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# Front Desk Receptionist PT (Brookhaven)



3110-A Ashford Dunwoody Rd, Atlanta, GA 30319

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Responsibilities include but are not limited to: greeting, welcoming, screening, and directing visitors appropriately; maintaining student attendance and substitute teacher log; handling of daily mail and internal mailboxes; ordering supplies; and assisting with car pool management and communications. The Receptionist reports to, and works closely with, the Executive Assistant to the Head of School and collaborates with all Faculty/Staff to serve our students, parents, and school community.

## **Qualifications:**

- 2-4 years of relevant work experience in an administrative support role with a focus on customer support
- Independent school experience is preferred.

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

Source: Indeed

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# Receptionist (Sandy Springs)



## **SANDY SPRINGS HEALTH AND REHABILITATION CENTER**

1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

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### **Qualifications:**

Minimum high school diploma or equivalent.

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

Source: Employer Website

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# Real Estate Office Assistant (Dunwoody)



1 Dunwoody Park S. #107. Atlanta, GA 30388

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## Responsibilities:

- Review and proofread documents for accuracy and process and distribute them effectively
- Organize and maintain electronic filing system
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Update Calendar with clients birthdays & closing anniversary as determined
- Prepare all Pre Listing Programs
- Office Inventory
- Aid in procuring clients through marketing, prospecting and referrals
- Consult and educate buyers, sellers, and investors regarding the real estate process as needed

## Qualifications:

- Education: High school or equivalent (Preferred)
- Experience:
  - Microsoft Office: 5 years (Preferred)
  - Customer Service: 3 years (Preferred)

\$30,000.00 per year

Apply Online at: <https://indeedhi.re/2Q2GMOj>

Source: Indeed

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# Administrative Assistant PT (Perimeter)



**ProExel Media, Inc.**

115 Perimeter Center Pl #949, Atlanta, GA 30346

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The successful candidate will provide backup to our Client Services department in creating and posting job ads.

- Creating customer job ads with research as necessary
- Generating reports
- Assist with creation of customer online career pages – an eye for symmetry and balance required
- Maintaining accurate records and reports
- Assist with various marketing and production tasks as needed
- Work with account managers to create and facilitate connecting career pages

## **Qualifications:**

- Minimum 3 years' work experience in a professional office environment
- Proficient working knowledge of Microsoft Word and Excel
- Know the basics for resizing / enhancing digital images. Photoshop experience is a plus!
- Salesforce experience is a plus but not required

Hourly Pay \$15.00

Apply Online at: <https://bit.ly/2Q971Bk>

Source: Employer Website

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Posted 4/18/2021

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# Executive Assistant (Alpharetta)



**Sigura Water**

1400 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

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Support the SVP Sales and key direct reports with numerous projects, day to day scheduling, meeting planning, SAP pricing entry, presentation development, purchase order management and SharePoint site management.

**Qualifications:**

- Undergraduate degree in business related field
- 2+ years years of experience as Executive Assistant in a high energy environment
- Strong MS Office Skills required
- Salesforce.com experience a plus

Apply Online at: <https://bit.ly/32oTCsA>

Source: Employer Website

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# Administrative Assistant PT (Buckhead)



5006 Roswell Rd NE, Atlanta, GA 30342

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## **Responsibilities:**

- Track the GM's responsibilities and duties to ensure that her time is effectively prioritized, and goals are achieved.
- Handle reservations for the club in adherence to Reservation policy
- Attend select meetings, take notes, capture action items, and ensure follow-through.
- Handle select matters expeditiously and proactively, follow-through to successful completion.
- Draft and edit correspondence that is often sensitive and confidential.
- Manage administrative and logistical issues.
- Assist in staff scheduling.
- Assist in job posting and interviewing process.
- Accept cigar, liquor and food orders.
- Run Errands.
- Provide general administrative tasks such as answering phones calls, checking emails, creating forms and reports, making copies, faxing, distributing incoming mail and etc.
- Handle all Human Resource inquires or concerns.
- Efficiently schedule and organize meetings, trainings and events.
- Prepare daily, weekly and month reports
- Assist with preparing correspondences and communications.
- Maintain and create electronic employee personnel files and ensure they are up to date

## **Qualifications:**

- Proficient with the Microsoft Office Suite, preferred experience with Clover, Home Base
- Customer Service: 1 year (Preferred)

