
Front Desk Receptionist (Perimeter)



1050 Crown Pointe Pkwy #500, Dunwoody, GA 30338

Responsibilities:

- High Volume of Phone Answering on multi-line phone
- Customer Service & Relations
- Scheduling Meetings
- Mail & Package Services
- Administrative Tasks

Qualifications:

- Multi-line phone systems: 4 years (Required)
- Receptionist: 4 years (Required)

8:30-5:00 Monday through Friday

\$18 - \$19 an hour

Apply Online at: <https://indeedhi.re/30KoO8a>

Source: Indeed

Posted 10/24/2021

Scheduling Specialist PT (Perimeter)



4800 Ashford Dunwoody Road, Atlanta, GA 30338

The Scheduling Specialist works in our centralized call center and plays an important role in the quality of service provided to our patients and physician office, and insurance carriers.

- Answering incoming telephone lines and directing calls to the appropriate party being either centers/physicians offices
- Scheduling patient appointments
- Handling customer complaints
- Take payments information via phone
- Mailing and faxing reports

Qualifications:

- High School Diploma or equivalent
- Computer Experience
- Reliable Transportation

This individual will need to be flexible with their schedule as coverage for earlier or later shifts may be needed. Weekday and holiday coverage may also be discussed.

Apply Online at: <https://bit.ly/2ZbI65v>

Source: Employer Website

Customer Operations Specialist PT (Roswell)



Roswell 30075

Responsibilities:

- Responding to customer inquiries on quotes on print heads, pricing and product availability.
- Confirming orders which involves checking inventory, pricing and following up on backorders.
- Inputting shipment information into the corresponding package carrier's system (UPS, Fedex or DHL) in order to arrange for small package pickups. Tracks, traces and updates the status of outgoing shipments.
- Acts as the point of contact for all returns. In charge of processing and coordinating all aspects of requests for returns.
- Works cross-functionally with numerous internal team members such as the Sales Manager, Customer Service Manager, Technical Support, Warehouse Manager, Finance and Information Technology to support existing and future customer operations initiatives.
- Assists Warehouse Manager with assembling print heads, packaging and shipping. Assists with receiving incoming products to include tagging and updating inventory in the system.
- Works closely with the Buyer. Assists with monitoring and evaluating orders to ensure there is inventory available. Assists buyer with maintaining inventory levels.
- Provides clerical support as needed.

Qualifications:

- Associate's degree preferred.
- Must be proficient in Microsoft Office applications.

\$17.00 - \$17.50 an hour

Apply Online at: <https://indeedhi.re/3G4Fzv7>

Source: Indeed

Posted 10/24/2021

Dealership Service Advisor Assistant - Entry Level (Alpharetta)



NORTH POINT VOLVO CARS
1570 MANSELL ROAD ALPHARETTA, GA 30009

1570 Mansell Road, Alpharetta, GA 30009

The Service Advisor Assistant is an entry level position that will assist the Service Advisors and other supporting staff, including our Parts Department, in running the day to day business.

- Greeting customers
- Managing the loaner desk
- Maintaining fleet of 25 new Volvos
- Following up on damaged loaners
- Writing up repair orders
- Assisting the Service Advisors
- Shuttling customers at times
- Answering the phones and making appointments
- Cashing out customers
- Doing parts delivery runs at times
- Stocking parts

Qualifications:

- Some automotive work experience is preferred
- Valid driver's license and good driving record

Schedule will be Tuesday through Saturday

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

Source: Employer Website

Posted 10/24/2021

Office Assistant / Customer Service (Alpharetta)



2001 Westside Pkwy #240, Alpharetta, GA 30004

Assist Office Manager with essential duties in a Clinical CLIA/CAP Laboratory.

