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# Front Desk Receptionist (Perimeter)



5 Concourse Pkwy, Atlanta, GA 30328

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## **Responsibilities:**

- Greet/ host/ provide support for guests, visitors and employees
- Answer all in-coming calls
- Pick-up, drop-off, prepare postage/labels for mail
- Maintain all conference rooms for cleanliness / reserve conference rooms, including ordering and/or setup
- Order, maintain and organize all break room and office supplies
- Assist with office visit and interviewing scheduling
- Resolve problems associated with all building services including: janitorial, mail room, copier services, and conference rooms.

## **Qualifications:**

- Minimum 3-5 years office experience
- Must be computer literate and have experience with Microsoft Word and Excel.

Apply Online at: <https://indeedhi.re/3q2CWmp>

Source: Indeed

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# Administrative Coordinator (Sandy Springs)



**McDonald's Corporation**

1 Glenlake Pkwy, Atlanta, GA 30328

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McDonald's USA is looking for an Administrative Coordinator to support the Atlanta Field Office. This position provides advanced, dedicated administrative support of a confidential and complex nature.

- Directs and executes complex administrative projects including researching information to respond to questions
- Craft expense reports
- Schedules travel for high level executives using vital travel tools
- Organizes and maintain digital filing (SharePoint and Microsoft Teams)
- Lead and coordinate creation and update of regional intranet content, working with content providers to ensure content is up to date, accurate and meets standards
- Design, write, and edit PowerPoint's, emails, and letters for corporate employees, and executives, to engage and excite audiences about regional priorities
- Assist with the logistical and creative planning of small and large-scale
- Lead web-based meetings for the field office as necessary using Cisco WebEx

## **Qualifications:**

- Bachelor's Degree (or equivalent experience) preferred.
- Knowledgeable about current and emerging trends in technology and proficient in MS Office (Outlook, PowerPoint, Excel, Word, SharePoint). Web design, graphic design, and/or Adobe experience is a plus.
- Experienced meeting/events planner (including venue procurement, catering, etc.) highly desirable.

Apply Online at: <https://bit.ly/3EaO3i5>

Source: Employer Website

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# Middle School Executive Assistant (Dunwoody)



510 Mount Vernon Hwy, Atlanta, GA 30328

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The Middle School Executive Assistant reports directly to the Head of Middle School (HOMS). This person will provide direct administrative support for the Head of the Middle School along with supporting the MS Administrative team, faculty, students and parents.

- Arrange and coordinate meetings, schedule appointments, and maintain calendar to ensure there are no scheduling conflicts, appointments are on-time, and materials/information is available
- Assist with setting priorities, brainstorming, and decision making to ensure Middle School goals and tasks are mission aligned
- Prepare, gather and format information for internal and external distribution including writing memos, compiling data for reports, updating the Middle School Experience booklet, creating digital presentations, writing reports, transcribing dictation, editing, and proofreading
- Maintain and update the Middle School portion of the School's Master Calendar
- Schedule appointments such as parent conferences, instructional rounds, 1:1 meetings, annual reviews
- Manage the Head of Middle School's calendar
- Enforce safety protocols of the School to mitigate on-campus risks
- Collaborate with facilities team to ensure campus facilities are safe, clean, and aesthetically appealing; create facilities requests as needed
- Front Desk Responsibilities

## **Qualifications:**

- Bachelor's Degree required

Apply Online at: <https://bit.ly/3E1nrM>

Source: Employer Website

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# Receptionist (Perimeter)



**PHILLIPS**

**Phillips Partnership**

5901 Peachtree Dunwoody Rd a 450, Atlanta, GA 30328

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Founded in 1995 and based in Atlanta, Phillips is an award winning Architectural commercial design firm. This role is responsible for answering phones and directing calls, ordering supplies, maintaining public calendars, scheduling meetings, making travel arrangements, tracking and documenting third party deliveries (Fed-Ex, couriers), creating and revising documents, filing paper and electronic documents and other similar duties as assigned.

