
Administration (Sandy Springs)



6 Concourse Pkwy, Atlanta, GA 30328

Fulfill traditional executive support responsibilities such as managing calendars, email and phone routing, travel reservations, personal schedules, along with other tasks. This individual will also be tasked with collecting and recording financial and legal documents, filing physical and electronic copies of these documents, producing, and distributing correspondence memos, letters, scans, and forms. This person will be in charge of organizing and maintaining our filing systems, both electronic and physical. They will schedule and attend staff meetings, executive meetings, or any other meetings within our office as needed, and will then distribute notes from such meeting to the relevant individuals involved. Maintain contact list for our sales team. Act as “gate keeper” for our office.

Qualifications:

- 3-5 years of experience in an administrative role
- Bachelor’s degree in finance, accounting, business administration, or other relevant areas a plus
- Experience using a CRM (Hubspot exp. is a plus)

Apply Online at: <https://indeedhi.re/39ZjnU1>

Source: Indeed

Office Assistant (Buckhead)

CARROLL

Carroll Management Group LLC

3340 Peachtree Rd #2250, Atlanta, GA 30326

Responsibilities:

- Provide administrative support for executive team
- Produce and distribute correspondence memos, letters, faxes and shipping forms, when needed
- Forward information by receiving and distributing communications; collecting and mailing correspondence;
- Maintain and update the appearance of the office; keeping the office organized and decluttered
- Maintain supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to workstations
- Maintain office schedule by picking-up and delivering items using automobile if necessary
- Enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Participate in the planning and execution of corporate office functions, including but not limited to lunches, breakfasts, holiday events and annual outings

Qualifications:

- Office experience - general, scheduling, telephone skills, typing, documentation skills, meeting planning, verbal communication, written communication, dependability, attention to detail
- Proficient with Microsoft Office Suite including Outlook, Excel and Word
- High school degree / college degree preferred

Base Salary: \$42,000- \$47,000

Apply Online at: <https://bit.ly/3B3S0o9>

Source: Employer Website

Administrative Assistant (Alpharetta)



2001 Westside Pkwy #240, Alpharetta, GA 30004

Responsibilities:

- Handle Customer Service Calls
- Answer front door - Greet Staff & Visitors
- Schedule meetings and interviews as directed
- File
- Assist with audits or other projects (as needed)
- Maintain Lobby
- Organize / Maintain File Room
- Assist with Maintaining Inventory/ Asset Tags
- Assist with maintenance and/or update all forms for personnel new hires and employee reviews
- Post open positions as needed/screen candidates

Qualifications:

- High School Diploma
- At least 3 years administrative office experience

Apply Online at: <https://indeedhi.re/3CTo8LF>

Source: Indeed

Executive Assistant / Office Manager

(Alpharetta)



6250 Shiloh Rd, Alpharetta, GA 30005

This vital role provides project management, office and administrative support to our CEO as well as our team.

- Project Management - Help oversee company wide projects and programs. Join calls to help determine and track action items. Report status of tasks/projects. Monitor hours used for projects. Provide project updates and on a consistent basis to CEO.
- Administrative Support - Coordinate all aspects of business and sales meetings for the CEO. Provide calendar coordination to keep the CEO well informed of upcoming commitments. Review and respond to correspondence and draft appropriate responses. Provide a bridge for smooth communication between the CEO's office and internal departments and remote employees and contractors.
- Office Management - Oversee and support all administrative duties in the office and ensure the office is operating smoothly, including phone management, mailing, basic equipment maintenance, managing and maintaining office supply inventory, and more.
- Human Resources - Help manage onboarding and off boarding of employees. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, benefits and employee leaves of absence.

Qualifications:

- Associate's Degree in business related courses or extensive Executive Assistant and/or Project Manager experience accepted.
- 3 years in Executive Assistant role with excellent computer skills (MS Office: Word, Excel, PowerPoint, Outlook).