- Answer phones, direct calls, take messages
- Answer front door - Greet Staff & Visitors
- Maintain Sign-in Sheet
- Direct/ Assist Visitors
- Maintain Office Calendar/ Appointments
- Assist with Customer Service
- Assist Staff and Management Team
- Receive mail daily, scan and forward as directed
- Schedule meetings and interviews as directed
- File
- Manage Office Supplies

Qualifications:

- High School Diploma
- At least 1 year administrative office experience
- Clinical Laboratory knowledge a plus

\$18 - \$20 an hour

Apply Online at: <https://indeedhi.re/3lWYqF0>

Source: Indeed

Posted 10/24/2021

Administrative Assistant (Buckhead)



3500 Lenox Rd NE, Atlanta, GA 30326

Responsible for providing day-to-day administrative support for one or more property managers.

- All day-to-day administrative support for one or more property managers
- Monthly invoicing for additional customer charges such as sub-meters, after hours HVAC and other customer requests
- Assist with all correspondence to customers and vendors; set up templates for management staff use
- Assist managers with distribution and collection of customer surveys
- Keep property management emergency manual current
- Handle all the filing and electronic coding of invoices
- Set up and maintain customer database and email address system
- Assist property managers with special events
- Assist property managers in special projects including budgeting, preparation of monthly reports, capital expenditures, and annual CAM reconciliation letters
- Responsible for completion of documents regarding move-in and move-outs as submitted by property managers
- Assist in tracking and updating of vendor certificates of insurance
- Maintain customer contact notebook with emergency information
- Assist property managers with accounts receivables including correspondence to customers, research and documentation

Qualifications:

- Associates degree preferred
- Three or more years' administrative experience, preferably in property management

Apply Online at: <https://bit.ly/2XDP5UI>

Source: Employer Website

Interview Coordinator (Roswell)



9800 Old Dogwood Road, Roswell, GA 30075

Responsibilities:

- Assist in Maintaining job board posts
- Review applicants to determine protentional candidates
- Make 1st contact within 24hrs of application
- Work with Managers to schedule in-person interviews
- Assist in the recruitment of service technicians and office positions
- Actively outbound for new recruits and potential hires.
- Follow-up on leads provided by company employees.
- Promote the TE Brand
- Assist HR Coordinator in the basic recruitment-related tasks (job posts, interview scheduling, follow-ups, reference checks, etc.).

Qualifications:

- High school or equivalent (Required)
- Sales or Recruiting: 1 year (Preferred)

Schedule: 8am to 5pm (Occasional After hours or weekend calls may be required)

Apply Online at: <https://indeedhi.re/3jkwC79>

Source: Indeed

HR Generalist (Dunwoody)



2151 Peachford Road, Atlanta, GA 30338

Responsibilities:

- Leading the recruitment process for open positions including job postings, position control, recruiting, interviewing, and making offers of employment.
- Working with the HR Coordinator to manage the pre-employment process for new hires.
- Preparing recruitment related reports and ensure accurate and timely input of data into the HRIS system.
- Updating job descriptions and competencies.
- Completing other duties applicable to the department and hospital.

Qualifications:

- A bachelor's degree in Human Resources is required for this role as well as at least one year of human resources experience.
- Recruiting experience preferred.

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

Source: Employer Website

Sales Assistant (Brookhaven)



2970 Clairmont Rd NE, Atlanta, GA 30329

Responsibilities:

- Performs general administrative duties for department as required, including preparation of correspondence and documents with confidential information (e.g. email, presentations, reports, etc.).
- Schedules meetings, maintains calendars, and coordinates events; creates and distributes agenda and meeting summary.
- May provide support to other administrative and clerical assistants.

Qualifications:

- H.S. Diploma - Required
- Associate's Degree - Preferred
- 3 years of experience in an administrative role.

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

Source: Employer Website

Unit Clerk, FT 7p-7:30a (Sandy Springs)

EMORY

HEALTHCARE

Emory Saint Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member.
- May page staff member if necessary. Receives and transcribes physicians' orders according to established guidelines. Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies. Responds to patient requests via patient intercom system. Relays information to appropriate staff for immediate attention.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician. Enters and retrieves data related to patient charges and supply orders to include daily reconciliation of patient charges to ensure accurate patient billing process.

Qualifications:

- A high school diploma or equivalent.
- One year previous clerical experience and experience with various personal computer software applications.