**Qualifications:**

- High School Diploma
- Proficient in MS Office Suite (Word, Excel and Outlook)

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/3J1XCDu>

Source: Indeed

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Posted 12/19/2021

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# Operations Coordinator (Alpharetta)



2555 Northwinds Pkwy, Alpharetta, GA 30009

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We are looking for a dependable, humble, detail-oriented individual, who is able to provide administrative assistance to a team helping to support children and families experiencing foster care. The main role of an Executive Assistant/Operations is to provide administrative, marketing, and volunteer coordination assistance to the Executive Director and staff of Atlanta Angels.

- Engage in discussions around sensitive topics including child abuse, neglect, trauma, mental health, poverty, substance abuse, rehabilitation, social adjustment, therapeutic needs, child demographics, case trajectory, family preservation and child relational concerns. Utilize these discussions to advocate and make decisions for the best interest of the client.
- Identify and collaborate with local partners who will donate skills and services for our clients and events, and make a record of each in our resource list.
- Event and Calendar Coordination
- Track and store data for clients, volunteers and donors, including creating necessary spreadsheets and processes
- Input new subscribers into MailChimp and assist in managing donor, volunteer, and family databases.
- Help with providing necessary data for grant writing and reporting.

## **Qualifications:**

- Bachelor's Degree preferred
- 2+ years of college + experience in related field

Part-time to full time, depending on additional tasks being added to workload

\$15 - \$17 an hour

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

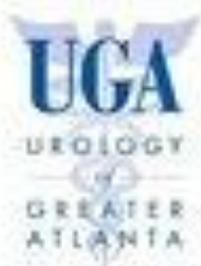
Source: Indeed

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Posted 12/19/2021

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# Front Desk Receptionist / Administrative Assistant (Sandy Springs)



755 Mount Vernon Hwy NE Suite 220, Sandy Springs, GA 30328

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## **Responsibilities:**

- Greeting and processing all patients upon arrival
- Updating all demographic information including insurance information.
- Collecting co-payments and account balances
- Prepare/maintain patient charts
- Reconcile petty cash
- Checking insurance eligibility

## **Qualifications:**

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

From \$16 an hour

Apply Online at: <https://indeedhi.re/3DTa2K9>

Source: Indeed

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Posted 12/19/2021

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# Executive Assistant (Roswell)



**Magnolia Golf Group**

1000 Northfield Ct, Roswell, GA 30076

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We are looking for an Executive Assistant to perform a variety of administrative tasks and support our company's CEO.

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Oversee the performance of other clerical staff
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system

## **Qualifications:**

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge

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

Source: Indeed

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# HR Coordinator (Dunwoody)



2151 Peachford Road, Atlanta, GA 30338

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## **Responsibilities:**

- Answer HR office inquiries in person and via email/phone. Greet visitors and assist with their needs. Answer routine HR questions and requests.
- Coordinate the pre-employment process for new hires.
- Coordinate the monthly New Hire Orientation.
- Process employee terminations.
- Maintain HRIS system (Lawson), ensuring accurate and timely input of data. Run reports to provide required/requested data.
- Maintain Employee files in accordance with regulatory standards. High volume of filing required.
- Assist in other HR functions of the facility including recruitment activities, evaluation process, staff competencies and Employee Engagement activities.
- Track and maintain required employee data including licensure, competencies and CPR. Track and maintain job descriptions and competencies in HR.

## **Qualifications:**

- At least one year of human resources or support service experience.
- A bachelor's degree in Human Resources is preferred.

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

Source: Employer Website

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# Executive Assistant (Buckhead)



945 E Paces Ferry Rd NE, Atlanta, GA 30326

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## **Responsibilities:**

- Prepares executive correspondence and confidential documents
- Assists in the preparation of reports and presentations
- Updates and maintains customer contact information in appropriate systems
- Maintains RSUI Treaty reinsurance contract files and documentation as directed
- Works with Executives in reviewing reinsurance contracts for completeness
- Corresponds and interacts with reinsurers and intermediaries to obtain needed documentation as instructed
- Heavy calendar management and handling of executive telephones and e-mail, as needed
- Requests travel and related accommodations for executives
- Handles and maintains electronic and/or paper filing for efficient storage and retrieval of office records.

