
Office Manager (Perimeter)



GID Investment Advisers LLC

211 Perimeter Center Parkway, NE, Suite 900, Atlanta, GA 30346

GID is a privately-held, diversified, and fully integrated real estate organization founded in 1960 that employs over 900 real estate professionals in multiple offices throughout the United States.

- Greet visitors.
- Answer all incoming telephone calls and direct them to the appropriate individual or voice mail.
- Established Notary Public or willingness to apply.
- Takes messages and ensures that they are received by appropriate party. Monitor company mailbox daily for voice mail messages left during non-business hours.
- Responsible for monitoring appearance of conference rooms and reception area.
- Responsible for scheduling conference rooms and meetings.
- Update Atlanta office telephone directory.
- The processing of all incoming and outgoing U.S. Mail, FedEx, UPS, or any other agent of choice carrier.
- The procurement of departmental and general office supplies.

Qualifications:

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

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

Source: Employer Website

People Coordinator (Buckhead)

CARROLL

Carroll Management Group LLC

3340 Peachtree Rd #2250, Atlanta, GA 30326

The People Team Coordinator will undertake a wide range of HR tasks, like background screening, onboarding and assisting recruiting efforts. You will use our the HRIS system ensure all employee records are up to date and confidential. You will serve as the main point of contact for employee inquiries during the pre-employment and onboarding process.

- Supports recruiting team as required, including posting roles, screening candidates and attending
- Monitors all background screening and prepares new hire packets
- Coordinates onboarding for new team members
- Works across departments to ensure new hires are set up for success
- Leads team member orientation, ensuring training is completed for all new hires
- Maintains electronic filing systems; ensuring accuracy and completeness of confidential personnel files and team member records
- Produces and submits reports on general recruiting and employee turnover activity
- Assist with other departments functions (payroll, benefits etc.)
- Coordinate training sessions and seminars as directed
- Support other functions as assigned
- Administers select People and Culture programs

Qualifications:

- Bachelors degree in business or related area of study
- Strong Microsoft Office computer skills
- HRIS/Payroll experience is a definite asset

\$45,000 - \$50,000 a year

Apply Online at: <https://bit.ly/3vXBoN4>

Source: Employer Website

Administrative Assistant (Dunwoody)



4891 Ashford Dunwoody Rd, Atlanta, GA 30338

This position is responsible for producing promotional materials, maintaining inventory for the Recruitment and Retention Department and for completing bulk mailings for blood drives. The selected candidate will also be responsible for providing high-level administrative support to the District Director.

- Maintain and organize the District Director's calendar, meeting and travel schedule
- Draft correspondence, answer phones, coordinate mailing, and handle inquiries and requests from internal and external sources on the District Director's behalf
- Produce promotional materials for all blood drives including posters, fliers, paycheck stuffers, and table tents. Materials must be typed, laid out and printed
- Maintain inventory and supplies for the district's Recruitment and Retention Department
- Track and complete bulk mailings for blood drives
- Write thank you letters
- Assist with on-site recruitment

Qualifications:

- High school diploma or GED
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience

\$12.50 - \$13.75 an hour

Apply Online at: <https://bit.ly/3nBNo35>

Source: Employer Website

Posted 10/31/2021

Executive Admin Assistant I (Perimeter)



64 Perimeter Center W, Dunwoody, GA 30346

Responsibilities:

- Perform advanced, diversified and confidential secretarial and administrative duties
- Prepare correspondence and materials for management and staff
- Collect, compile, prepare and maintain reports, records, files and data
- Schedule and maintain calendars of appointments, meetings, and travel itineraries; coordinate related arrangements
- Screen telephone calls and visitors and resolves routine and complex inquiries
- Open and release mail to management and/or staff members
- Requisition supplies, printing, maintenance, equipment, and other services

Qualifications:

- Knowledge of Microsoft Office

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

Source: Employer Website

PT Social Media Coordinator – Contract (Buckhead)



3365 Piedmont Road Northeast, Atlanta, GA 30305

Private tutoring company seeking social media coordinator to plan, manage and execute our company's social media presence. We are looking for someone who can manage the strategic social media calendar and also post according to the plan. We need a person who both plan AND do. We need a person who can meet us where we are and also take us to the next level.

Qualifications:

- High school or equivalent
- Experience in the education, non-profit or women-focussed market would be helpful experience.