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

Source: Employer Website

Office Manager PT (Sandy Springs)



780 Johnson Ferry Rd UNIT 400, Atlanta, GA 30342

Responsibilities:

- Answer phones, route to proper recipient, take accurate messages, respond to general information about the company
- Conduct clerical duties including filing, responding to emails and preparing documents
- Greet visitors and direct them to the appropriate offices
- Oversee office and kitchen supplies, including ordering, stocking and tracking while maintaining tidiness
- Occasionally book conference rooms/ manage reservations
- Employee relations- assist in planning and executing company events
- Assist with facilitating lunch orders for the office and individual meetings
- Manage FedEx Account; send shipments regularly as requested
- Provide Administrative Support

Qualifications:

- Associate degree desired but not required
- 2+ years' experience working in an office setting
- Proficiency in Microsoft Office Suite, including Word, Excel and Outlook

Suggested Hours: Monday - Friday , 9:00am - 2:00pm

Apply Online at: <https://bit.ly/3DXB1EN>

Source: Employer Website

Administrative Assistant (Alpharetta)



Consulting Engineers

3700 Mansell Rd #200, Alpharetta, GA 30022

Responsibilities:

- Answer and direct phone calls
- Prepare reports in Word and Excel
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree; additional qualification as an Administrative assistant will be a plus

\$29,297 - \$37,000 a year

Apply Online at: <https://indeedhi.re/3aTvS4n>

Source: Indeed

Office Manager – Contract (Roswell)



625 Colonial Park Drive, Roswell, GA 30075

Responsibilities:

- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office General and Administrative budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)

Qualifications:

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

\$15 - \$17 an hour

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

Source: Indeed

Posted 10/24/2021

Mailroom Specialist (Buckhead)



3535 Piedmont Rd NE # 14, Atlanta, GA 30305

Responsibilities:

- Sort and distribute incoming mail
- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude
- Typing correspondence, filing, copying, data entry, word processing, sending and receiving faxes, sorting mail and other administrative tasks as assigned
- Shipping & Receiving
- Ordering supplies
- Updating employee lists
- Pick-up and deliver mail, parcels, copy jobs and faxes to customers
- Lift large bundles of mail, overnight packages and shipments of paper
- Handle time-sensitive material like confidential, urgent packages
- Maintain copier equipment

Qualifications:

- High school diploma or equivalent (GED) - College Degree is a plus and allows a fast track plan to management
- Customer Service/ Hospitality/ Retail background preferred
- A valid drivers license and access to reliable transportation to and from work

\$12 - \$13 an hour

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

Source: Employer Website

Posted 10/24/2021

Administrative Assistant – Contract

(Alpharetta)



2325 Lakeview Parkway, Alpharetta, GA 30009

This role will provide administrative support to the sales team.

- Assist with preparation of proposals and quotes using Excel.
- Organize meetings/trainings including typing agendas and preparing meeting packages.
- Attend/participate in meetings and work on special projects as directed.
- Develop and maintain positive business relationships with both internal and external clients.

Qualifications:

- Proficiency in MS Word, Excel, and Outlook.
- 2+ years of administrative and/or customer service experience in an insurance setting is ideal.
- Experience with brokers and small group benefits insurance is extremely helpful.
- High school diploma or GED is required, degree preferred.

Up to 6 month assignment M-F 8-5pm. Remote work options

\$18 - \$20 an hour

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

Source: Employer Website

HR Products Administrative Assistant (Sandy Springs)



1100 Abernathy Rd, Atlanta, GA 30328

The HR Administrative Assistant is responsible for assisting our HR Consultants with any administrative duties as needed. They will also assist our clients and their employees with any questions or issues related to our HR Products and Employee Self Service.

