
Executive Receptionist (Alpharetta)



Colliers International

2500 Northwinds Pkwy STE 225, Alpharetta, GA 30009

Qualifications:

1-2+ years' experience in a customer facing administrative role.

Intermediate knowledge of Microsoft Office functions (Outlook, Word, Excel and Powerpoint).

High school diploma at minimum

Customer service experience.

Apply Online at: <https://bit.ly/3zo1ycq>

Source: Employer Website

Part Time Office Manager (Alpharetta)



11585 Jones Bridge Rd, Johns Creek, GA 30022

Responsibilities:

- Greet families upon arrival
- Answer phone calls (with a smile!), emails and text messages to current and prospective families
- Make outgoing phone calls to potential customers who have inquired about the program (no cold calling)
- Email customer communication about upcoming classes and birthday party information
- Maintain student records
- Ensure all accounts are paid and up to date
- Take student registrations and book birthday parties
- Have knowledge of the programs to communicate to prospective families and enroll students in the appropriate classes
- Sell the program during the inquiry process to help meet enrollment goals
- Maintain gym inventory and supplies
- Help maintain a sparkling clean facility

[No qualifications specified in ad.]

15-20 hours weekly

\$15 an hour

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

Source: Employer Website

Posted 7/25/2021

HR Admin (Sandy Springs)



1000 Abernathy Rd NE, Atlanta, GA 30328

This position is primarily responsible for providing general administrative support to the Human Resources department. Those duties include but are not limited to: maintenance and organization of Corporate and Division personnel files, Leave of Absence tracking, processing employee status changes and miscellaneous clerical and administrative tasks as assigned.

- Manages Leave of Absence process and paperwork and notifies HRBPs when expiration of leave is approaching.
- Processes employee status change forms and updates to employee records.
- Assists Talent Acquisition with entering new requisitions in Applicant Tracking System.
- Assists compensation team by creating and issuing promotion and bonus letters as well as stock award agreements.
- Acts as HR liaison and resource for HR Facilitators in divisions.
- May schedule meetings and interviews for Human Resources department
- Maintains HR compliance posters for all locations.
- Monitors visitor and employee to the Corporate office and maintain security awareness.
- Supports the national shipping program administratively by monitoring performance and troubleshooting issues.
- Creates and maintains new UPS accounts.
- Assists with Iron Mountain records, shipping and retrieval
- Creates new accounts and maintains addresses in Office Depot system.

Qualifications:

- Minimum of 2 years' experience in Human Resources.
- Proficient in Microsoft Office products especially Excel, PowerPoint and Word.
- Ability to navigate multiple HR systems such as Ultipro, ICIMS, and Presagia.

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

Source: Employer Website

Office Administrator (Roswell)



COOK & JAMES

295 W Crossville Rd #430, Roswell, GA 30075

[No MARTA Service to this Location]

Cook and James, LLC is a law firm that specializes in real property transactions.

- Answer all incoming calls, provide updates, and get the caller to the right person.
- Greet all clients and make them feel welcome.
- Act as the point person for all mailings, shipping, supplies, equipment and errands.
- Assist with scheduling, calendars, and appointments.
- Order entry tasks.
- Perform administrative tasks as assigned.
- Be responsible for facility management including, vendors, catering, cleaning, and security.

Qualifications:

- 3 years' experience in an administrative support/office admin role
- Strong PC / Technology skills (Calendars, file transfer, email).
- Previous experience in a professional service industry (legal, accounting, banking, consulting, etc.) preferred

\$35,000.00 - \$40,000.00 per year

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

Source: Indeed

Administrative Assistant (Alpharetta)



4550 North Point Pkwy Suite 370, Alpharetta, GA 30022

Responsibilities:

- Assist attorneys and Executive Legal Assistants
- Legal filing - mainly electronic
- Populate template documents with relevant information
- Proof and edit/redline existing documents
- Track matters in our contract tracking system, Evisort
- Scheduling meetings, taking into consideration global time zones
- Ad hoc projects - as instructed by a member of the Legal Team
- Issuing reminders to the Legal Team for approaching deadlines

Qualifications:

- 5+ years of administrative experience
- Strong administrative background (Legal department experience a plus)
- Proficient in Microsoft Word, Excel and Outlook

Apply Online at: <https://bit.ly/3hUqr9J>

Source: Employer Website

Administrative Assistant (Sandy Springs)



1100 Johnson Ferry Rd NE #200, Atlanta, GA 30342

Responsibilities:

- Answers telephones, screens calls, take messages.
- Provides coverage for other Administrative Assistants as needed.
- Schedules patient appointments appropriately.
- Oversee and manage physician's schedule.
- Provides support services to patients and medical staff.
- Collects payment as patients check out. Daily batch-out and deposits to bank.
- Keeps medical records up to date for patient appointments and patient requests.
- Performs receptionist/check-out duties as necessary.

Qualifications:

- High School Diploma is required
- 1 year of work experience in a similar or related role is required

Apply Online at: <https://bit.ly/3hS3ILm>

Source: Employer Website

Children's Ministry Team Member PT (Chamblee)



4147 Chamblee Dunwoody Rd, Atlanta, GA 30341

Responsibilities:

- Assist and/or lead programming (Nursery care, Sunday School, Children's Church, Wednesday evening, childcare) for infants through preschoolers.
- Occasionally, assist with Sunday School/Children's Church programming for children Kindergarten through 5th grade.
- Maintain safe and clean environments for children.
- Work collaboratively with other staff members and volunteers
- Keep current Safe Sanctuaries training and adhere to all policies.

Qualifications:

- High school or equivalent (Preferred)
- Childcare: 2 years (Preferred)

Must be available on Sunday mornings (approximately 8:30-12:30). There will also be opportunities for hours on Wednesday afternoons/evenings, and sporadic opportunities on weekday evenings.

\$14 an hour

Apply Online at: <https://indeedhi.re/3wW1Mph>

Source: Indeed

Posted 7/25/2021

Executive Assistant to CEO/ COO

(Sandy Springs)



1100 Abernathy Rd NE Suite 725, Atlanta, GA 30328

This position is responsible for managing schedule and communications of the AAHOA President. CEO. The duties include prioritizing emails and phone calls, gathering documents to prepare for meetings and coordinating travel arrangements.

- Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf.
- Coordinate and prepare Board meeting agenda and related documents for Board packets
- Answer phones; handling member inquiries
- Booking rooms and airline tickets
- Attending meetings, taking minutes and keeping notes
- Liaising with staff in other departments and with external contacts
- Organizing and storing paperwork, documents and computer-based information
- Photocopying and printing various documents, creating binders
- Keeping track of attendance for all Officer, Board, Committee calls etc. for the President/ CEO

Qualifications:

- Thorough knowledge of Google Docs, and Microsoft Office including outlook.
- Technologically savvy enough to troubleshoot common tech problems.
- Bachelor's (Preferred)
- Executive Assistant: 3 years (Preferred)
- Must be willing to travel up to 5 times per year; once a quarter to Board Meetings and once a year to the annual convention.

Apply Online at: <https://indeedhi.re/3rpCrD2>

Source: Indeed

Office Administrator (Johns Creek)



13695 Highway 9 N #102, Ste 102, Alpharetta, GA 30004

Responsibilities:

- Keep updated and accurate records of the online driving schedules, student certificates, and all paperwork required by the Department of Driver Services.
- Take care of administrative tasks such as: answering incoming phone calls, providing superior customer service and helping the company in whatever way is necessary to be successful.
- Greet everyone who enters the school with a smile and a can-do attitude to answer any and all questions or concerns.
- Help with day-to-day facility operations and maintenance.

