
Administrative Office Support (Alpharetta)



11175 Cicero Dr Ste 100, Alpharetta, GA 30022

We are looking for a detail-oriented and thorough individual to assist with day-to-day operations in office, including but not limited to: answering phone calls and emails, entering and noting all communications, scheduling services, and upkeeping electronic files. This position will work closely with vendor compliance and Director of Operations.

Qualifications:

- High school or equivalent (Preferred)
- Administrative Assistants & Receptionists: 2 years (Preferred)
- Data entry: 2 years (Required)

Will train the right candidate.

From \$17 an hour

Apply Online at: <https://indeedhi.re/3M0HEdI>

Source: Indeed

Posted 4/17/2022

Receptionist (Buckhead)



DAVIS, MATTHEWS
-& QUIGLEY, P.C.-
ATTORNEYS AT LAW

3400 Peachtree Rd #1400, Atlanta, GA 30326

Maintains front lobby area and conference rooms; administrative duties, such as light typing, data entry, copying and scanning.

Qualifications:

- Customer service: 1 year (Preferred)
- Computer skills in Microsoft Office products preferred

Hours 8:30 am - 5:30 pm Monday through Friday.

\$18 an hour

Apply Online at: <https://indeedhi.re/3Egt0w6>

Source: Indeed

Posted 4/17/2022

Data Entry Specialist (Alpharetta)



2580 Westside Pkwy, Alpharetta, GA 30004

Responsibilities:

- Data Entry: Enters high volume of patient/client information into billing system with an emphasis on detail and accuracy (primary functional area).
- Client/Physician/Hospital Follow-Up: Contact clients, physician offices, and hospitals to relay and/or obtain pertinent information and/or documents to effectively bill insurance claims and client invoices.

Qualifications:

- Proficient in Microsoft Office Suite software

Apply Online at: <https://bit.ly/3MaBF65>

Source: Employer Website

Administrative Specialist (Buckhead)



3550 Lenox Rd NE #2700, Atlanta, GA 30326

Homrich Berg ("HB") is a leading fee-only financial planning and investment advisory firm located in Atlanta, GA. Established in 1989, HB's employees provide comprehensive financial planning and investment management services primarily to high net worth individuals.

- General executive assistant duties.
- Bill Pay for our Family Office clients.
- General office support/distributing mail.
- Receptionist back up.

Qualifications:

- Experience with Microsoft Office products

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

Source: Employer Website

Loaner Coordinator (Roswell)



Hennessy Porsche

990 Mansell Rd, Roswell, GA 30076

The loaner coordinator contributes to the excellent customer service experience by assisting with the delivery and maintenance of the loaner vehicle fleet.

- Assist customers with vehicle drop-off and pick-up.
- Manage the administration of loaner vehicles to customers as well as the flow of our loaner fleet.
- Adds and removes loaner vehicles to Fleet Management Software as necessary.
- Complete all necessary paperwork, explain loaner policies and procedures, and obtain all appropriate customer approvals.
- Enter loaner car data, license, and insurance information into the computer and create contract.
- Prepare loaner car reports and track whereabouts and turnover time on loaner vehicles every day.
- Check-in returned cars, inspect for damage, secure mileage, and close agreement.
- Arrange for repairs of damaged or malfunctioning cars.
- Send weekly "Out of Service" report for vehicles damaged or malfunctioning.
- Send weekly "Fleet Audit Report" stating current status of every vehicle.
- Ensure that cars are clean and operable before delivery to client.
- Assist with meeting and greeting service customers promptly in a professional and courteous manner, if needed.
- Collect the customer's information one day prior to a curbside reservation.
- Maintain the GPS trackers for all vehicles, which includes installations and removals.
- Handle the collection of any charges, fines or tolls from customers.

