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# Receptionist (Alpharetta)



178 S Main St Unit 300, Alpharetta, GA 30009

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## **Responsibilities:**

- Greet clients as they arrive at the office, and inquire into their purpose of visiting the firm.
- Provide initial information regarding the firm's services, and availability of lawyers.
- Obtain preliminary information from new clients, to determine their case histories, and backgrounds.
- Record all information provided by clients, and forward it to lawyers, or legal assistants.
- Respond to telephone calls, by operating PABX systems, diverting and transferring calls, and taking and relaying messages.
- Handle incoming and outgoing correspondence, according to established protocols and procedures.
- Oversee the obtainment and storage of office supplies and equipment, while creating and maintaining an effective liaison with vendors and suppliers.
- Ensuring that conference and shared spaces are tidy and ready for client meetings
- Assisting attorneys, paralegals, and other staff with various clerical duties as needed.

## **Qualifications:**

- Two years of full-time experience working in an office setting, preferably in the legal environment
- Proficiency in Microsoft Office, Outlook, ProDoc, and E-filing.

Apply Online at: <https://bit.ly/3mC0DBn>

Source: Employer Website

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# Office Assistant PT (Sandy Springs)



1200 Abernathy Rd, Atlanta, GA 30328

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## **Responsibilities:**

- Acts as the onsite point person for all incoming clients, visitors, and new hires to the office.
- Plans and coordinates office activities and events, such as team lunches, outings, holiday parties, off-sites, etc.
- Orders and manages snacks and beverages as well as supplies for the office through approved vendors.
- Schedules meetings and makes corresponding travel arrangements.
- Manages and audits expenses related to office.
- Ensures cleanliness of the conference rooms, front office area, communal kitchen area, and office space in general in coordination with facilities management.
- Arranges office repairs and maintenance as necessary.
- Helps to receive, sort, and distribute mail and packages as well as take incoming calls.
- Works with office team on expansion and/or move plans.
- Assists leadership and employees with administrative projects on an ad hoc basis.

## **Qualifications:**

- At least 2+ years' experience in a corporate or start-up environment with prior office administration and/or executive support experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and generally tech-savvy.

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

Source: Employer Website

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# Administrative Assistant (Buckhead)



3355 Lenox Road NE, Atlanta, GA 30326

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## Responsibilities:

- Maintains communications (e-mail, written, phone, and fax) while team is traveling.
- Makes travel arrangements for team members as needed.
- Maintains calendar appointments and deadlines to ensure proper accountability and client deadlines are observed.
- Answers telephone calls and takes accurate and concise messages, escalating appropriately.
- Creates files, as needed, for clients and projects utilizing Microsoft® Excel and Access.
- Tracks and reports time and expenses in detail for self and Manager as needed.
- Organizes and prioritizes multiple tasks and completes them under time constraints.

## Qualifications:

- High-school diploma or general equivalency diploma (GED) required with one to two years related administrative support experience.
- intermediate knowledge of Microsoft® Word, Excel, Access, PowerPoint, Outlook, and Internet navigation and research.
- Valid driver's license

Apply Online at: <https://bit.ly/3CIVcG6>

Source: Employer Website

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# Administrative Assistant (Roswell)



## Responsibilities:

- Responsible for daily communication with staff, corporate executives and patients.
- Collecting payments from patients.
- Completing and audit all medical records for each patient upon discharge.
- Assisting all departments in obtaining any information needed.
- Multiple line phones and general office duties.

## Qualifications:

- High School Diploma or GED
- High level of computer skills is a necessity; including Microsoft Office.
- Knowledge of medical records and HIPPA is a plus.

Full Time Monday – Friday 9:30AM - 6:00PM

Apply Online at: <https://bit.ly/3k4LuqK>

Source: Employer Website

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# Front Office Receptionist (Sandy Springs)



300 Johnson Ferry Rd, Atlanta, GA 30328

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## **Qualifications:**

- Some college or higher education preferred, but not required.
- Microsoft Office programs (Word, Excel and Power point)
- 1+ years of secretarial, previous receptionist work, greeter/host or other work dealing having to do with guest interaction and clerical work.
- Must be able to work a flexible schedule and shifts – Sunday-Saturday, weekends & holidays

\$15 an hour

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

Source: Employer Website

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Posted 11/7/2021

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# Receptionist PT (Alpharetta)



100 Somerby Drive, Alpharetta, GA 30009

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## **Responsibilities:**

- Answers incoming telephone calls
- Coordinates guestroom reservations.
- Maintains current list of residents who are hospitalized.
- Updates appointment calendars, including transportation and beauty calendars, as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Distributes written communication, accepts and signs for deliveries (mail, prescriptions, etc.).
- Maintains copy and fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.