Apply Online at: <https://indeedhi.re/3ow21XA>

Source: Indeed

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

Qualifications:

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required.
- Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

Apply Online at: <https://bit.ly/39KScN0>

Source: Employer Website

HR Coordinator (Alpharetta)



11675 Rainwater Dr., Suite 350, Alpharetta, GA 30009, USA

PDI helps convenience retailers and petroleum wholesalers thrive through digital transformation and enterprise software. The HR Coordinator serves as a resource to employees, candidates and others for all HR areas including onboarding, employee benefits, policies, recognition and HR administration.

- Respond to inquiries from employees and managers regarding benefits, HR practices and policies
- Facilitate recruitment activities, including job postings, reference, and background checks
- Create offer letters, promotion letters and relocation agreements from established templates
- Enter employee data into the HRIS, Time Keeping and Employee Self Service systems, including any employment changes; terminations; benefit changes; training documentation, awards or recognition, etc., obtaining appropriate approvals as needed
- Coordinate with IT and hiring managers to facilitate new hire onboarding and orientation and to ensure timely workstation, equipment, and system access
- Ensure accuracy of all electronic personnel files
- Partner with payroll and manager to ensure accurate accounting for both time and pay

Qualifications:

- Minimum of 3-5 years of experience in HR and/or benefits administration
- Must be familiar with rules governing employee benefit plans, with prior experience administering leaves of absence, workers compensation, and/or benefits
- Familiarity with ADP or other payroll and HRIS tools
- Proficient in advanced Excel, Word, Powerpoint, and Outlook

Apply Online at: <https://bit.ly/3um4XqP>

Source: Employer Website

Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

The Test Center Administrator (TCA) serves as the face of Prometric in test centers around the world. The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines.

- Maintain and apply expert knowledge of test center policies, practices, and procedures
- Greet examinees and verify identification
- Register and prepare candidate scorecards
- If applicable, digitally scan and record candidate fingerprint identification
- Continuously monitor candidates as they complete exams
- Resolve or report candidate issues with urgency
- Secure all computer software in the test center at all times

Qualifications:

- High School Diploma required, college experience a plus
- 1-2 years customer service-related experience required
- Flexible with scheduling

Apply Online at: <https://bit.ly/39LU1Js>
Source: Employer Website

HR Coordinator (Alpharetta)



1255 Alderman Dr, Alpharetta, GA 30005

This position is located in our Corporate Office in Alpharetta, GA and performs various human resources reporting and recordkeeping functions and provides human resources support to employees. The HR Coordinator will report to the Vice President of Operations.

- Generates offer letters and new hire packets, monitoring acceptance, following up on new hire paperwork and guiding the new hire through the process.
- Performs the onboarding process – new hire setup, benefits enrollment, I-9 completion, initiating background checks.
- Performs the offboarding process – generating the termination packet, ensuring all termination activities are followed.
- Process personnel notices such as salary changes, supervisor changes, compensation plan changes.
- Completes Forms I-9, verifies I-9 documentation, and maintains I-9 files.
- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Assists with ongoing background checks as needed for specific projects.
- Assists with the annual Open Enrollment process and communications.
- Assist with posting workers compensation posters as needed in the office or on SharePoint.
- Assists with benefit invoice processing, reconciliation, and record keeping as requested.

Qualifications:

- Preferred experience with PeopleSoft's HCM Suite, inclusive of HR and Benefits or an equivalent HRIS System
- Requires strong Excel skills using formulas and filters and basic pivot tables.
- Bachelor's degree in human resource management or related field
- At least three years of related human resources experience
- Experience in a professional services environment is highly desirable

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

Source: Employer Website

Mailroom Clerk – Temporary (Buckhead)



3343 Peachtree Rd NE #350, Atlanta, GA 30326

Responsibilities:

- Receive daily mail, and open, organize, scan, and distribute documents to appropriate team members within the organization.
- Manage and process outgoing mail through USPS and FedEx services using a metered mailing machine.
- Utilize the case management software to lookup cases for documents.
- Utilize the scanning software to electronically distribute cases to the proper legal teams.
- Review and scan closed case files.
- Other office duties as assigned, such as but not limited to, stocking up on printing supplies, executing non-mail related requests, and other special projects as assigned.