\$15 - \$18 an hour

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

Source: Indeed

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Posted 4/18/2021

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## Receptionist PT (Roswell)



1109 Green St, Roswell, GA 30075

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### **Qualifications:**

One year experience working as a Receptionist, Front Office Representative or similar role

Experience working with in a Healthcare setting is preferred

Proficiency in Microsoft Office

High school diploma

Apply Online at: <https://bit.ly/3uQ8htf>

Source: Employer Website

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# Office Assistant (Alpharetta)



294 S Main St STE 500, Alpharetta, GA 30009

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## **Responsibilities:**

- Assist the Team with organization, scheduling, filing, reporting, special projects
- Assist with pre-employment paperwork and onboarding procedures
- Maintain files and records with effective filing systems
- Cross train in all positions

## **Qualifications:**

- Office Assistant experience
- Computer skills

Salary \$35,000.00

Apply Online at: <https://bit.ly/3uW5rDb>

Source: Employer Website

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Posted 4/18/2021



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# General Labor (Brookhaven)



4170 Ashford Dunwoody Rd # 300, Atlanta, GA 30319

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Position responsibilities may include general housekeeping (e.g., sanitation, yard cleaning, scrubbing, changing lights, etc.) Responsible for pallet repair, reworking damaged or returned product, and supplying plastic flats to the production line, etc. Maintain records, complete paperwork and documentation. Entry-level position performs miscellaneous support tasks throughout warehouse and/or manufacturing areas. May perform yard jockey duties as well.

## **Qualifications:**

- High School Diploma or GED

\$16.55 per hour

Apply Online at: <https://bit.ly/3uQCSH3>

Source: Employer Website

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Posted 4/18/2021

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# Intake Representative (Sandy Springs)



5500 Interstate N Pkwy Suite 600, Atlanta, GA 30328

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An Intake Representative is responsible for handling inbound calls regarding automobile insurance claims. Enter new claims in the system and assign them to the appropriate adjuster. Provide excellent customer service. Assist customers with existing claims and complete some administrative and clerical duties.

**Qualifications:**

- High School Graduate and Some College preferred; Equivalent work experience will be considered.
- At least 6 months experience in customer service/customer support environment
- Experience in claims or a call center a plus.

Apply Online at: <https://bit.ly/3g9Xl5C>

Source: Employer Website

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Posted 4/18/2021

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# **JOB FAIR - Walk-in Interviews!**

**Sanford Estates**  
Gracious Retirement Living

500 Walton Way, Roswell, GA 30076

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**Thursday, April 29th from 2:00pm - 6:00pm.**

Interviews will be conducted at 255 Vaughan Drive Alpharetta, GA 30009. Jobs are located at the Roswell location -- 500 Walton Way, Roswell, GA 30076

**Housekeepers**

**Servers**

**Kitchen Helpers**

**Maintenance Person**

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

Source: Indeed

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# Code Enforcement Administrative Assistant (Sandy Springs)



1 Galambos Way, Sandy Springs, GA 30328

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This position assists with Code Enforcement, as well as with other administrative activities required to support the Department.

- Assists with the coordination of open records requests between Community Development and the Clerk's office using the assigned software
- Investigates and answers complaints and provides assistance in resolving operational and administrative problems. Routes calls received from Call Center, directly from citizens and others to appropriate divisions or individuals for action. Serves as Department or Division resource on a variety of topics which involve general trouble shooting and problem solving techniques
- Maintains calendar of activities, meetings, and various events for assigned staff;
- Maintains accurate and up-to-date files and records; develops and monitors various logs, accounts, and files for current and accurate information
- Composes, prepares and proofreads a wide variety of documents, reports, letters
- Generates and maintains reports from database or network systems

## **Qualifications:**

- High school or GED; Associate's degree in Office Administration or business related field preferred
- Two (2) years of administrative experience
- Knowledge of Microsoft Office applications, data-entry and other computer skills
- Possess a valid State driver's license

\$14.00-\$19.23

Apply Online at: <https://bit.ly/3wTQ280>

Source: Employer Website

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Posted 4/18/2021

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# Overnight Front Desk/Concierge PT (Sandy Springs)



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Residential Buildings in Sandy Springs Atlanta are looking for experienced, part-time Overnight professional concierge, and front desk agents.