## **Qualifications:**

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Must have or be willing to get a COVID-19 vaccine

Apply Online at: <https://bit.ly/3BN1JOW>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



5667 Peachtree Dunwoody Rd, Atlanta, GA 30342

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Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller to appropriate staff member. Greets visitors in a courteous manner, establishes needs and refers to appropriate staff. Sets up, organizes, and maintains various departmental files according to established procedures. Retrieves appropriate information upon request for internal and external use. Arranges and schedules appointments, meetings, and domestic and/or international travel for one or more senior level managers, prepares daily schedules, prioritizes requests for meetings, prepares itinerary and/or expense reports, and prepares managers for meetings. Schedules and coordinates meetings and/or special events, reserves facilities, arranges for equipment and materials, arranges for speakers, refreshments or meals, develops agendas, and arranges seating. Takes minutes as requested. Receives and reviews incoming correspondence, independently responds to routine matters, and composes and edits responses for supervisor's signature based on knowledge of policies and procedures and supervisor's views.

## **Qualifications:**

- A high school diploma or equivalent
- Five years of clerical or secretarial experience
- Type or keyboard 55 accurate words per minute

8a-4:30p

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

Source: Employer Website

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# Office Assistant (Alpharetta)



5755 N Point Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- Work closely with the HR Manager & Payroll department
- File, scan, and other administrative support duties assigned with the HR manager
- Maintain team member records up to date by processing team member status changes in a timely fashion
- Responsible for managing I-9 compliance for all locations including file maintenance
- Responds to all Unemployment claim inquiries

## **Qualifications:**

- 1+ years admin /receptionist or office related experience
- Bachelor's degree or relevant experience a plus
- Experience in Human Resources support is a plus
- Knowledge of Microsoft Word and Excel

Apply Online at: <https://indeedhi.re/3COjxG5>

Source: Indeed



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# Front Desk Associate (Alpharetta)



1350 North Point Drive, Alpharetta, GA 30022

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## **Responsibilities:**

- Handle check-ins and checkouts in a friendly, efficient and courteous manner.
- Maintain proper operation of the PBX console and ensure that all hotel standards are met (if applicable).
- Answer guest inquiries about hotel services, facilities and hours of operation in a timely manner.
- Ensure logging and delivery of packages, mail and messages to guests and meeting rooms.
- Review Front Office log and Trace File daily.
- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.

## **Qualifications:**

- High school or equivalent (Preferred)
- Hotel experience: 1 year (Preferred)

From \$12 an hour

Apply Online at: <https://indeedhi.re/3nRU1ye>

Source: Indeed

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# District Training Coordinator

## (Dunwoody)



4891 Ashford Dunwoody Rd, Atlanta, GA 30338

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### Responsibilities:

- Conduct the safety training requirements portion of new employee orientation
- Oversee or assist with departmental training
- Oversee, implement or assist with the implementation of annual safety training
- Ensure training on SOP bulletins and/or updates are implemented in a timely manner
- Schedule, review and assess the completion of annual competency requirements
- Travel within the district to conduct training sessions and ensure training by branch trainer is implemented consistently and effectively
- Audit department personnel to ensure staff performs procedures consistently and within SOP/Training guidelines and requirements

### Qualifications:

- Associate's degree
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Strong computer skills including Microsoft Office applications

#### Preferred:

- Training and/or education experience
- Bachelor's degree

\$17.50 - \$19.25 an hour

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

Source: Employer Website

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# Assistant Teachers (Roswell)



705 Bush St, Roswell, GA 30075

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We are seeking Enthusiastic Assistant Teachers to help implementing a pre-planned curriculum for our toddler children's program while creating a safe space for the children by actively engaging and using positive communication during daily activities to promote learning through play and reinforce positive behavior.