Qualifications:

- Previous mailroom experience a plus.
- Experience using metered mail machine is a plus.
- Previous experience working day to day in a law firm back office a plus.
- Must have basic knowledge of how to use Windows, MS Office, and Client management software

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

Source: Indeed

Administrative Assistant - Real Estate (Buckhead)



3343 Peachtree Rd NE #1600, Atlanta, GA 30326

The Administrative Assistant is responsible for working within a legal administrative support group to provide excellent service and support to legal assistants, lawyers, and other timekeepers.

- Create, revise, format, and edit documents to requested specifications
- Draft and submit correspondence, reports, and other documents for clients, copying the appropriate personnel
- Proofread and redline documents, correspondence, and memoranda to ensure accuracy and quality control of copy, grammar, spelling, punctuation, and syntax in final format
- Manage mass mailings, client contacts and update appropriate databases
- Prepare FedEx labels for shipments
- Make copies, scan, organize and file documents
- Process expense reimbursements in Chrome River
- Assist in the coordination of client billing and time entry using sophisticated software and procedures that may require client-specific instructions

Qualifications:

- Bachelor's degree, or equivalent experience that demonstrates the ability to perform the duties of the position
- Two (2) years of experience as a secretary or administrative assistant supporting multiple professionals; experience in a law firm or professional services environment is a plus
- Must be a Georgia Notary Public upon hire or within the first six months of employment
- Proficiency in MS Word, Excel, PowerPoint, and Adobe Acrobat

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

Source: Indeed

Front Desk Representative (Sandy Springs)



6335 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Addresses inquiries via phone, digital and in person and follows up timely
- Checks in students on the attendance tracking system and prepares lesson schedules for team members
- Maintains cleanliness of areas: front desk, Snack Shack, changing rooms, restrooms and observation space
- Updates informational displays with accurate and timely promotions and literature
- Advances through cross-training in multiple roles and substitutes when necessary
- Acts as a GSS "ambassador" to provide a Golden Experience to our students, families, and team members
- Enforces safety rules and regulations to prevent accidents; administers first aid when necessary

[No qualifications specified in ad.]

Paid on-the-job training, flexible scheduling.

\$12 - \$18 an hour

Apply Online at: <https://indeedhi.re/3kUw1KJ>

Source: Indeed

Posted 10/3/2021

Part Time Customer Care Center Rep (Perimeter)



4151 Ashford Dunwoody Rd NE, Atlanta, GA 30319

The Customer Care Center supports our customers 24 hours/7 days a week. Our team members work in a shift environment that includes irregular hours, weekends, and holidays based on workload and job requirements. Schedules may change based on business need. The CCC Retention Specialist is a vital part of customer retention. Retention Specialists assists with a variety of needs which may include taking payments, providing proof of insurance and updating policy coverage and/or deductibles.

Qualifications:

- Retention Specialists include both licensed and unlicensed responsibilities. If selected for a role that requires licensing, you must obtain and maintain state licensing (Property and Casualty License).

Mandatory Training lasts 14 weeks in duration.

\$17.75 an hour

Apply Online at: <https://bit.ly/3m8zOn0>

Source: Employer Website

Posted 10/3/2021

Front Desk Receptionist (Roswell)

Atlanta Psychiatry Medicine

1902 Macy Dr, Roswell, GA 30076

Qualifications:

- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)
- Medical terminology: 1 year (Preferred)
- Computer skills: 1 year (Preferred)

\$12 - \$16 an hour

Apply Online at: <https://indeedhi.re/3F4SXPe>

Source: Indeed

Posted 10/3/2021

Human Resources Coordinator PT (Alpharetta)



5955 N Point Pkwy, Alpharetta, GA 30022

Human Resources Coordinator works closely together with the Human Resources Manager and also works with hiring managers, recruiters, and other management personnel to ensure that the hotels and organizations human resources policies, processes, and practices are as efficient and high-performing as possible. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource Coordinator makes sure that employees complete their profiles completely, assists with benefit enrollment, acts as liaison for employees with department heads, General Manager and the Regional Human Resources Manager.