**Qualifications:**

- Must have previous customer service experience; ideally in the concierge or hotel industry is preferred

Overnight Positions: 11pm - 7am Weekdays 16 to 24 hours

\$13.00 per hour

Apply Online at: <https://indeedhi.re/3e0zJ0w>  
Source: Indeed

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Posted 4/18/2021

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# Volunteer and Event Coordinator (Chamblee)



## LifeLine Animal Project

3180 Presidential Dr, Atlanta, GA 30340

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Recruit, train and supervise volunteers in the efficient running of the facility and assist with events requested by other departments. Maintain volunteer records and coordinate volunteer schedules, prepare volunteer program reports, and liaison with community to attract volunteers.

### Qualifications:

- High School Graduate with at least 2 years of college and/or 2+ years experience in Volunteer Coordinator position preferred.
- 1 year animal handling experience preferred.
- Valid Georgia driver's license and driving record acceptable to LifeLine insurance carrier.

\$14.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/32bArCE>

Source: Indeed

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# Executive Administrative Assistant

## (Sandy Springs)



5 Concourse Pkwy Suite 2250, Atlanta, GA 30328

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The purpose of the Executive Administrative Assistant CEO is to assist the CEO of EPM in serving as an admin role responsible for overseeing his personal brand via digital, written, PR, and social media. The individual will work closely with the CEO on strategy and planning as well as external contacts and all departments within Equity Prime Mortgage. This position reports to the President & CEO.

- Work in conjunction with the internal teams to ensure proper content is created and posted to personal and business accounts on a regular basis
- Post regularly on behalf of CEO on various social platforms
- Create and distribute regular correspondences internally & externally
- Handle and manage both his personal and business calendar and organize his schedule
- Monitor and serve as one of the main admins for his social media accounts
- Handle his personal CRM and outreach to employees, partners, and outside vendors

### **Qualifications:**

- Must have current knowledge of Facebook, LinkedIn, Twitter, Instagram, Google, etc...
- High school diploma required, college degree preferred.
- Education or professional training in the communication field is preferred.
- Experience with maintaining a blog (WordPress)
- Exceptional scribing notes
- Background in creative fields such as Communication, Marketing, PR, and Graphic Arts preferred

\$30,373 - \$45,000 a year

Apply Online at: <https://indeedhi.re/2Q6uq7L>

Source: Indeed

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Posted 4/18/2021

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# Receptionist for Real Estate Law Firm (Sandy Springs)



5491-A Roswell Road Second Floor, Atlanta, GA 30342

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## Responsibilities:

- Staff the reception area from 9am-5pm every weekday
- Greet all visitors and clients upon arrival to the office, following up as needed to ensure all of our guests are cared for and attended to while on site
- Answer and direct all incoming calls to the office, proactively assisting our clients with what they need where possible
- PRE-CLOSING **RESPONSIBILITIES**: Setup files; Order title; Request and obtain required buyer and seller information; Communicate accurately and punctually with all parties (e.g. buyers, sellers, lenders, real estate agents, builders and investors); Provide follow up assistance as requested by clients

## Qualifications:

- High school or equivalent (Preferred)
- Experience:
  - Legal Service: 1 year (Preferred)
  - Real Estate: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3df8KPA>

Source: Indeed



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# Customer Service Representative (Roswell)



11200 Alpharetta Hwy, Roswell, GA 30076

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## **Responsibilities:**

- Ensure insurance partners and customers are supported in a timely and professional manner
- Build relationships with customers by effectively responding to calls, text messages, walk-in business, and written correspondence
- Communicate and coordinate estimate appointments, repair appointments, rental cars, deductible payments, etc.
- Facilitate all administrative aspects of the repair process

## **Qualifications:**

- 1-3+ years of customer service and administrative experience
- Above average computer skills

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

Source: Employer Website

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# Concierge/Receptionist PT (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

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## **Responsibilities:**

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers
- Checks in visitors, vendors and 3rd party providers
- Assists with transportation requests from residents

## **Qualifications:**

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience
- Efficiency with Microsoft Office applications, including Word, Excel and Outlook

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

Source: Employer Website

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# Admin Assistant / Marketing (Alpharetta)



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## Responsibilities:

- Manage email campaigns, including the template designs, calls-to-action, and content used in our email sends.
- Make/Create a spreadsheet of data.
- Carry out Clerical duties, including answering the phone and preparing documents.
- Make phone calls/emails to new/existing clients and offer our services.
- Do Effective Facebook posts.
- Set up shipping/Track packages through fedex, UPS and freight.
- Schedule 2 appointments a week for the owner to go visit potential clients or existing clients.
- Schedule flight and hotel arrangements.