## **Qualifications:**

- High School Graduate or equivalent business experience required; some college coursework strongly preferred.
- 10+ years administrative support experience, preferably in an insurance environment
- Excellent knowledge of Microsoft Office Products (Outlook, Excel and Word, and PowerPoint)

Apply Online at: <https://bit.ly/323LVvq>

Source: Employer Website

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# Mail Room Distribution Specialist (Alpharetta)



288 S Main St Ste 600, Alpharetta, GA 30009

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The Distribution Specialist is responsible for preparing, auditing and distributing outgoing medical files via a variety of mediums.

- Processing outgoing mail on a daily basis
- Assuring all processing is completed in a timely and professional manner
- Auditing all outgoing files to ensure all HIPAA rules and regulations are met to the highest standard
- Reporting daily key performance indicators
- Responding to all communications within the department and company in a timely manner
- Creating labels for outgoing mail with a high degree of accuracy
- Performing repetitive tasks accurately and efficiently
- Communicating with management and clients effectively
- Alerting management when an issue arises and impacts your daily workflow
- Distributing medical records in accordance with HIPAA guidelines and DataFile best practices
- Assure 24-hour commitment is upheld
- Assess volume of requests presented for the day and plan accordingly
- Comply with a comprehensive audit process
- Refer to company internal documentation as a resource to make decisions to process request

## **Qualifications:**

- Proficient in computer usage (Word, Excel, Outlook, PowerPoint)

Monday-Friday 8am-4:30pm

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

Source: Employer Website

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# Executive Assistant (Sandy Springs)



7000 Central Pkwy, Atlanta, GA 30328

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This position provides dedicated support for our Executive team.

- Create and maintain schedule and calendar
- Coordinate appointments and arranging details for appointments
- Coordinate/book every detail of travel including flight, hotel, and car service arrangements; processing expenses and reimbursements
- Maintain confidential organizational and departmental files
- Provide internal and external assistance whenever needed
- Compose correspondence on routine issues, on own initiative
- Run business errands
- Receive and screen telephone calls
- Plan special events as needed
- File, organize, copy, scan, etc. as needed
- Track and submit team expenses
- Manage mail for the executive team
- Coordinate projects as needed

## **Qualifications:**

- 3+ years of experience as an Executive Assistant
- High School diploma, Bachelor's degree preferred
- Must be very computer/software/internet savvy and have experience with G-Suite products

\$40,000 - \$70,000 a year

Apply Online at: <https://indeedhi.re/3p0ay4O>

Source: Indeed

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Posted 12/19/2021

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# Administrative Assistant (Brookhaven)



4170 Ashford Dunwoody Rd NE, Atlanta, GA 30319

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This position is responsible for providing administrative support to the Plant Director and leadership team at the Atlanta Gatorade Plant.

- Managing the Plant Directors detailed calendar as well as scheduling meetings and conference calls, providing real-time scheduling when booking appointments and preventing conflicts
- Coordinating travel arrangements (domestic and international), including booking flights, car rentals and making hotel & restaurant reservations when needed.
- Manage vacation scheduling for the plant leadership team
- Provide support to the HR Partner to include On-Boarding, Organizational Health initiatives and other company/plant initiatives as assigned.
- Coordinating meetings and external events.
- Own front office, lobby and front hallway appearance
- Manage site postal needs as assigned.
- Preparing and handling highly confidential and proprietary information.
- Preparing and reconciling the Plant Director's P-Card and AMEX in Concur as appropriate.
- Maintaining content, accuracy and visual organization of files (or informational databases).
- Organizing, maintaining and procuring office supplies.

## **Qualifications:**

- A minimum of 5 years of executive administrative experience supporting C-suite and/or senior-level executives.
- Must have advanced PowerPoint skills and be able to independently create high-quality presentations that include charts, graphs, other visuals, etc.
- High proficiency using Apple products and systems, including Mac computers, iPad, iPhone, mobile applications, and iOS; proficiency in Adobe Acrobat a must.

Apply Online at: <https://bit.ly/3q0VUd6>

Source: Employer Website

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# Coordinator Office Operations

## (Sandy Springs)



Sandy Springs, GA 30328

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The Office Operations Coordinator will be responsible for handling the front office day-to-day operations while also providing administrative support to various departments within the organization.