- Performs customer service functions by answering employee requests and questions.
- Supports the hotel and Windsor Capital Group in educating employees and enforcing company policies.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules, and attends as needed, meetings and interviews as requested by hotel department heads, General Manager and Regional Human Resources Manager.
- Responsible for the successful on-boarding of all new and returning employees.

Qualifications:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience required.
- SHRM-CP credential preferred.

Apply Online at: <https://bit.ly/39QJA7t>

Source: Employer Website

Receptionist / Call Center Representative (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

Responsibilities:

- Answer, screen and forward incoming phone calls
- Respond efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued.
- Taking part in training and other learning opportunities to expand knowledge of company and position
- Understanding and striving to meet or exceed call center requirements
- Review submitted information for completion, correctness and transferring data into system
- Efficiently and effectively update and maintain the internal system for electronic clinical records
- Perform general clerical duties to that may include: photocopying, faxing, mailing, and filing

Qualifications:

- Healthcare and/or customer service experience a plus
- Previous Call Center experience preferred

Monday - Friday 8am - 4:30pm plus rotating Saturday 9am - 2pm

Apply Online at: <https://bit.ly/3D4SI57>

Source: Employer Website

Customer Support Associate (Roswell)

Room&Board

215 Hembree Park Drive, Roswell, GA 30076

As a Customer Support Associate with our home furnishings Delivery Center in Atlanta, GA, you are the heart of our welcoming and professional atmosphere. You will work in an office setting to coordinate details associated with customer pick up and deliveries, being mindful of both the customer's needs as well as the efficiencies of the delivery team as you create a seamless experience for each and every customer.

[No qualifications specified in ad.]

Tuesday-Saturday. 8:30am-5pm

\$42,000 a year

Apply Online at: <https://bit.ly/3iqL1OB>

Source: Employer Website

Posted 10/3/2021

Receiving / Storeroom Coordinator PT (Alpharetta)



2200 Avalon Boulevard, Alpharetta, GA 30009

Assist the Hotel Departments and guests in their shipping and receiving needs. Responsible for the receipt, verification and processing of all goods received by the hotel.

- Communicate with Food and Beverage Management, Executive Chef and Sous Chefs and receive all Food and Beverage products according to hotel needs and specifications.
- Organize and distribute items received at the hotel to the proper storage areas.
- Monitor the grades and quality of products received to ensure that they meet the hotel's established standards.
- Ensure Food & Beverage Storeroom is kept clean and organized, ensuring proper rotation of goods.

Qualifications:

- One to two years of shipping and/or receiving experience preferred.
- High school diploma or equivalent required.
- Basic mathematical and computer skills needed to order hotel's required items.

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

Source: Employer Website

Corporate Receptionist (Buckhead)



Gray Television

4370 Peachtree Rd NE, Atlanta, GA 30319

Duties include answering and transferring phone calls to employees, sorting and delivering mail to employees , greeting visitors when they arrive for meetings with management, and providing supplies to staff.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/39V1SEu>

Source: Employer Website

Posted 10/3/2021

Secretary (Roswell)

Freedom Painting and Remodeling, LLC

10800 Alpharetta Hwy, Roswell, GA 30075

Qualifications:

High school or equivalent (Preferred)

Customer service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3A1clsA>

Source: Indeed

Executive Assistant (Sandy Springs)



Aprio LLP

5 Concourse Pkwy, Atlanta, GA 30328

Responsibilities:

- Provide high level administrative support to several Partners, working independently and proactively managing workloads and project timelines
- Maintain Key Market Metrics for office (New Business, Lost Business, COIs, Profit, Revenue, RPH, Billing, etc.)
- Manage complex calendars and coordinate appointments, meetings and conference calls
- Handle professionally sensitive and confidential business matters and assist with special projects
- Coordinate travel needs and manage expenses
- Work closely with CGO to provide team coverage
- Establish and maintain a rapport with internal clients and vendors
- Assist with event coordination and management of team events including scheduling group meetings, sending out invitations, reserving locations, arranging for catering/food service, hotel accommodations and ground transportation
- Work closely with other administrative assistants to complete all projects
- Welcome guests and clients (in-person or on the telephone) and answer or direct inquiries

Qualifications:

- Minimum of three years of executive level administrative support experience, preferably within a professional services firm
- Bachelors degree from an accredited college/university or equivalent work experience

Apply Online at: <https://bit.ly/3ux917q>

Source: Employer Website

Administrative Assistant II (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Researches and verifies information pertaining to reports; prepares/tracks budgets; creates databases and analyzes moderately complex data.
- Supports projects by assisting manager/ department, builds and maintains project plans, schedules and contributes to meetings to ensure project deliverables are met.
- Prepares correspondence and reviews documentation for conformance with internal policies and procedures.
- May maintain files, orders supplies, coordinates meetings and compiles and distributes meeting minutes.
- Handles travel arrangements and expense reports.
- May screen, handle or distribute incoming calls and complaints.
- Assists with medical director scheduling and collecting data for medical director productivity.

Qualifications:

- Requires a HS diploma or GED and a minimum of 4 + years administrative experience: or any combination of education and experience which would provide an equivalent background. BA/BS degree preferred.

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

Source: Employer Website

Claim Intake Analyst (Alpharetta)



3650 Brookside Pkwy, Alpharetta, GA 30022

Responsibilities:

The Claim Intake Analyst position involves the daily handling of first notices of loss (FNOL's) for Excess Casualty and ESC/SPL.

- A complete review of the FNOL
- Identification of the type of loss
- Evaluation of departmental handling
- Creation of new files in the claim system
- Daily reporting of the volume of FNOL's and phone calls handled

Qualifications:

- High school diploma or equivalent required; college experience preferred
- 1 year of business experience preferred; insurance industry experience strongly preferred
- Customer service experience
- Computer proficiency, MS Office experience

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

Source: Employer Website

Presuit Secretary (Alpharetta)



178 S Main St, Unit 300, Alpharetta, GA 30009

This role will work closely with a Lead Attorney on work pertaining to the pre-litigation of a case.

- Create new files and enter pertinent information into case management software
- Assist case managers and attorneys with organizing, filing, and maintaining client files
- Complete check requests for medical records, accident reports, driving records, and vehicle ownership and submit for processing
- Complete certified mail cards and mail documents and cost checks
- Create, copy, and mail form letters
- Create new and existing client folders
- Perform general administrative office duties as needed

Qualifications:

- High school diploma or GED
- 1-2 years of experience as an Administrative Assistant preferably in a law firm setting or in a corporate legal department
- Extensive expertise in computer programs, databases, Microsoft Office Suite, and type no less than 35 wpm

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

Source: Employer Website

Human Resources & Volunteer Generalist (Roswell)



9135 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

The (HR) Generalist provides HR support for the office in the following areas: recruitment, training and development, performance management, benefits administration, and employee relations. In addition, consults with CNC leadership to determine organization needs for various volunteer services.

- Develop a recruitment plan to include the marketing, interviewing, and screening of potential staff/volunteers, and placement in roles.
- Network with and speak to community/student groups to advance the visibility of CNC's employment/volunteer program.
- Assists CNC managers in defining job/project requirements and drafting job/project descriptions.
- Participates in the interview process for staff and volunteers by sourcing pre-screening and scheduling candidates.
- Assists with onboarding new employees/volunteers
- Assists Managers with the annual performance review process for Staff (and in the future long-term volunteers)
- Makes appropriate recommendations for training and development.