Qualifications:

- Georgia driver's license and a clean driving record
- Excellent working knowledge of Microsoft Excel

Apply Online at: <https://bit.ly/3Ei6Hq0>

Source: Employer Website

Administrative Receptionist (Roswell)



407 Hardscrabble Rd, Roswell, GA 30075

Responsibilities:

- Responsible for answering, screening, and directing phone calls.
- Checks voicemail and distributes messages in a timely manner and to the appropriate person(s).
- Greets and directs visitors timely and ensures a positive experience.
- Provides general administrative support including maintaining cleanliness and organization of the lobby and copy room, photocopying, faxing and preparation of letters and documents.
- Assists with Volunteer and Intern Schedule as needed.
- Assists with event coordination and visitor calendar.

Qualifications:

- 2+ years of administrative experience or minimum of an associate degree in a related field.

Monday- Friday, 8 am to 5 pm

\$30,000 - \$40,000 a year

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

Source: Employer Website

Sales Coordinator (Perimeter)



1030 Crown Pointe Parkway, Atlanta, GA 30338

In this role, you will be responsible for providing administrative and clerical support to Director of Sales and Sales Managers. Responsibilities include, but a not limited to; assisting and responding to guests requests in a timely, friendly and efficient manner. Perform word-processing, typing, e-mailing, data-entry, filing, faxing, copying, and processing mail. Performing other general office duties and assist with special projects, as needed.

Qualifications:

- Bachelor's degree from a four year college or university; or equivalent combination of education and experience.
- One to two years in related experience and/or training.
- May be required to work nights, weekends, and/or holidays

Apply Online at: <https://bit.ly/37NwObZ>

Source: Employer Website

Administrative Assistant (Buckhead)



3350 Peachtree Rd #1125, Atlanta, GA 30326

Exponent is a leading engineering and scientific consulting firm.

- Coordinating and maintaining schedules and travel arrangements
- Preparing and processing expenses
- Setting up new projects in our electronic system
- Printing and collating project binders
- Running ad-hoc project reports
- Assisting with accounts receivable collection, invoicing, purchasing
- Editing documents including formatting, grammar/spelling, general content review, and sometimes editing large (250+ page reports)
- Providing front desk coverage including low-volume phone coverage and greeting visitors
- Handling office supply orders and inventory
- Maintaining organization and upkeep of supply/copy room, conference rooms, and kitchen area

Qualifications:

- Prior experience providing administrative support to a team, of which, at least two or more senior/executive level staff
- Experience working in a professional services firm or law firm is a plus
- Working experience and advanced knowledge of Microsoft Office including Word, Excel, PowerPoint, Outlook
- Working experience and advanced knowledge in online conferencing systems like Microsoft Teams

Apply Online at: <https://bit.ly/3jDq0ey>

Source: Employer Website

Office Administrator (Chamblee)



3580 Broad St, Chamblee, GA 30341

Emissary is an established importer and manufacturer of home and garden décor with over 40 years of experience. The Office Administrator will be responsible for providing excellent customer service to clients, as well as assisting with various e-commerce tasks. Some of the specific duties of the Office Administrator will include answering customer inquiries, handling support tickets, and resolving issues in a timely and efficient manner. Additionally, the Office Administrator will also be responsible for assisting the E-commerce Manager with various e-commerce tasks such as product listing, EDI inventory forms, and PO management.

Qualifications:

- Proficient in Microsoft Office
- Administrative experience: 1 year (Preferred)

\$30,000 - \$36,000 a year

Apply Online at: <https://indeedhi.re/3M5y88X>

Source: Indeed

Administrative Assistant PT (Roswell)



Discount Tire Regional Office

200 Mansell Court East, Roswell, GA 30076

Responsibilities:

- Answers and screens incoming calls and arranges conference calls.
- Opens and routes incoming mail and correspondence and prepares outgoing mail.
- Composes, prepares, analyzes, copies and distributes confidential correspondence, memorandums, reports, spreadsheets and other documents as requested.
- Maintains contact with customers and outside vendors and greets scheduled visitors.
- Directs services such as computer and office equipment maintenance and repair, orders supplies, and files correspondence.
- Assist Office Manager in planning regional events throughout the year, and organize activities such as meetings, travel, trainings, and conferences.
- Maintains solid customer relationships by handling questions and concerns with professionalism.