- Maintain the flow of the reception space, making certain to be aware of the scheduled arrival of guests, vendors, and interviewees... and making them feel welcome when they get here.
- Assist in managing and maintaining the office supply inventories by checking stock to determine inventory level, placing and expediting orders for supplies.
- Support front office which includes answering incoming calls, accepting and delivering packages and mail, providing access badges to vendors and guests.
- Provide daily office communication with updates to our employees on parking, food trucks, and other perks that keep them productive.
- Support the execution of fun and creative events for our HQ's.
- Assist in providing a clean, beautiful and harmonious work environment by escalating and communicating any major facility/people concerns directly to the Property Operations team or any other necessary department.
- Participate in project work as required

### **Qualifications:**

- years experience in an office ops setting or related role
- A high school diploma, Bachelor's degree preferred.
- Preferably have experience using Microsoft Outlook and Google Suite, but not required.

Apply Online at: <https://bit.ly/3yv9rxf>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



1000 Abernathy Road Northeast, Atlanta, GA 30328

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The Administrative Assistant provides administrative support to two Controllership leaders and their teams.

- Manage the two Controllership leaders' calendars as requested. Keep leaders apprised of appointments/meetings or schedule changes and ensure leaders have appropriate documents for meetings.
- Arrange and reserve conference rooms, catering, audio visual equipment for meetings and events as requested.
- Facilitate virtual meetings through Microsoft Teams.
- Process invoices and purchase orders and departmental purchase card.
- Review expense reports to ensure appropriate coding and compliance with company travel and expense policy.
- Manage travel arrangements and proactively coordinate the pre-planning of trips including securing visas, hotels, transportation, processing passport renewals and other information as needed.
- Serve as a liaison with staff from other functions as well as external clients and customers.
- Help with onboarding new staff, ordering equipment and arranging office space. Maintain group email lists and org charts.

## Qualifications:

- 2+ years of relevant experience.
- Degree is not required but is a plus.
- Microsoft Office (strong proficiency in MS-Word, Excel, PowerPoint and Teams).

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

Source: Employer Website

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# Lounge Concierge (Buckhead)



3434 Peachtree Rd NE, Atlanta, GA 30326

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## **Responsibilities:**

- Make reservations and arrangements for events, transportation, local attractions, restaurants, etc. and tours as requested.
- Procure services, provide information and reserve services and/or use of bonded babysitters, reputable athletic clubs, etc.
- Comply with unit and brand procedures and standards for check-ins, check-outs, cash handing, etc.
- Assist guests with other requested services (e.g. mail, faxes, etc.)
- Provide the following information to guests: Local areas (e.g. social, cultural, attractions), location and hours of operation, all hotel facilities (e.g. the hours of operation, location, daily and weekly events), local area's restaurants and theater/musical productions, airline, automobile rental, transportation directions, personal services.

## **Qualifications:**

- Hotel experience preferred.

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

Source: Employer Website

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# Human Resources Administrative Coordinator (Alpharetta)



925 North Point Parkway, Alpharetta, GA 30005

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## **Responsibilities:**

- Administrative support for the HR team
- Review and process expenses for the HR team, as requested
- coordinate and schedule HR social events and other one-off meetings
- HR meeting and event preparation, coordination, and logistics
- Compile and consolidate slides in preparation for HR Team All-Hands
- Assist with coordination of executive-level interviews schedules and travel arrangements for candidates
- Maintain team PTO calendar
- greet and escort executive candidates while on-site for interviews (if in-person in Alpharetta)
- Support with printing, readying documents, and distributing documents (e.g.: immigration paperwork, equity grant notifications)
- Scanning and filing of sensitive documents into HRIS (e.g.: digital filing of separation agreements)
- Lead event coordination for onsite workshops or leadership meetings (e.g.: event planning, catering, communication about logistics)
- Maintain departmental contact lists in Outlook and Microsoft teams

## **Qualifications:**

- Should have 1+ years' administrative experience or HR support/coordination experience
- High School Diploma required
- Experience using Microsoft Office Suite

Apply Online at: <https://bit.ly/3ytHuG1>

Source: Employer Website

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# Purchasing Assistant (Brookhaven)



## Capital City Club

53 W Brookhaven Dr NE, Atlanta, GA 30319

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Receive, inspect, and ensure quality and quantity of all items ordered by the Purchasing Director.