## **Qualifications:**

- Minimum of one year working in a licensed child care center with children
- ages 1-5
- High School Degree
- Highly Preferred:
  - B.S. degree in early childhood education or related field

Full Time Position: Monday through Friday | 9:15am - 6:00pm |

Pay: up to \$15 per hour

Email resume to [Teach@CDAkids.org](mailto:Teach@CDAkids.org)

Source: Referral

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# Enrichment Leader (Sandy Springs)



5455 Glenridge Dr, Sandy Springs, GA 30342

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## **Responsibilities:**

- Organizing & leading daily memory enrichment activities with a small group of residents
- Enthusiastically encouraging resident participation and celebrating their achievements
- Preparing background materials and conducting relevant research for activities within the provided curriculum

## **Qualifications:**

- Must be fully vaccinated for COVID19 and the flu
- Associates Degree

\$16 an hour

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

Source: Employer Website

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Posted 11/7/2021

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# Front Desk Agent (Buckhead)

## The Whitley

3434 Peachtree Rd NE, Atlanta, GA 30326

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### Responsibilities:

- Greet customers
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.
- Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.

### Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

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

Source: Employer Website

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# Front Desk Receptionist – Contract (Dunwoody)



2150 Peachford Rd suite Q, Atlanta, GA 30338

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## **Responsibilities:**

- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/email
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing

## **Qualifications:**

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Customer service: 1 year (Preferred)
- Medical terminology: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3kd2EIV>

Source: Employer Website

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# Administrative Assistant (Alpharetta)

## Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

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### Responsibilities:

- Provide comprehensive administrative support to IBD Executive Directors, Vice Presidents, associates and analysts.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the banker. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect banker's style and organization policy.
- Ownership of executives' calendar, schedule all meetings, (in-person/virtual) and conference calls, handle meeting conflicts and escalate issues; manage the bankers internal Client Relationship database profile
- Update and maintain contacts via internal client database and Outlook
- Coordinate conference rooms for meetings including ordering catering, multimedia etc.
- Coordinate logistics for closing dinners; client outings; virtual events; internal events
- Preparation expense reports accurately and in a timely fashion. Responsible for assisting bankers manage and maintain a current corporate card balance
- Arrange all aspects of travel
- Type correspondence, memos and presentations, help prepare presentation and meeting materials; coordinate with reprographics and mail services

### Qualifications:

- College Degree Preferred
- 5+ Years Relative [sic] Corporate Experience
- Microsoft Office Applications (especially Outlook for email, calendar, and contacts), Excel, PowerPoint, internet. Virtual Video conferencing (Zoom, WebEx, etc.)

Apply Online at: <https://bit.ly/3mPg8pL>

Source: Employer Website

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# Guest Services Representative

## (Sandy Springs)



6475 Roswell Rd, Atlanta, GA 30328

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### Responsibilities:

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).
- Walks around the showroom hourly to offer refreshments to guests.

### Qualifications:

- High School Diploma
- Previous customer service experience desired.
- Intermediate skills in Microsoft Office Products.

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

Source: Employer Website



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# Weekend Unit Secretary (Sandy Springs)



**Scottish Rite**

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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## **Responsibilities:**

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, careboards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.
- Collects daily line day data.

## **PREFERRED QUALIFICATIONS:**

- Experience in a medical setting
- Personal computer skills, including Microsoft Word, PowerPoint, Excel, and other Windows-based applications
- Experience in medical terminology

Apply Online at: <https://bit.ly/3q7Fsta>

Source: Employer Website

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# Ministry Assistant to the Children's Pastor (Johns Creek)



6910 McGinnis Ferry Rd, Alpharetta, GA 30005

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## Responsibilities:

- Responsible for coordinating paid childcare workers as needed.
- Responsible for sending out weekly preschool 11:00 lesson and rotation schedule and collect updated data from the captains.
- Responsible for designing and printing or emailing fliers, bulletin boards, reminders, etc. about children's ministry needs or events.
- Keeping registration lists for all children's ministry programs and events.
- Responsible for creating and distributing newsletters, emails.
- Responsible for laundry and general appearance/straightening of children's ministry areas of the building.
- Responsible for collecting resources, ordering extra curriculum or resources
- Maintaining the Children's ministry activities on the church's calendar.
- Responsible for assisting the Children's Pastor in securing contracts, and negotiating fees for outside vendors such as bus lines, recreational activities or food services.
- Responsible for supporting the administrative needs of the Weekday Preschool Ministry.
- Responsible for publishing the agenda and minutes for children's ministry committees and councils.