## Qualifications:

- Experience: Marketing: 4 years (Preferred)
- CRM knowledge.
- Must be very knowledgeable using Microsoft Excel

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

Source: Indeed

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# Customer Service Rep I (Alpharetta)



**Avanos Medical**

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Avanos is a medical device company. A Customer Service Representative's (CSR) primary responsibilities include order fulfillment via email and fax, serving as the second tier of support for product and technical questions. Additionally, the CSR assists with Order Fulfillment issues including order and shipping errors. The CSR brings an action to customers' needs by following established guidelines and standard work practices. The CSR provides back-up support to inquiries received via phone. Reports to Customer Service Lead. .

## **Qualifications:**

- High school degree or equivalency required
- 3-5 Years of Relevant Work Experience
- 1-3 Years of Experience Customer Service

### **Preferred:**

- Associates degree or actively pursuing a degree
- Basic Microsoft Suite Competency (Outlook , Word, Power Point)
- Previous SAP experience or other Order Management Systems a plus but not necessary
- Salesforce.com knowledge a plus but not necessary

Apply Online at: <https://bit.ly/32fMAGQ>

Source: Employer Website

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# Administrative Assistant PT (Sandy Springs)

## G H Anderson & Co Llc

50 Glenlake Pkwy NE, Atlanta, GA 30328

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A dynamic commercial real estate investment company in Sandy Springs is seeking part time administrative support.

- General clerical and administrative functions (e.g., maintain calendars and contacts for executive management, schedule travel, process mail, greet visitors, answer phones, etc.).
- Maintain company and investment electronic and hard copy files.
- Daily upkeep of office space including the break room, maintain office and kitchen supplies, etc.).
- Prepare American Express statement for processing.
- Make periodic deposits at various banks.

### Qualifications:

- Education: Associate (Preferred)
- Experience:
  - Microsoft Office: 3 years (Required)
  - Administrative Support: 3 years (Required)

\$20 - \$26 an hour

Apply Online at: <https://indeedhi.re/3mNfO9j>

Source: Indeed

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# Receptionist/Secretary (Sandy Springs)



5180 Roswell Rd NE, Atlanta, GA 30342

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The job of School Secretary/Receptionist is for the purpose/s of providing secretarial and administrative support to the Administration; communicating information to students, parents, staff, and/or other districts; ensuring compliance with financial, legal and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- Manages telephone message system (office hours, inclement weather and other recorded messages)
- Greets all incoming students, families and guests respectfully and professionally
- Assists in all aspects of maintaining a professional front office
- Develops a positive, welcoming and caring climate in the Front Office.
- Effectively perform all other duties as assigned by Principal.
- Provides for children's personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization

## **Qualifications:**

- Education: High school or equivalent (Preferred)
- Experience:
  - Microsoft Office: 1 year (Preferred)
  - Customer Service: 1 year (Preferred)

\$15 - \$17 an hour

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

Source: Indeed

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# Medical Supply Clerk (Sandy Springs)



2000 Riveredge Pkwy NW, Atlanta, GA 30328

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The administrative clerk provides assistance to the Business Manager in the implementation of an office system that will enhance the smooth operation of the Hospice.

**Qualifications:**

- Minimum of two years office experience
- Moderate typing skills, and some computer applications
- High School graduate or equivalent preferred.

Apply Online at: <https://bit.ly/32f6EsY>

Source: Employer Website

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# Administrative Coordinator - Emergency Services (Sandy Springs)



**Scottish Rite**

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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## **Responsibilities:**

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information and answering telephone (answering callers' questions and providing requested information as necessary).
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls, and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda
- Acts as office administrator to order and stock supplies, perform record-keeping
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Childrens' style guidelines.

## **Qualifications:**

- Two years of administrative support role experience in professional office environment
- High school diploma or equivalent; Bachelor's degree in business, healthcare, or related field preferred

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

Source: Employer Website



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# Intake Specialists (Sandy Springs)



5665 New Northside Dr #400, Atlanta, GA 30328

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We are looking for detailed-oriented, good listeners, and dedicated agents to become part of our diverse team and provide exceptional customer service. We continue to change the rules of claim and incident reporting management through full-cycle claim and incident reporting solutions that improve productivity and reduce costs for commercial and personal insurance carriers, self-insured companies, third party administrators, and managed care organizations.