Qualifications:

- Office experience

\$30,000 a year

Apply Online at: <https://indeedhi.re/3ix20xV>

Source: Indeed

Posted 7/25/2021

Receptionist (Dunwoody)



DUNWOODY HEALTH AND REHABILITATION CENTER

5470 Meridian Mark Rd Bldg E, Atlanta, GA 30342

Responsibilities:

- Answers the telephone in a professional manner; directs calls to appropriate individuals, and/or takes messages.
- May fax and photocopy information as needed.
- Maintains current resident / patient and staff directories
- May accept job applications and forwards to appropriate department.
- Announces emergency codes and instructions over public address system as required.
- Assists Residents, family members, and others with inquiries regarding Resident and facility information.

Qualifications:

- Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/3kIy9Fp>

Source: Employer Website

Human Resources Specialist (Alpharetta)



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

2875 Old Milton Parkway, Alpharetta, GA 300093

This job is a full-time, benefited, FLSA Non-exempt position in the Human Resources Division that reports to the Director of Human Resources. Provides administrative and technical support for multiple functional areas within Human Resources. Assists with management of multiple databases to ensure compliance within the HR depart and college. Completes administrative tasks and special projects as requested in support of and not limited to the areas of staffing, employment, payroll and benefits.

Qualifications:

- High School diploma or equivalent *and* one (1) year of work-related experience
- Associate degree AND have at least six (6) months of experience performing administrative duties.
- Preferred:
- In addition to the minimum qualifications, Associate degree in Business Administration or a related field, 1-2 years' experience in maintaining personnel files and gathering required credentials.

30- hours per week; Monday through Friday with occasional Saturdays.

Targeted salary is commensurate with education and experience not to exceed the budgeted amount of \$33,000.00 per year.

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

Source: Employer Website

Health Information Specialist I – Entry level (Multiple Locations)



This is an entry level position responsible for processing all release of information (ROI), specifically medical record requests.

- Handling inbound and outbound calls, email, fax and other administrative tasks
- Use Microsoft Office products to perform job
- Working in multiple systems
- Copy medical records to CD
- Assisting walk up patients and/or clients

Qualifications:

- Previous experience working in a medical office environment (preferred, not required)
- High School Diploma or GED.
- Basic computer proficiency.
- Strong data entry skills.
- Ability to commute between locations as needed.

Opportunity to work a full-time schedule. Monday – Friday 8:00 AM – 4:30 PM EST
Hybrid position, working remote/from home and onsite at medical facility in the Atlanta, GA area; Atlanta 30342 30301 30312, Dunwoody 30338 30346 30356, Tucker 30021 30083 30340

Apply Online at: <https://bit.ly/2W9RtRX>
Source: Employer Website

Executive Assistant (Alpharetta)



11625 Rainwater Dr, Alpharetta, GA 30009

The Executive Assistant will serve the SVP by providing calendar management, workflow management, team strategic project coordination, meeting/event planning, and activity tracking and reporting as related to the SVP's (i) department management, (ii) leadership of the CGS strategic planning and initiatives, (iii) serving national and local team requests for assistance, and (iv) ongoing gift planning attorney responsibilities.

Qualifications:

- 3-5 years Administrative Executive Assistant experience or equivalent work
- BA in Business Administration, Communications or equivalent work experience
- Microsoft Office applications, as intermediate to advanced
- Some working knowledge of charitable, non-profit, foundation, and/or donor related subject matters
- Agreement and support of NCF's Statement of Faith

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

Source: Indeed

Customer Service Representative (Work from Home)

UNITEDHEALTH GROUP®

2100 Riveredge Parkway, Atlanta, GA 30328

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
- Assist customers in navigating UnitedHealth Group websites
- Research complex issues across multiple databases

Qualifications:

- High school diploma / GED (or higher) 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
- Must be within commutable distance of Atlanta office: 2100 Riveredge Parkway, Atlanta, GA 30328
Preferred:
 - 1+ years of experience in a related environment (i.e. office, administrative, clerical, customer service, etc.)
 - Prior health care experience

This position is full-time (40 hours/week) Monday - Friday. Required to have flexibility to work any of our 8-hour shift schedules during our normal business hours of 8:00am - 8:00pm EST.