- Ensures the daily support of clients and their employees by answering employee questions regarding our HR Products
- Supports internal and external inquiries related to the Company's HR Products
- Data entry and administration for employee benefits, onboarding, etc.
- Assists team with other HR projects including handbook reviews, performance management, policy writing, benefits administration, COBRA administration, etc.
- Excels in customer service to ensure all clients are highly satisfied
- Answers incoming calls and respond to emails in a timely manner
- Stays up-to-date on payroll regulations and system enhancements as to ensure compliance as well as for certification upkeep when relevant

Qualifications:

- Bachelor's Degree required
- Up to 2 years of administrative and/or customer service experience
- Administrative HR experience preferred

\$16 - \$20 an hour

Apply Online at: <https://bit.ly/2Z94ygl>
Source: Employer Website

Posted 10/24/2021

Part Time Customer Care Center Rep (Dunwoody)



5575 Chamblee Dunwoody Rd, Ste C, Dunwoody, GA 30338

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.

[No qualifications specified in ad.]

Start Date: Monday January 10, 2021

Mandatory Training lasts 14 weeks in duration.

After training, associates will work approximately 80% at home and 20% in the office.

Schedules require availability on the weekends

Starting Pay at \$18.75/hr.

Apply Online at: <https://bit.ly/3C5QvGf>

Source: Employer Website

Posted 10/24/2021

Front Desk Admin (Perimeter)



5 Concourse Pkwy Suite 2250, Atlanta, GA 30328

The purpose of the Front Desk Office Manager position is to handle the day-to-day office items of the corporate office. The Front Desk Office Manager is responsible for providing a warm greeting to visitors and callers alike, managing the phone traffic, incoming deliveries, and mail, as well as outgoing items, supplies and other typical front office functions.

- Provide a friendly greeting for corporate guests, maintain the visitor sign-in log, and ensure expected guests are seen by the appropriate corporate personnel
- Manage the calendars and schedule requests for the conference rooms
- Answer and direct all incoming phone traffic in a friendly and timely manner
- Retrieve, sort and deliver all incoming mail accordingly
- Keep all office supplies organized and readily available
- Order and restock supplies as needed or as requested and approved Assist With Office & HR Functions
- Assist in the scheduling, setup and coordination of on-going and occasional functions such as Bagel Fridays, corporate team-building events/activities, luncheons, birthday celebrations, etc.
- Process E-verify for new-hire candidates.
- May be asked to help with HR projects, attendance management, RISE Awards, etc.

Qualifications:

- High school or equivalent (Required)
- Customer service: 1 year (Required)

Up to \$45,000.00 per year

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

Source: Indeed

Administrative Assistant PT (Roswell)



1155 Hembree Road, Roswell, GA 30076

Responsibilities:

- Answer and direct phone calls
- Sort and distribute communications in a timely manner
- 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
- Maintain trusting relationships with suppliers, customers, and colleagues
- Perform receptionist duties when needed
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled meetings
- Provide general support to visitors, clients, and staff
- handle requests and queries from senior managers
- Print and make materials for our providers
- Visit local business and hand out marketing materials when needed

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School education and additional qualification as an Administrative assistant or Secretary will be a plus

\$15 - \$19 an hour

Apply Online at: <https://indeedhi.re/3G1JM2y>

Source: Indeed

Guest Service Representative PT (Sandy Springs)



6331 Roswell Rd NE, Sandy Springs, GA 30328

Our introductory team member position is a perfect for all ages including anyone who is getting started with their first job! NO EXPERIENCE NECESSARY. Our activities for children include physical and augmented reality play, birthday events, and other activity classes, in addition to a beauty salon for kids.

- Preparing our facility for all activities
- Greeting and checking in guests that arrive for their events
- Coordinating birthday events
- Working as a team to provide an awesome experience for our guests
- Facilitate our sanitation and safety protocols

Qualifications:

- Have reliable transportation

\$12 - \$14 an hour

Apply Online at: <https://indeedhi.re/3Gb5EJ0>

Source: Indeed

Customer Service Representative (Work from Home)



Responsibilities:

- Providing superior customer service during every member interaction.
- 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.
- Six months of customer service experience
- Call center experience preferred but not required
- High Speed Internet access with minimum speeds of 100mb

Full-time paid Training beginning November 5th, 2021

Hours during Virtual Training Monday through Friday from 10:00 am – 6:30 pm EST/9:00am - 5:30pm CST