Qualifications:

- This position requires a minimum of two years of recent administrative experience in an office environment.
- Excellent word processing skills, including data entry and typing, are required. Intermediate level computer experience, including Microsoft Office 365, is necessary.
- High school or equivalent (Required)

From \$18 an hour

Apply Online at: <https://indeedhi.re/3jyld3p>

Source: Indeed

Posted 4/17/2022

Receptionist PT (Buckhead)

SIMPSON, UCHTEL & WILSON, L.L.P.

One Securities Centre, Suite 1100, 3490 Piedmont Rd NE, Atlanta, GA 30305

Responsibilities:

- Answer phones.
- Maintain filing system.
- Receive and send mail.
- Type, format, print, copy and collate documents.
- Enter data.
- Other administrative duties, as assigned.

Qualifications:

- High School Diploma and some college course work
- Knowledge of Microsoft Office software

\$15 - \$20 an hour

This is a part-time position with a potential for full time employment. The position is Monday through Friday.

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

Source: Indeed

Posted 4/17/2022

Client Service Representative / Receptionist (Brookhaven)



270 Vernon Woods Dr NE, Atlanta, GA 30328

Responsibilities:

- Courteous client care and service
- Answering phones and addressing client concerns
- Filing and record keeping
- Scheduling appointments

Qualifications:

- Candidates must have prior veterinary or client relations experience

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

Source: Employer Website

Posted 4/17/2022

Entry Level People Coordinator (Sandy Springs)



Edible Arrangements

980 Hammond Dr Suite 1000, Atlanta, GA 30328

Responsibilities:

- Assist with onboarding of Corporate Store Employees.
- Maintain all Corporate Store Employee Personnel files and ensure that they are always up to date, confidential and in compliance with legal requirements.
- Support and take ownership (when required) of any HR related activities like performance management, new hire process, badge assignment/tracking, background checks, terminations, PTOs, recognition etc.
- Schedule and assist with new hire onboarding activities for employees in the Atlanta office.
- Cover reception area as needed including daily reception coverage for lunches.
- Create photo ID badges for new hires
- Keep an inventory of all office supplies, office equipment and postage.
- Give corporate employees tours on their first day and verify I-9 documentation.
- Coordinate breakfast and lunch catering for internal meetings as requested
- Update company phone list
- Order life event (new hire, new baby, birthday, anniversary, etc) arrangements for employees
- Office Admin tasks such as event set up/break down meeting space.

Qualifications:

- Bachelor's degree in Business Administration, Human Resources, or Organizational Behavior.
- HR Coordinator or Administrator experience a plus
- Advanced knowledge of the MS Office, particularly Word, Excel and PowerPoint.

Apply Online at: <https://bit.ly/37cTpPz>

Source: Employer Website

PT Concierge / Front Desk Receptionist (Buckhead)



Brighton Gardens of Buckhead

3088 Lenox Rd NE, Atlanta, GA 30324

Responsibilities:

- Oversees the community entry area for visitors, guests and residents, extends a warm welcome and greeting, offers and provides beverages to visitors and guests and ensures that the community safety protocols are in place
- Contacts the Director of Sales (DOS) and Executive Director (ED) or Department Coordinator to meet with prospective residents, families or visitors and ensures wait times are minimal
- Greets potential candidates interested in learning more about Sunrise careers and job openings at the community. Directs candidates to apply online or captures the candidate information into the Applicant
- Answers incoming telephone calls and resident calls within two-three (2-3) rings with the appropriate community greeting message and identification
- Orders flowers and name plates for new resident prior to move in
- Orders guest meal for resident & family for day of move in
- Creates and maintains marketing and move-in packet inventory as needed

Qualifications:

- High School degree / GED required
- Proven customer service experience and skills
- Proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel) and Sunrise applications with the ability to learn new applications

\$14 - \$15 an hour

Apply Online at: <https://indeedhi.re/36d3aMX>

Source: Indeed

Posted 4/17/2022

District Coordinator (Buckhead)



Camden Property Trust

50 Glenlake Pkwy NE, #500, Atlanta, Georgia (U.S. state), 30328

Key responsibilities include responding to resident complaints and concerns, coordinating the regional calendar and completing onboarding for all new employees within the region.