Apply Online at: <https://bit.ly/2V4muGk>

Source: Employer Website

Office Assistant / Admin / Reception (Roswell)

kamstrup

245 Hembree Park Dr #110, Roswell, GA 30076

Responsibilities:

- Ensuring the office runs smoothly.
- Answering phone calls, transferring callers as appropriate.
- Managing incoming and outgoing correspondence, including emails, faxes, mail and packages.
- Greeting customers and visitors to the office
- Running errands and making deliveries around the office or to external parties.
- Monitoring and ordering inventory for office and break room supplies.
- Ordering repairs for general office space, equipment and maintenance
- Create and maintain filing systems/databases, both electronic and physical and organizing office documents, such as reports and confidential records.
- Transcribing or taking notes during meetings and writing minutes
- Making logistical arrangements for meetings or conferences, including booking travel, making reservations or organizing rentals.

Qualifications:

- 3-5 years' experience supporting an organization or business of 50+ employees, reporting to the business executive.
- Have experience from working within dynamic, rapid-growth, high-tech firms.
- Proficient in MS Office 365, Microsoft Teams and other digital, on-line collaboration tools.
- Knowledge of “back-office” computer systems (ERP software).
- Valid driver’s license, good driving record, and current automobile insurance.
- High school diploma or equivalent; college degree preferred.

Apply Online at: <https://indeedhi.re/2UFXUf6>

Source: Indeed

Front Desk Receptionist (Dunwoody)



1868 Independence Square #A, Atlanta, GA 30338

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Answer, screen and forward incoming phone calls
- Provide accurate information in-person and via phone/email
- Verify patient insurance
- Clean the room between and after the treatment
- Order front office supplies and keep inventory of stock
- Organize the supplies
- Filing and Keep updated records
- All office related things

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Associate (Required)

From \$12 an hour

Apply Online at: <https://indeedhi.re/3zv0tzi>

Source: Indeed

Executive Administrative Assistant (Buckhead)



3355 Lenox Rd NE #750, Atlanta, GA 30326

Responsibilities:

- Dispatching and driver tracking
- Overseeing chauffeur routes and arrival times
- Booking reservations
- Providing excellent customer service
- Multi-tasking and managing multiple phone lines
- Email correspondence
- Business development
- SALES/CRM management
- Social Media

Qualifications:

- Bachelor's (Preferred)
- Microsoft Powerpoint: 2 years (Preferred)
- Microsoft Excel: 2 years (Preferred)
- Desktop administration: 3 years (Preferred)
- Transportation or related travel experience, however, we are happy to train the right person

From \$16 an hour

Apply Online at: <https://indeedhi.re/3x1bHKf>

Source: Indeed

Posted 7/25/2021

Clerk (Chamblee)



2385 Chamblee Tucker Rd, Chamblee, GA 30341

Responsibilities:

- Performs a variety of administrative tasks using an automated system which involves: assigning, maintaining, monitoring, or updating work status and inventory records; ordering research; acknowledging correspondence; maintaining, updating and initiating personnel records; timekeeping; and performing other support activity.
- Identifies and reviews Forms W-2 attached to Forms 1040EZ and 1040PC for conditions meeting Criminal Investigation criteria and code the returns appropriately.
- Prepares and maintains regular production/inventory reports/attendance records using established formats and sources of data applicable to the program, functional, or organizational reporting requirements. Prepares special reports as directed.
- Reviews documents for specific requirements necessary for processing. Processes current year and/or prior year individual and/or business returns and related information.