Apply Online at: <https://bit.ly/3b1gYsH>

Source: Employer Website

Administrative Specialist II



38 Hill Street, Roswell, GA 30075

Responsibilities:

- Provides administrative/clerical support for an assigned department/division; processes a variety of documentation
- Provides administrative/clerical support for department director and/or staff of assigned department; types, edits, or proofreads correspondence; assists with implementation of policies and procedures; monitors deadlines and status of department documentation; maintains meeting minutes.
- Maintains electronic calendar/schedule of activities for assigned department/division; schedules and confirms appointments, meetings, interviews, inspections, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes.
- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; responds to requests for service/assistance.
- Performs customer service functions in person, by telephone, email, or by mail

Qualifications:

- Ability to accurately type 35 words per minute and have experience with Microsoft Word, Excel, PowerPoint, and Outlook.
- High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination of education, training, and experience
- Possess and maintain a Notary Public License.

\$16.62 - \$21.59 an hour

Apply Online at: <https://indeedhi.re/30RBTwF>

Source: Indeed

Posted 10/24/2021

Exec Admin Assistant to VP HR (Alpharetta) **SIEMENS**

In this role you will provide administrative support to the US Vice President, Head of People & Organization (P&O HR), the US P&O Leadership Team, and the entire US P&O organization.

- Participates in the preparation of presentations, reports, spreadsheets, and other documents.
- Manages the calendar and schedules meetings with MS Outlook.
- Assists with the organization of meetings, workshops, and other critical events by arranging for facilities and caterer, issuing information, booking hotel rooms, rental cars, flight tickets and coordinating events.
- Makes travel arrangements including international travel. Prepares expense reports and ensures submission in a timely fashion.
- Interfaces smoothly and effectively with all levels of stakeholders.
- Composes and processes correspondence and maintain filing system.
- Orders and maintains supplies.
- Support for procurement, expense reporting, timecards, travel arrangements, distribution lists/employee communications, liaise across the organization, etc.

Qualifications:

- High School diploma required, Associate Degree or higher education preferred
- Minimum of 7 years' experience in Executive/Administrative Support position(s) or other field with similar responsibilities
- This position requires employees to be fully vaccinated against COVID-19 unless you are granted a medical or religious exemption.
- Expert proficiency in Microsoft Word, Power Point, Excel and Outlook, Teams and SharePoint
- Occasional (up to 10%) travel required for regional meetings, training, etc.

Apply Online at: <https://sie.ag/3vImXw7>

Source: Employer Website

Receptionist Administrative Support (Sandy Springs)



Huddle House Corporate Office

5901 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Answers all incoming calls (multi-line phone)
- Greets and welcomes clients and visitors
- Ensures, daily, break room is stocked, organized and clean.
- Ensures, daily, copy room is stocked and organized.
- Ships, receives, and distributes packages (FedEx, UPS, inner-office, couriers, etc.)
- Various HR projects
- Provides and updates employee office access.
- Building and general office equipment maintenance including repairs (air conditioning, door locks, ceiling tiles, copier, break room equipment, etc.)

Qualifications:

- High School Diploma or GED required
- 1+ year receptionist and/or administrative experience
- Expert in answering corporate multi-phone lines.
- Intermediate typing skills
- Restaurant and/or franchising industry experience a plus
- Intermediate Microsoft Office suite, Outlook, and Internet search skills; Adobe Acrobat a plus
- Expert typing and data entry skills

\$15 - \$17 an hour

Apply Online at: <https://bit.ly/30TnDn5>

Source: Employer Website

General Office Assistant (Alpharetta)



1110 Powers Place, Alpharetta, GA 30009

Responsibilities:

- General Office Administration; data entry, order entry
- Communicating with sales, freight carriers and warehouse staff

Qualifications:

- Must have knowledge of Excel, Word and Outlook
- Valid driver's license and insurance coverage
- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)

Schedule is 8-5 Monday - Friday

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/3B0fQQM>

Source: Indeed

Posted 10/24/2021

Guest Service Representative

(Perimeter)