## **Qualifications:**

- Have at least 1 year of customer service experience **\*\*call center experience preferred\*\***
- Have a dependable vehicle for transportation.

Current available shifts: 2pm-10:30pm OFF DAYS To be determined

Work from home option available. (Fully remote after 90 day probationary period)

Position start date: May 17, 2021

Starting pay \$14.00

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

Source: Indeed

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Posted 4/18/2021

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# Executive Assistant (Sandy Springs)



Provides administrative support to the EVP for a functional Corporate area.

- Manages the Executive team's calendars, schedules appointments, schedule priorities and anticipates and resolves calendar conflicts.
- Screens incoming calls and correspondence and responds to requests independently when possible.
- Organizes all the logistics for programs, events, meetings or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget.
- Prepares agendas, notices and correspondence for meetings.
- Keeps traveling calendar for function associates and facilitates lower T&E expense for the department.
- Performs confidential and multipart administrative functions including composing and formatting confidential correspondence and reports.
- Responds to routine internal and external correspondence. Creates memos, purchase requisitions, payment requests and other department forms and documents.
- Maintains customer master files, and build relationships with counterparts at customer sites to facilitate appointments.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings and handles all the logistics required.
- Prepares the Executives weekly expense reports and documentation.

## **Qualifications:**

- 7-10 years' professional office experience with a minimum of 5 years' experience supporting C-level executive(s); or equivalent training and experience.

Apply Online at: <https://bit.ly/3x3hlNp>

Source: Employer Website

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# Front Desk Receptionist PT (Alpharetta)



LEGACY RIDGE

AT ALPHARETTA

ASSISTED LIVING & MEMORY CARE

4125 North Point Pkwy, Alpharetta, GA 30022

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## **Qualifications:**

Microsoft Office: 1 year (Preferred)

Customer Service: 1 year (Preferred)

High school or equivalent (Preferred)

Apply Online at: <https://indeedhi.re/3e52bi0>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/18/21

## **Server Support PT (Sandy Springs)**

**\$13 an hour**

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

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

## **Factory Worker (Alpharetta)**

**From \$11 an hour**

Kinmetal / 3125 Trotters Pkwy, Alpharetta, GA 30004

[No MARTA Service to this Location]

<https://indeedhi.re/3a8WU7C>

## **Full Time Custodian (Alpharetta)**

Alpharetta First United Methodist Church / 69 N Main St, Alpharetta, GA 30009

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

## **Party Set-Up/Clean Up Assistants PT (Roswell)**

**\$12-\$15**

Sleepovers & Co.

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

## **Day Porter/Janitor (Brookhaven)**

**\$11.00 - \$14.00 per hour**

The Space Shop Self Storage / 3751 Buford Hwy NE, Atlanta, GA 30329

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

## **Dishwasher / Utility Worker (Dunwoody)**

Dogwood Forest / 7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

## **Kitchen Assistant / Dishwasher (Buckhead)**

**\$11 an hour**

Belmont Village / 5455 Glenridge Dr, Atlanta, GA 30342

<https://bit.ly/3e23aQ0>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/18/21

## **Housekeeper (Alpharetta)**

**\$12 an hour**

Comfort Inn / 5455 Windward Pkwy, Alpharetta Ga. 30004

<https://bit.ly/3sndQ0H>

## **Infant and Toddler Child Care FT/PT (Roswell)**

Jacob's Ladder School and Therapy Center / 407 Hardscrabble Rd, Roswell, GA 30075

<https://bit.ly/3x19Sy9>

## **Pool Snack Bar Attendant PT (Sandy Springs)**

**\$10 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

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

## **Dishwasher FT/PT (Alpharetta)**

The Cheesecake Factory / North Point Mall

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

## **Dishwasher (Roswell)**

**\$12 - \$15 an hour**

The Whiskey Project / 45 Oak St, Roswell, GA 30075

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

## **Vehicle Readiness Specialist - Clean & Prep (Alpharetta)**

Tesla / 6165 Avalon Blvd, Alpharetta, GA 30009

<https://bit.ly/3tu49yG>

## **Stock Associate PT (Dunwoody)**

Cost Plus World Market / 4733 Ashford Dunwoody Rd., Dunwoody 30338

<https://bit.ly/32bJIL5>

## **Car Washer (Roswell)**

Angela Krause Ford / 1575 Mansell Rd, Alpharetta, GA 30009

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