- Responsible for answering phones, providing information, and receiving information concerning matters involving the region
- Direct resident issues to proper manager when necessary and assist in resolving resident problems via telephone and email; must be able to handle complaints from residents with minimal involvement of the District Manager
- Respond to residents in a timely manner via phone or email
- Maintain a regional calendar and assures that complete information is available on all matters
- Coordinate appointments, meetings, seminars, training classes, planning sessions, special events, and communications for region
- Make travel arrangements for regional employees
- Prepare expense reports and PCARD statements for regional employees as directed
- Responsible for Onboarding and first day activities for all new hires within the region; includes onboarding paperwork and I-9 verification, completing on-line courses, assigning mentors, and other tasks
- Initiate and maintain reports and surveys as requested

Qualifications:

- High School Diploma required; Bachelor's degree preferred
- 1-3 years of experience at administrative level supporting multiple managers performing complex clerical duties
- Experience with OneSite, YieldStar, and Ultimate Software preferred
- Advanced training in typing and general office procedures

Apply Online at: <https://bit.ly/37OQ6xY>

Source: Employer Website

Human Resources Generalist (Perimeter)



2 Ravinia Dr NE # 1570, Dunwoody, GA 30346

Responsibilities:

- Administer core human resources programs including staffing, associate relations, compensation, benefits, performance management, and learning.
- Develop and recommend solutions to a variety of human resources issues.
- Consult with management on the interpretation and administration of human resources policies, programs, and procedures.
- Works with managers and associates to investigate and resolve associate relations issues.
- Conducts staffing support including sourcing, interviewing candidates, and conducting reference checks.

Qualifications:

- BS/BA degree in HR, Management or similar is preferred
- 2+ years Human Resources, with at least 1+ in a generalist role
- Enterprise size organization - experience with client group of 200
- Proficiency in Excel, Access, Word, PowerPoint, MS Outlook

Apply Online at: <https://bit.ly/38RmYGN>

Source: Employer Website

HR Employee Solutions Associate (Alpharetta)

Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

Responsibilities:

- Provide high quality operational support to HR Business Partners on both cyclical and adhoc HR processes including the performance evaluation process, diversity efforts, promotion and compensation. Support will involve entering Workday transactions, handling reporting requests, assisting with audits, and the tracking and maintenance of employee data and documents.
- Partner with global and regional HR colleagues on operational HR matters to drive people initiatives.
- Provide day to day support for employees and managers on operational HR matters by providing timely, accurate and thorough responses. Examples include answering policy questions, assisting with off boarding, immigration questions, mobility eligibility, leave processing, employment verifications letters, etc.
- Project manage planned and ad-hoc activities for the HR Business Partner team
- Liaise with HR Solutions teams and product areas to deliver HR services to HR Business Partners, managers and employees
- Assist in documentation of HR processes. Partner with HR Business Partner Solutions, HR Business Partners and SMEs to gather necessary information and transpose high-level information into detailed process documentation. Maintain and update process documents to ensure recorded accurately

Qualifications:

- Bachelor's degree required with at least 2 years of relevant professional experience
- Strong Microsoft Office skills in Excel, Power Point, Word, etc. Visio a plus.

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

Source: Employer Website

Administrative Assistant / Client Services (Roswell)

Olson Associates

701 Bombay Lane Roswell, GA 30076

Olson Associates is a growing wealth management firm that offers financial planning and asset management for a broad client base.

- Follows up with client requests
- Maintains and updates client files and databases
- Manages and maintains schedules/calendars and client appointments
- Answers and manages incoming calls
- Processes new accounts
- Processes account transfers
- Processes distributions
- Processes beneficiary changes
- Creates client meeting update books and reviews
- Prepares monthly client newsletter
- Handles miscellaneous operational activities
- Develops and maintains written systems of all activities
- Performs general clerical duties to include, but not limited to: photocopying, faxing, scanning, mail distribution, and filing

Qualifications:

- Bachelor's degree required
- 1-2 years related work experience
- Strong PC skills (proficient knowledge of MS Word, Excel, and PowerPoint)
- No finance background required