4565 Ashford Dunwoody Drive Atlanta, GA – 30346

Responsibilities:

- Greet and register guests, provide room assignments, maintain guest privacy, and accommodate special request when possible.
- Promote and sell services/amenities of the hotel.
- Promote repeat business by offering to take future reservations and providing recommendations for alternate same brand-type products.
- Be aware of potential sales leads and contacts thorough guest interaction. Report information to the appropriate individual.
- Keep housekeeping and other departments informed of any special requests
- Check all credit cards for validity before the end of the shift.
- Learn and utilize PMS.
- Ensure all cash, check and miscellaneous departments are in balance at shifts end.
- Assist in other areas: F & B, cleanliness of property wherever assistance is needed for guest satisfaction.
- Help maintain a clean and professional lobby, dining area; dusting vacuuming, cleaning tables, etc.

Qualifications:

- Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory.
- Computer literate to thoroughly operate property management system: post charges, compute bills, collect payment and make change.

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

Source: Employer Website

Front Desk Assistant (Perimeter)



41 Perimeter Center E Suite 250, Dunwoody, GA 30346

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3jEBFj9>

Source: Employer Website

Posted 10/24/2021

Food Service, Housekeeping, & Other Now Hiring – Week of 10/24/21

Custodian (Roswell)

Nalley Lexus / 980 Mansell Road, Roswell, GA 30076

<https://bit.ly/30EqJuZ>

Parking Attendant (Buckhead)

\$12 an hour

SP+ / 3630 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/3pimuj9>

PT Warehouse Worker - Package Handler (Roswell)

\$17.50 an hour; Shift: Preload (4:00 AM - 9:00 AM) Twilight (6:00 PM - 11:00 PM)

UPS / 1300 OLD ELLIS RD, ROSWELL, GA 30076

<https://bit.ly/3aYDS49>

Laundry Attendant (Alpharetta)

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

<https://bit.ly/3ppoB4D>

Cashier (Sandy Springs)

The Home Depot / 6400 Ptree-Dnwdy Rd Nw, Sandy Springs, GA 30328

<https://thd.co/2Z52S79>

Cleaner (Sandy Springs)

From \$15 an hour

SweatHouz Infrared Sauna Studio / 6050 Roswell Road, Sandy Springs, GA 30328

<https://indeedhi.re/3phE2vP>

PT Concierge - Evenings / Weekends (Dunwoody)

\$13 an hour

Mt Vernon Village / 475 Mount Vernon Hwy NE, Atlanta, GA 30328

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

Groundskeeper (Roswell)

Brookdale Senior Living / 1000 Applewood Drive, Roswell, GA 30076

<https://indeedhi.re/3m1pVI3>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/24/21

Dishwasher (Alpharetta)

\$12 - \$18 an hour DOE

True Food Kitchen / 2140 Avalon Blvd, Alpharetta, GA 30009

<https://bit.ly/3vsF4Gp>

Maintenance Assistant (Alpharetta)

The Mansions at Alpharetta Assisted Living / 3675 Old Milton Pkwy, Alpharetta, GA 30005

<https://bit.ly/3vAv2CR>

Housekeeping (Alpharetta)

\$10 - \$12 an hour

Holiday Inn Express / 2950 Mansell Road, Alpharetta, GA 30022

<https://indeedhi.re/3ppbj8j>

Utility Steward / Dishwasher (Buckhead)

Hilton / 3376 Peachtree Road NE, Atlanta, GA 30326

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

Movers / Helpers (Roswell)

\$13 - \$17 an hour

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

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

Dishwasher (Buckhead)

True Food Kitchen / 3393 Peachtree Rd NE, Atlanta, GA 30326

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

Dishwasher (Alpharetta)

California Pizza Kitchen / 6301 North Point Parkway, Alpharetta, GA 30022

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

Crew Member (Brookhaven)

Moe's Southwest Grill / 205 Town Boulevard, Atlanta, GA 30319

<https://bit.ly/3jOV3Kn>