- Maintain constant communication with the Director of Purchasing and Executive or Sous Chef to forecast when items are scheduled to be delivered.
- Maintains clean and organized walk-in coolers, freezers, and storage rooms.
- Place received items in proper storage location
- Maintain a professional relationship with all vendors while only receiving the best quality product.
- Receive and distribute any items (food, liquor, or wine) and transfer them to other clubs as necessary.
- Assist Executive Chef and Beverage Manager with monthly inventories.
- Enter daily invoices into an Excel spreadsheet while coding them to the appropriate department
- Ability to read the Banquet Event Order (BEO) to create a shopping list of items that need to be purchased.
- Responsible for ensuring vendor collection of returned products not meeting standards and ensuring the club receives proper credit.

### Qualifications:

- Must have a valid Georgia Driver's License with a clean record
- Must be able to lift at least 50 pounds
- Must be certified in food sanitation practices (ServSafe or equivalent)
- Must be proficient in Microsoft Office software and possess the ability to learn new systems

Apply Online at: <https://indeedhi.re/3mab3Yt>

Source: Indeed

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# Administrative Assistant (Buckhead)



LUEDER, LARKIN & HUNTER

3525 Piedmont Rd NE #310, Atlanta, GA 30305

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In this role, you will assist with the firm's administrative office duties and support other office personnel and Associate Attorneys.

**Qualifications:**

- Associate (Required)
- Administrative: 2 years (Required)

\$35,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3s7oRXm>

Source: Indeed

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Posted 12/19/2021

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# Secretary – Outpatient (Alpharetta)



## Northside Hospital

3400 Old Milton Pkwy UNIT C, Alpharetta, GA 30005

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Performs a variety of administrative, secretarial and clerical duties which support management personnel in the overall operation of a department or service area.

### Qualifications:

- One (1) year clerical/secretarial experience.
- Typing requirements vary by department, see requisition for requirements.
- Level of proficiency in MS Office (Word, Excel and PowerPoint) varies by department, see requisition for requirements.

### PREFERRED:

- Post high school education.
- Prior health care experience.
- Successful completion of course in Medical Terminology (depending on amount of medical transcription required for assigned area).

Apply Online at: <https://bit.ly/3q2qZNg>

Source: Employer Website

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# Executive Assistant (Alpharetta)

## Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

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Provide comprehensive administrative support to IBD Executive Directors, Vice Presidents, associates and analysts. Execute administrative duties as delegated by the coverage team in a client-facing front office environment.

- 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
- Coordinate conference rooms for meetings including ordering catering, multimedia etc.
- Coordinate logistics for closing dinners; client outings; virtual events; internal events
- Moderate/co-host virtual events using virtual conference management tools i.e. Zoom, WebEx
- Understand and properly apply policies to all expense activity including but not limited to travel arranging, client entertaining, meeting arrangement and overtime expenses
- 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 (domestic and international)

### Qualifications:

- High school diploma or GED required; College Degree Preferred
- 5+ Years Relative Corporate Experience
- Proficiency: 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/3EZ1xyP>

Source: Employer Website

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# PT Sales Assistant (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA 30319

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Perform administrative duties including making copies, maintaining files (electronic or hard copy), client interaction (phone and in person) for the department., event preparation and execution, scheduling and arranging appointments when needed, preparing correspondence, collecting and entering data.

- Provide the highest level of customer service to the Sales and Marketing Associates, internal and external customers, and guests.
- Serve as administrative support to the Sales and Marketing Team as directed by Director, Sales and Marketing.
- Politely greet and screen visitors
- Answer phone
- Efficiently organizes the Sales and Marketing office.
- Oversee and execute marketing mailings to specific audiences.
- Manage mail process (invitations to special events, brochures, general correspondence).
- Codes and processes invoices for the department.
- Process depositor paperwork and ensures files are in order and up-to-date.
- Requests and manages disbursements of funds associated with deposits, refunds, and settlements.
- Maintain depositor and future Resident files information in the office and on ENQUIRE, the database software program.
- Assists with planning and implementation of marketing events.
- Oversees collateral inventory for the department.