\$18 - \$24 an hour

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

Source: Indeed

Posted 10/31/2021

Planning Coordinator (Chamblee)



5468 Peachtree Road, Chamblee, GA 30341

The Planning and Code Enforcement Coordinator position provides customer service, as well as supports planning and code enforcement case management. This position is responsible for meeting legal public notice requirements, updating the Planning and Development Departments agenda and calendar, responding to customer inquiries, creating code complaint cases, following-up on code complaint cases, as well as providing general assistance to zoning and land development applicants. The incumbent provides research on ordinances and case-related investigation and provides back-up duty for the department customer service desk.

- Serves as the first point of contact for zoning and code enforcement related customer service matters, both in-person and over the phone;
- Inputs code enforcement cases into the City's permitting software and monitors all active cases; schedules follow-ups for code enforcement notices of violation;
- Researches property records and City codes for planners and code enforcement officers; may conduct business analysis or special research on regulations or planning matters as time permits
- Provides assistance for the City's Apartment/Hotel Property Maintenance Sweeps Program including, scheduling, communication with property owners, creating reports, etc.
- Prepares files for code enforcement citations for presentation in Municipal Court;
- Communicates with other city departments and outside agencies regarding zoning and other ordinance issues;
- Prepares weekly and monthly reports;

Qualifications:

- Associates degree or higher, Bachelors preferred

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

Source: Employer Website

Part Time Office Assistant (Alpharetta)



6731 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- Balances cash fund every morning and evening
- Completed opening/closing procedure checklists daily
- Prepares reconciles bank deposits
- Processes customers' sales and payments accurately
- Maintains an organized and secure office environment
- Answers incoming calls, distributes calls/messages, manages stores voicemail
- Handles customer complaints, initiates and follows up on existing customer service tickets
- Verifies scheduled deliveries are in the appropriate status to be routed
- Schedules deliveries
- Files and/or prepares daily paperwork

Qualifications:

- High school diploma or general education degree (GED) and one to three years' experience actively working with the public in a customer service position, preferably in retail.
- One to three years of monetary or cash handling experience highly preferred
- General computer skills required with a working knowledge of Microsoft Word, Excel and O365 preferred

Apply Online at: <https://bit.ly/2ZqyZ1g>

Source: Employer Website

Executive Assistant (Brookhaven)



2970 Clairmont Rd Suite 945, Atlanta, GA 30329

Responsibilities:

- Calendar management, accounting for day-to-day meetings, calls, and movements, both business and personal
- Communicating with teams and assisting with project management
- Maintaining KPI and other reports
- Facilitating the follow through of business development deals
- Managing and facilitating a large volume of email replies
- Reviewing agreement and reports

Qualifications:

- Candidates must have 3+ years of Executive or Personal Assistant

\$45,000 - \$65,000 a year

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

Source: Indeed

Posted 10/31/2021

Guest Services Representative

(Sandy Springs)



6700 Riverside Dr, Atlanta, GA 30328

Full-time. The position includes morning-afternoon and afternoon-evening shifts, including weekends. Partners with another Guest Services Representative (PT), and reports to a Director of Hospitality overseeing: Guest Services, Housekeeping, Culinary, and Maintenance. The Guest Service Representative offers Hospitality and seamless functional support to all guests so that the guest experience is unimpeded by anything in their environment while on campus. The Guest Service Representative takes care of the guests by personally attending to their requests and resolving their issues or concerns in a professional manner. She/he is responsible for providing quality information regarding Ignatius House and the services that are being offered.

Qualifications:

- High School Diploma or should have completed a General Education Diploma
- Proficiency in the use of computer for: Word processing - Databases - Spreadsheets - E-mail - Internet
- At least 2 years' experience in a similar position
- Previous work in an environment similar to a retreat or other type of lodging is preferred.
- Experience in customer service, taking care of and/or serving customers or guests.

\$16.00 - \$18.00 per hour

[NOTE: A Part Time position is also open.]