Qualifications:

- 3 - 5 years of experience in Human Resources.
- Bachelor's degree or equivalent experience in Human Resources, Business, Organization Development, or related field.
- Professional in Human Resources (PHR) certification preferred.
- Previous experience in a formal volunteer manager/coordinator position a plus
- Horticulture, forestry, or other environmental fields background a plus, but not required

Apply Online at: <https://indeedhi.re/3l2Esn5>

Source: Indeed

Receptionist / Office Assistant (Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Greet customers with a smile and maintain a tidy work area
- Ensure a smooth and seamless employee and guest experience by communicating warmly, clearly and effectively to meet the request at hand
- Answer phone calls promptly and professionally, including external and internal calls
- Transfer calls as required, familiar with the roster of approximately 190 employees and their positions
- Coordinate conference room scheduling and set-up as well as vendor lunch and learns
- Perform general office duties, as required, including sorting and delivering mail, perform outgoing shipping, and errands
- Assist with onboarding and training of new employees, processing paperwork and getting compute, phone and desk setup.
- Assist internal clients/ teams with logistics, needs, events and outings

Qualifications:

- High School diploma or general education degree (GED)
- College degree and/or related experience and training preferred
- Previous receptionist or administrative support experience preferred but not required
- Strong proficiency in MS Office Suite

\$15 - \$20 an hour

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/3/21

Assembly Line Production Worker (Roswell)

\$14 an hour

Amerifiber Inc / 200 Hembree Park Dr Suite D, Roswell, GA 30076

<https://indeedhi.re/2Y8HwFH>

Custodian I (Dunwoody)

2nd Shift, Monday through Friday; Salary : \$24,449

Georgia State University / 2101 Womack Road, Dunwoody, GA 30338

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

Housekeeping (Buckhead)

Atlanta Marriott Buckhead / 3405 Lenox Rd NE, Atlanta, GA 30326

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

Team Member (Dunwoody)

Moe's / 5562 Chamblee Dunwoody Rd, Ste 9 Dunwoody GA 30338

<https://bit.ly/3F0DqQt>

Dishwasher (Alpharetta)

Hilton Alpharetta Atlanta / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://bit.ly/3ikKI7U>

Cashier PT (Buckhead)

\$12 an hour

Auntie Anne's / Lenox Mall

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

Room Attendant (Sandy Springs)

\$13 an hour

Atlanta Perimeter Cntr Fairfield Inn & Sts / 1145 Hammond Dr, Atlanta, GA 30328

<https://bit.ly/2Y3byL9>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/3/21

Team Member (Perimeter)

\$13 an hour

Shake Shack / Perimeter Mall

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

Front Counter Associate (Sandy Springs)

\$15 an hour

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

<https://indeedhi.re/3ioS8ag>

Janitor and Cleaner PT (Buckhead)

\$10.00 - \$12.50 an hour

Old Navy / 1 Buckhead Loop NE, Atlanta, GA 30326

<https://indeedhi.re/3B0ntHP>

Dishwasher PT (Perimeter)

Maggiano's / Perimeter Mall

<https://bit.ly/3A27HKW>

Dishwasher (Perimeter)

Taco Mac / 1211 Ashford Crossing Atlanta, GA - 30346

<https://bit.ly/39UvK3Z>

Night Guest Laundry Attend PT (Buckhead)

Extended Stay America / 3967 Peachtree Road, Atlanta, GA 30319

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

HIRING EVENT! MULTIPLE POSITIONS 10/6 at Bowlero Roswell

785 Old Roswell Road, Roswell, GA 30076

<https://indeedhi.re/3F3JrvX>

Houseperson (Perimeter)

Springhill Suites Atlanta Perimeter Center / 1005 Crestline Pkwy, Atlanta, GA 30328

<https://bit.ly/2Y9I1z3>