## **Qualifications:**

- BA or BS or equivalent professional experience is preferred.
- One to two-year(s) experience as executive/ administrative assistant preferred.
- Experience in marketing and/or senior living a plus.

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

Source: Employer Website

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# Administrative Assistant PT (Alpharetta)



3005 Old Alabama Rd, Alpharetta, GA 30022

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Supports each school by reviewing transactions. Reviewing of transactions will help identify key areas of training in addition to errors in billing. Will also help pull and prepare reports for each school.

**Qualifications:**

- Word, Microsoft Office & Teams, Excel, Google Sheets, Calendar Management
- Point of Sale - Pike13 Preferred
- Customer Service

\$12 - \$15 an hour

Apply Online at: <https://bit.ly/3DVwSB2>

Source: Employer Website

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Posted 12/19/2021

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# Admin Assistant (Chamblee)



5525 Peachtree Industrial Blvd, Chamblee, GA 30341

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## **Responsibilities:**

- Schedules appointments for service via telephone, e-mail and in person
- Welcome clients when they arrive in the Service Area. Determine the nature of visit and escort the client to the appropriate department/area.
- Inform and introduce the client to the Advisor and explain the nature of the visit. Maintain a consistent level of communication with Service Advisors in order to properly coordinate which advisor is available to meet with the next arriving client.
- Provide information to appropriate store personnel regarding client needs and expectations to help ensure the entire team is prepared to provide the highest level of service to the client.
- Provide administrative support to the staff when necessary.
- Prepare warranty repair orders with accuracy, legibility and compliance to the manufacturers warranty policies and procedures as outlined in appropriate manufacturers Warranty Policy and Procedure Manuals. Process warranty claims in a timely manner, as the repair orders are closed.

## **Qualifications:**

- High School graduate or equivalent
- Acceptable driving record and a valid driver's license

Apply Online at: <https://bit.ly/3p56xwf>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 12/19/21

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

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

<https://bit.ly/3ma3xwu>

## **Janitorial PT (Perimeter)**

Chuy's / 118 Perimeter Ctr W, Atlanta, GA 30346

<https://bit.ly/3pWui8N>

## **Cashier PT (Alpharetta)**

Chronic Tacos / 10885 Haynes Bridge Road, Alpharetta, GA 30022

<https://bit.ly/33rlaS1>

## **Car Washer (Roswell)**

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/31YHwdi>

## **Room Attendant (Buckhead)**

**\$13.29 an hour**

Element Atlanta Buckhead / 3491 Piedmont Road NE, Atlanta, GA 30305

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

## **Housekeeper (Dunwoody)**

Hyatt / 1232 Hammond Drive, Atlanta, GA 30346

<https://bit.ly/31Sl2e5>

## **All Positions - Opening Feb 2022 (Perimeter)**

Lazy Dog Restaurant & Bar / Perimeter Mall

<https://bit.ly/327rr56>

## **Dishwasher (Alpharetta)**

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://bit.ly/3DS9O6c>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 12/19/21

## **Dishwasher (Roswell)**

**\$11 - \$13 an hour**

Mazzy's Sports Bar & Grill / 10729 Alpharetta Highway, Roswell, GA 30076

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

## **Dishwasher PT (Buckhead)**

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

<https://bit.ly/32bQ68p>

## **Dishwasher, Steward (Buckhead)**

Ecco Buckhead / Phipps mall

<https://indeedhi.re/326i2ut>

## **Janitorial Worker / Housekeeping (Roswell)**

**\$10 - \$12 an hour**

LA Fitness / 1475 Holcomb Bridge Road, Roswell, GA 30076

<https://indeedhi.re/3mahfQ7>

## **Movers/Helpers (Roswell)**

**\$13 - \$17 an hour**

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

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

## **Laundry Attendant (Alpharetta)**

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://bit.ly/3q9ywdz>

## **Housekeeper (Sandy Springs)**

Bridge Senior Living / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://bit.ly/329DtLb>

## **House Person (Sandy Springs)**

**\$13/hr**

Home 2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://bit.ly/326Htfx>