Qualifications:

- You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-4 grade level in the Federal service. Specialized experience for this position includes: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular competencies needed to perform the duties of the position to be filled.
- Federal experience is not required.
- You may substitute education for specialized experience as follows: A Bachelor's degree or four years of education above high school in any field of study from an accredited college or university.

\$16.90 to \$25.38

Apply Online at: <https://bit.ly/36XxEzp>

Source: Employer Website

Posted 7/25/2021

Administrative/Personal Assistant (Alpharetta)



11105 State Bridge Rd, Alpharetta, GA 30022

We are looking for someone who lives in Alpharetta, and is able to be flexible with hours as well as type of work needed. We are able to offer a flexible role with some in office work, as well as some remote/work from home days. A working laptop, car, and phone are necessary. We are looking for 2 people to fill this role, one for a part time 20 hours, and the second for a full time or 40 hours of weekly work.

Duties of the Assistant include assisting in daily office needs, as well as personal needs for the few people they would be reporting to. Responsibilities include research on customs, duties, travel, and products, packing and shipping out products, picking up print and other materials, invoicing, support to our franchisees, returns, and more.

- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies and research new deals and suppliers, vendors
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to the team
- Pack and ship products

Work on menus in third party delivery platforms such as Doordash, Grubhub, Uber Eats

Qualifications:

- Proven experience as an administrative assistant
- Associate (Preferred)

\$17 - \$23 an hour

Apply Online at: <https://indeedhi.re/3zvF8FV>

Source: Indeed

Human Resources Generalist (Buckhead)



PRACTICE HOSPITALITY AT COLEE LLC

3377 Peachtree Rd NE, Atlanta, GA 30326

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications. Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

Qualifications:

- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

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

Source: Employer Website

Office Administrator (Sandy Springs)



5 Concourse Pkwy Suite 2150, Atlanta, GA 30328

Responsibilities:

- General office upkeep, which includes tidying offices, conference rooms, and kitchen areas
- Manage catering orders for the US, coordinate delivery to off-site locations
- Office and pantry supply management
- Troubleshooting office equipment as necessary (fax/copier)
- Local health and safety captain
- Control incoming and outgoing mail - Receiving, sorting and delivering of incoming mail and packages
- Maintain tidy reception area
- Answer main line, redirect calls

Qualifications:

- Bachelor's degree preferred but not required
- Minimum of 3 years of Receptionist / Office Manager experience in a corporate environment; Financial Services experience preferred
- High Proficiency in Microsoft Office - especially Outlook and Excel

Apply Online at: <https://bit.ly/371XSAR>

Source: Employer Website

Storeroom Clerk (Sandy Springs)



Cherokee Town and Country Club

665 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Review all invoices comparing to purchase order receiving report. Note any shortages or variances on the report.
- Inspect all products to ensure quality.
- Ensure all products are placed on shelves or stored at least 6" off the floor.
- Maintain beverage storage areas. This includes receiving, rotation, and breaking out of boxes and placing in appropriate location.
- Ensure requisitions are completed on a timely basis based on the time they are received.
- Ensure cleanliness and organization of entire purchasing/receiving department (including loading dock & receiving hallway and weekly polishing of the break room floor).
- Assist in the end of month inventory
- Responsible for the entire operation of the purchasing department in the absence of Purchasing Manager.
- Drives Cherokee vehicle in order to reach destination to deliver correspondence and/or packages and materials

[No qualifications specified in ad.]

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

Source: Employer Website

Front Desk Concierge (Sandy Springs)



Hammond Glen Retirement Community

335 Hammond Dr, Sandy Springs, GA 30328

Staffs reception desk. Monitors telephone, fax machine, resident call system, and exit alarm system. Performs clerical duties and other work as assigned. Cleans common areas.

Qualifications:

- Front Desk or Receptionist: 2 years (Preferred)

Apply Online at: <https://indeedhi.re/3BE39wD>

Source: Indeed

Office Coordinator Floater - Entry-Level (Roswell)



Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

Qualifications:

- High School Diploma or equivalent.
- The Office Coordinator Floater position requires travel with the designated Region.