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

Source: Employer Website

Posted 10/31/2021

Receptionist (Alpharetta)



HANKINPACK

11800 Amber Park Dr Suite 250, Alpharetta, GA 30009

Responsibilities:

- Welcome clients to our office and coordinate scheduling / movement between conference rooms
- Notify attorneys when their client arrives
- Receive mail / packages and follow firm distribution processes
- Answer phones and provide answers to frequently asked questions

Qualifications:

- The ideal candidate will have 1-2 years of prior customer service experience
- Previous experience as receptionist (Preferred)

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

Source: Employer Website

Sales Coordinator (Buckhead)



Hyatt Place Atlanta/Buckhead

3242 Peachtree Rd NE, Atlanta, GA 30305

The Sales Coordinator – for Hyatt Place & Hyatt House will assist the Director of Sales and/or Sales Manager(s) with administrative duties including but not limited to word processing, account management, presentation preparation and customer follow-up. This position will coordinate client needs and client events. The Sales Coordinator will coordinate communication with other departments as requested by the Director of Sales and/or Sales Manager(s).

- Maintaining files.
- May assist in selling guestrooms.
- May assist in selling meeting rooms and additional services to companies or groups as needed.
- Room set up and servicing meeting needs if needed.
- Conducting site inspections.
- Soliciting new and repeat business.
- Maintaining organization of office files and entries into Envision system on a daily basis.

Qualifications:

- College degree preferred.
- Previous hospitality or related field preferred.
- PowerPoint, Excel and Word proficiency.

Apply Online at: <https://bit.ly/3Gpi1o>

Source: Employer Website

Administrative Assistant (Roswell)

Dauble & Associates, P.C.

Roswell Tax Firm

555 Sun Valley Dr UNIT P2, Roswell, GA 30076

Responsibilities:

- Answer and direct phone calls
- Prepare and distribute business letters, emails, faxes and forms
- Maintain a filing system
- Order office supplies and manage vendors
- Prepare overnight deliveries and client mailings
- Some seasonal overtime

Qualifications:

- Proven experience as an Administrative Assistant
- Proficiency in MS Office
- QuickBooks experience, a plus
- Proven experience with a CPA firm, a plus

From \$35,000 a year

Apply Online at: <https://indeedhi.re/3vS3wko>

Source: Indeed

Total Rewards Coordinator

(Sandy Springs)

INSPIRE



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

You will assist in the development and implementation of scalable rewards programs, including compensation, health and welfare, retirement, and wellness.

- Manage requests from HRBP's, business leaders, and cross functional partners from initial contact through completion. Route appropriately, communicate expectations and SLA's, and provide exceptional client experience.
- Support compensation-related business needs including market pricing, job descriptions, salary planning, and variable pay program processes.
- Support health & welfare, wellness, and 401(k) plan administration activities.
- Assist with maintenance and auditing of job profiles, positions, org structures, and compensation & benefit plans in Workday. Assist with maintenance of other compensation and benefits related systems as needed.
- Support coordination of communications that effectively support programs and policies for both Support Center and Restaurant populations.
- Participates in various total rewards-related projects and initiatives.
- Contribute to the design and scaling of processes, procedures, and tools. Maintain attitude of continuous improvement.

Responsibilities:

- Bachelor's degree in Business Administration, Human Resources, Finance, or related field or equivalent combination of education and experience preferred.
- 3 years prior work experience in an administrative support role, preferably in human resources.
- 1 year of experience in compensation, benefits, finance, HR administration or similar for a mid-size organization.

Apply Online at: <https://bit.ly/3pDMW70>

Source: Employer Website

Receptionist PT – Contract (Dunwoody)



1868 Independence Square, Dunwoody, GA 30338

Qualifications:

Proven work experience as a Receptionist, Front Office Representative or similar role

Proficiency in Microsoft Office Suite

High school or equivalent

From \$14 an hour

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

Source: Indeed

Front Desk Receptionist / Administrative Assistant (Sandy Springs)



4600 Roswell Rd d120, Atlanta, GA 30342

Daily tasks include: answering phone calls, scheduling appointments, verifying insurance, checking patients in and out, receiving packages, ordering supplies for patients and other administrative duties.

Qualifications:

- High school or equivalent (Required)
- Customer service: 1 year (Preferred)
- Proficiency in typing

\$15 - \$17 an hour

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

Source: Indeed

Posted 10/31/2021

Executive Assistant (Buckhead)



Alvarez & Marsal

3424 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Travel arranging with calendaring
- Time entry
- Expense entry and credit card reconciliations
- License renewals and tracking of CPE or CLE
- Answer main line phones
- Assist executives with preparation, editing, binding, and shipping of presentation materials or client deliverables.
- Develop, review, and summarize reports and documents for management use.
- Prepare background documents and outgoing mail and packages as necessary.
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Coordinate logistics for internal meetings (conference rooms, audio visual equipment, participant invitations, catering).
- Serve as a liaison between corporate IT, accounting, and other divisions within company.