## Qualifications:

- A minimum of one year in a similar field.
- Competency in Microsoft Office tools

Apply Online at: <https://bit.ly/3q7aDVv>

Source: Workforgood.org

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# PT Customer Service - Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rd Suite 120 , Atlanta, GA 30328

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The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines to uphold the highest standards for exam integrity.

- 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
- Reboot computer servers and reset passwords as necessary
- Report any occurrences outside company guidelines to corporate management

## **Qualifications:**

- High School Diploma required, college experience a plus
- One to two years customer service related experience required
- Familiarity with computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

Flexible shifts Monday through Saturday between 7am and 6pm with occasional evenings until 10pm.

Apply Online at: <https://bit.ly/3wqaNZk>  
Source: Employer Website

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# Front Desk Receptionist (Sandy Springs)



5505 Roswell Rd Ste 350A, Atlanta, GA 30342

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Checking patients in and out, scheduling clinic visits and procedures, answering phone calls, verifying insurance eligibility, collecting copays and patient balances, communicating with patients.

## **Qualifications:**

- High school or equivalent (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Medical receptionist: 1 year (Preferred)

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/2ZWV1cf>

Source: Indeed

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Posted 11/7/2021

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Posted 11/7/2021

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# Call Center Representative (Roswell)



11208 Alpharetta Hwy, Roswell, GA 30076

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## **Responsibilities:**

Answering inbound phone calls

Schedule appointments for tires, rotations, balancing, and repairs

Provides helpful, friendly, and responsive customer service

NO EXPERIENCE REQUIRED

\$12.50 - \$15.00 an hour

Apply Online at: <https://indeedhi.re/3EI9jMN>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/7/21

## **Dishwasher (Alpharetta)**

**From \$17 an hour**

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/31uep0N>

## **Dishwasher PT (Perimeter)**

Maggiano's Little Italy / 4400 Ashford-Dunwoody Rd., Dunwoody, GA 30346

<https://bit.ly/3BGZE7e>

## **Transportation Associate (Sandy Springs)**

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

<https://bit.ly/3CJ3qyo>

## **Stock Associate (Buckhead)**

**Up to \$17.50 an hour**

Macy's / Lenox Mall

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

## **Laundry Attendant PT (Perimeter)**

**Sign-on Bonus: \$50 on first check, \$150 after 30 days of employment**

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

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

## **Crew Member (Sandy Springs)**

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

Chipotle / 5920 Roswell Rd, Sandy Springs, GA 30328

<https://indeedhi.re/3bLCB0o>

## **Dishwasher (Buckhead)**

**\$12 - \$14 an hour**

St. Cecilia / 3455 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3CPf0YE>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/7/21

## **Housekeeper PT (Dunwoody)**

Dunwoody Pines Retirement / 4355 Georgetown Square, Dunwoody, GA 30338

<https://indeedhi.re/3nV7YLL>

## **Party Host (Alpharetta)**

**From \$10 an hour**

Main Event Entertainment / 10700 Davis Drive, Alpharetta, GA 30009

<https://indeedhi.re/3BG9HJH>

## **Stock Associate PT (Buckhead)**

Diesel Inc. / Lenox Mall

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

## **Housekeeping (Roswell)**

InTown Suites / 1175 Hembree Rd, Roswell, GA 30076

<https://bit.ly/3o2nJ3F>

## **Bell/Luggage Attendant PT- PM Weekends (Alpharetta)**

The Hotel at Avalon and Alpharetta / 9000 Avalon Blvd, Alpharetta, GA 30009

<https://bit.ly/3mS4F94>

## **Housekeeper (Alpharetta)**

**\$11 an hour**

Ashley Furniture HomeStore / 5980 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3om1QN5>

## **Dishwasher (Sandy Springs)**

**\$11 - \$15 an hour**

Egg Harbor Café / 5920 Roswell Rd NE, Atlanta, GA 30328

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

## **Housekeeper (Brookhaven)**

Pegasus Senior Living / 1460 S Johnson Ferry Rd NE, Atlanta, GA 30319

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