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

Source: Employer Website

Customer Service Representative

(Work from Home)



Responsibilities:

- Responding to a high volume of emergency road service requests in a call center environment.
- Responding to member needs with empathy and understanding while gathering information and providing solutions to get members back on the road.
- Analyzing member accounts to determine additional products and services that benefit the member.
- Exceeding performance metrics by following our detailed call intake process and efficiently working through calls in a timely fashion.

Qualifications:

- High School diploma or equivalent work experience
- Six months of customer service experience
- Call center experience preferred but not required
- Desktop or laptop computer
- High Speed Internet access with minimum speeds of 100mb
- Ability to connect to a router/modem with Ethernet cable

Apply Online at: <https://bit.ly/3kIjs5d>

Source: Employer Website

Office Service Representative II (Alpharetta)



CANON BUSINESS PROCESS SERVICES, INC.

Under general supervision, is responsible for all mail, packages and interoffice correspondence handling and dispatching for all classes of mail/packages. Responsibilities may also include copy center activities, reception, hospitality and/or other duties.

Qualifications:

- High school Diploma or equivalent
- 2-5 years' experience working in a mailroom or professional office environment
- Knowledge of metering, weighting, logging and other shipping procedures
- Proficiency in computer skills preferred

Apply Online at: <https://bit.ly/2VX1HVy>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 7/25/21

Food Service Attendant (Sandy Springs)

Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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

Dishwasher (Perimeter)

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://bit.ly/3ziKoN6>

Kitchen Staff (Alpharetta)

\$11 - \$15 an hour

The Nest Café / 58 Canton St Ste 101, Alpharetta, GA 30009

<https://indeedhi.re/36QoOn1>

Housekeeper (Sandy Springs)

Villa Palazzo / 1260 Hightower Trail, Sandy Springs, GA 30350

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

Cashier (Sandy Springs)

\$10 an hour

Wingstop / 8725 Roswell Rd, Sandy Springs, GA 30350

<https://bit.ly/3BqF2Bl>

Valet Attendant (Perimeter)

From \$12 an hour

Anderson Parking - Crowne Plaza / 4355 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/3rq2tWJ>

Stock Associate PT (Alpharetta)

Bed Bath & Beyond / 6050 North Point Parkway 30022

<https://bit.ly/3rqETt7>

Valet Driver (Perimeter)

REEF / Perimeter Mall

<https://bit.ly/2WbPNY7>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/25/21

Host/Hostess PT (Roswell)

Lola's Burger & Tequila Bar / 944 Canton St, Roswell, GA 30075

<https://bit.ly/2W4x8gF>

Room Attendant (Alpharetta)

Even Hotel / 2715 Old Milton Pkwy, Alpharetta, GA 30009

<https://bit.ly/2VaTo84>

Laundry Attendant (Perimeter)

Marriott / 40 Perimeter Center Pl, Dunwoody, GA 30346

<https://indeedhi.re/2VaTA7i>

Public Area Attendant (Perimeter)

Villa Christina / 4000 Summit Blvd NE, Atlanta, GA 30319

<https://bit.ly/2Tyq9Mg>

Front Counter Attendant (Sandy Springs)

\$15 an hour

Fabricare Center Cleaners / 8611 Roswell Rd, Sandy Springs, GA 30350

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

FOH / BOH (Dunwoody)

Chupito's Azteca Grille / 1412 Dunwoody Village Pkwy, Atlanta, GA 30338

<https://bit.ly/3eP33sh>

Cashier (Buckhead)

\$10 - \$12 an hour

Zaxby's / 4388 Roswell Rd NE, Atlanta, GA 30342

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

Banquet Set-Up (Buckhead)

Ruth's Chris / 3285 Peachtree Rd NE, Atlanta, GA 30326

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