Qualifications:

- A Bachelor's Degree or equivalent work experience
- Minimum of 3 years related, relevant experience
- Must be proficient with a variety of computer software applications in word processing, spreadsheets, database and presentation software, especially Microsoft Office Suite: Word, Outlook, Excel, and PowerPoint. Concur knowledge a plus.

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

Source: Employer Website

Office Receptionist - Temporary, Contract (Alpharetta)



8000 Avalon Blvd, Suite 100, Alpharetta, GA

Responsibilities:

- Receive high profile visitors who need to be dealt with efficiently, ensuring minimal delay in them meeting their host or attending their meeting
- Maintain a friendly and professional service with a strong emphasis on providing the highest levels of customer care
- Perform basic administration tasks

Qualifications:

- Experience of working in a similar role within a corporate environment.
- Excellent PC skills to include Outlook, Word and Excel
- High school or equivalent

Apply Online at: <https://indeedhi.re/3Cme7a3>

Source: Indeed

General Clerk - Covid 19 Screener – Temporary (Alpharetta)



Northside/Alpharetta Medical Campus

3400 Old Milton Pkwy UNIT C, Alpharetta, GA 30005

This position will be responsible for managing the facility's entrances. This includes screening patients for COVID exposure and symptoms, checking temperatures, limiting the number of guests, ensuring everyone entering is wearing a mask, and politely but firmly denying entry, if someone is suspected of COVID exposure.

Qualifications:

- High school diploma or equivalent.
- Some medical industry experience preferred, but not required.

Apply Online at: <https://bit.ly/3pJ5XVI>

Source: Employer Website

Human Resources Coordinator (Roswell)

kloeckner metals

500 Colonial Center Parkway, Roswell, GA 30076

This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry. The Human Resource Coordinator handles new employee onboarding and hiring procedures and supports recruitment, training, and employee relations, as needed. This position resolves Tier 1 benefits, payroll and policy/procedural problems and ensures positive employee relations. This position reports to the Director, Human Resources (HR Operations).

Qualifications:

- 3+ years supporting an HR team in an administrative or coordination capacity
- 2+ years technical experience using and administering HR tools and systems
- 3-5 years as a support and/or generalist member of a human resources team
- Bachelor's Degree preferred, or combination Associate's Degree and equivalent years of experience
- Experience supporting HR needs of a multi-unit national organization preferred.

Apply Online at: <https://bit.ly/3bm5fFf>

Source: Employer Website

Administrative Assistant (Sandy Springs)



Georgia School of Orthodontics

8200 Roberts Dr #100, Atlanta, GA 30350

Perform administrative and office tasks and activities in support of Faculty and the Admissions department.

- Answer calls, emails and other correspondence in assigned areas.
- Receive and direct visitors through office as appropriate.
- Maintain supplies inventory in facility for breakroom and offices.
- Receive and distribute deliveries to appropriate department.
- Attend and record minutes of meetings as directed.
- Facilitate badge and key card access program for facility/offices.
- Assist with event planning, organizing and other activities.
- Create and provide reports as requested.

Qualifications:

- High school diploma or general education degree (GED).
- Associate's Degree (AA) or equivalent from a two-year college or technical school, or 6 months to 1 year related experience and/or training, or equivalent combination of education and experience preferred.
- Computer skills preferred: Dolphin, Orthofi, Microsoft Dynamics CRM; Microsoft Outlook & Excel.

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

Source: Employer Website

HR Coordinator (Perimeter)



2 Concourse Pkwy, Atlanta, GA 30328

Responsibilities:

- HRIS (UltiPro) data entry, changes, updates, and reporting. (i.e. new hire creations, title changes, manager updates, terminations, one -time payments, reporting, service awards; referral bonuses; new hire tracker; Associate of the Month etc.)
- Performs customer service functions by answering employee requests and questions - assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of associate records.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process standardization - SOP development to support complex routine operation.
- Org Chart generation and distribution using Org Plus Real Time.
- Schedules meetings as needed and requested.
- Conduct audits of HRIS, payroll, or other HR programs; recommend changes and corrective action where necessary and appropriate.
- Working with Payroll on system issues/initiatives/payroll errors- resolution and communication with associate.

