta, GA 30022

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

## **Service Porter (Sandy Springs)**

Hendrick Automotive Group / 6475 Roswell Rd NE, Atlanta, Georgia 30328

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

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/11/21

## **Warehouse Associate (Roswell)**

**\$11 - \$12 an hour**

Sugarboo & Co. Wholesale / 250 Hembree Park Dr # 100, Roswell, GA 30076

<https://indeedhi.re/3s6PbNT>

## **Groundkeeper (Perimeter)**

**\$10 - \$13 an hour**

Hawthorn Suites / 6096 Barfield Rd, Atlanta, GA 30328

<https://indeedhi.re/2Ri0W7h>

## **Donor Specialist Roswell Recycle PT (Roswell)**

Goodwill of North Georgia / 11570 Maxwell Rd, Roswell, GA 30076

<https://bit.ly/31VAP8k>

## **Kitchen Utility Worker (Sandy Springs)**

Bridge Senior Living / 25 Glenlake Pkwy NE, Atlanta, GA 30328

<https://bit.ly/3cW0HqM>

## **Games Attendant PT (Alpharetta)**

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

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009

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

## **Stock Associate (Perimeter)**

**\$14 an hour**

Walmart / 4725 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3rYj42B>

## **Dishwasher (Perimeter)**

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody 30338

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

## **Dishwasher (Sandy Springs)**

IHOP / 6120 Roswell Rd Atlanta, GA - 30328

<https://bit.ly/3fQ0ibr>