Qualifications:

- Bachelors required
- 1-2 years of experience as an HR Coordinator

Apply Online at: <https://indeedhi.re/3Cs5HOp>

Source: Employer Website

Receptionist (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

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 for residents and the Community
- Checks in visitors, vendors and 3rd party providers

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.
- Microsoft Office applications, including Word, Excel and Outlook

Apply Online at: <https://bit.ly/2Y0pvcE>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



342 N Main St #110, Alpharetta, GA 30009

Qualifications:

Customer service: 2 years (Preferred)

Dental receptionist: 1 year (Preferred)

Computer skills: 1 year (Preferred)

Dentrix: 1 year (Preferred)

\$13 - \$16 an hour

Apply Online at: <https://indeedhi.re/2ZHSZN5>

Source: Indeed

Call Center Representative PT

(Sandy Springs)



7475 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Answering inbound calls and making outbound calls.
- Gathering and confirming information used for scheduling.
- Establishing rapport and showing empathy to customers.
- Entering data into a database (CCC).
- De-escalation of angry and/or irate customers.
- Offering suggestions that can improve Standard Operating Procedures.
- Communicating with internal and external customers by phone and email.

Qualifications:

- High School Diploma or equivalent required.
- 1 year of experience in a high volume inbound and outbound call center environment with data entry during calls required.
- Working knowledge of CCC One estimating platform and management system preferred.
- Proficient skills in Microsoft Office, including Word, Excel, Outlook, and PPT.

From 8 am-1 pm, Monday - Friday or 1 pm-6 pm, Monday - Friday.

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

Source: Employer Website

Executive Assistant (Buckhead)



3560 Lenox Road Northeast, Atlanta, GA 30326

Responsibilities:

- Supporting our VP, Novelis North America Can Value Stream, VP, North America, Specialties Value Stream, and VP, North America, Automotive Values Stream.
- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Handle executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly, or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Plan and coordinate team calls, all hands, off-sites, and large meetings.

Qualifications:

- Bachelor's Degree in Business or related field preferred
- 3 - 5 years of administrative experience, preferably in a manufacturing environment

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/31/21

Housekeeper (Alpharetta)

\$15 - \$18 an hour

Holiday Inn / 10975 Georgia Lane, Alpharetta, GA 30022

<https://indeedhi.re/3bf0lKn>

Warehouse Runner (Roswell)

\$15 - \$17 an hour

TE Certified Electricians / 9800 Old Dogwood Road, Roswell, GA 30075

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

Cashier (Alpharetta)

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

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

Dishwasher (Dunwoody)

From \$13 an hour

Newk's Eatery / 1181 Hammond Dr NE Ste 1000, Dunwoody, GA 30346

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

Bakery Packager Hiring Event (Alpharetta)

Tuesday, November 2, 2021; 9:00 AM - 5:00 PM

Sam's Club / 10600 Davis Dr, Alpharetta, GA 30009 US

<https://indeedhi.re/3jMMVK0>

Cashier/Customer Service (Sandy Springs)

From \$11.00 per hour

JC One Price Cleaners / 6358 Roswell Road, Sandy Springs, GA 30328

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

Dishwasher (Alpharetta)

Topgolf / 10900 Westside Parkway, Alpharetta, GA 30009

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

Food Service, Housekeeping, & Other Now Hiring – Week of 10/31/21

Car Wash Attendants (Buckhead)

Defyne Hand Wash Auto Spa / 3645 Peachtree Road NE, Atlanta, GA 30319

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

PT Cleaning Crew Hiring Event (Alpharetta)

Wednesday, November 3, 2021; 9:00 AM - 5:00

Cracker Barrel / 5580 Windward Pkwy, Alpharetta, GA 30004

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

Team Member (Sandy Springs)

\$11 - \$14 an hour

Scoville Hot Chicken / 4969 Roswell Rd, Sandy Springs, GA 30342

<https://indeedhi.re/3moFXN7>

Dishwasher (Alpharetta)

On The Border Mexican Grill / 10575 Davis Drive, Alpharetta, GA 30009

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

Car Washer (Roswell)

Starting \$12/hour

Mazda of Roswell / 11185 Alpharetta Highway, Roswell, GA 30076

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

FOOD SERVICE UTILITY (Sandy Springs)

Compass - Morrison Living / 350 Carpenter Dr. NE, Atlanta, GA 30328

<https://bit.ly/2Zw9gV2>

Dishwasher PT (Buckhead)

Grand Lux Café / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/3bp8r3a>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

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

<https://bit.ly/3pPo5xd>