\$40,000.00 - \$48,000.00 per year

Apply Online at: <https://indeedhi.re/3JPrJ0s>

Source: Indeed

Customer Service Desk Associate

(Alpharetta)

VON MAUR[®]

North Point Mall

A Customer Service Desk Associate provides excellent customer service to customers and employees at the service desk, answers telephones, provides customer charge account services, gift wraps packages, and prepares packages for shipping.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3JF4qpW>

Source: Employer Website

Posted 4/17/2022

Shop Associate PT (Sandy Springs)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Holy Innocents' Episcopal School is seeking part-time sales associates for the Campus Shop and Café. The associates will be responsible for customer service, sales, merchandising, and food service in both the Campus Shop and Café.

- Greet customers and assist with sales
- Explain products and services to customers
- Monitor inventory to ensure product is in stock
- Enter and process customer orders
- Operate point of sale registers
- Operate and maintain food service equipment

Qualifications:

- Previous experience in sales, customer service, or other related fields

This is a part-time, year-round position with flexible scheduling.

Apply Online at: <https://bit.ly/37WmQW5>

Source: Employer Website

Administrative Support Associate (Buckhead)

bloomingdale's

Lenox Mall

The ASC is both customer and colleague facing and has responsibility for providing a great customer experience and delivering high touch organization and communication skills that support total store and HR initiatives and functions.

- Serve as gatekeeper for GM schedule and point person for escalated customer/employee issues.
- Provide an exceptional customer experience by ensuring both the in-store and online customers are always the top priority. Service customers who visit the Executive Office / Store Manager office for assistance.
- Participate in the production of the store daily communication newsletter.
- Produce GM required correspondence.
- Floor present as needed to support store. Will be required to work a schedule equivalent to a Selling Leader.
- Assist with development and update of executive schedules.
- Execute travel planning and expense report coordination for GM.
- Manage all Conference Calls, Skype meetings and other meetings.
- Assists store management in sourcing applicants through online resources and in-store referral program.
- Ensure payroll functions, including requesting final pay (where applicable), are maintained and processed.

Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience
- Ability to work a flexible schedule with retail hours, including day, evening, weekends, and/or holidays

Apply Online at: <https://bit.ly/3Mbeh8K>

Source: Employer Website

Administrative Assistant PT (Alpharetta)



11675 Rainwater Dr, Suite 675, Alpharetta, GA 30009

Responsibilities:

- Greet visitors, determine their needs and contact the appropriate department for visitor escort.
- Complete administrative functions at the direction of broker teams, including: making travel arrangements, preparing expense reports, calendar & email management.
- Complete data entry into the SJC CRM system, including: pipeline updates, inputting new company/contact entries, scheduling broker callbacks, and entering broker notes.
- Provide deal-specific support to brokers, including preparing: letters of intent, summary of offers, Seller LOI counters, seller deliverables list, escrow timelines, critical date tracking, working party lists, confidentiality agreements, and representation agreements.
- Provide client-specific support to brokers including ordering closing gifts and mailing holiday cards.
- Serve as member of the Administrative Team, which includes providing daily phone coverage 2 hours per day and as needed (when others are out), participating in team meetings and communicating regularly with the team, and sharing work across offices/positions as needed.

Qualifications:

- One or more years of administrative experience
- Experience in Microsoft Office products (Excel, Word, Outlook).

Apply Online at: <https://bit.ly/3rp3pvV>

Source: Employer Website

Customer Service Associate (Roswell)



1270 Alpharetta St, Roswell, GA 30075

Responsibilities:

- Answer incoming phone calls
- Greet customers upon arrival
- Ask questions and gather information regarding needed car repair
- Enter customers into our computer software
- Drive company shuttle to home or work
- Take the extra mile to engage customers

Qualifications:

- Proven customer support experience or experience as a client service representative
- High school degree
- Computer skills

We are not looking for sales people or mechanics for this position.

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/3M4Zf4f>

Source: Indeed

Posted 4/17/2022

HR Coordinator (Sandy Springs)



5780 Powers Ferry Rd NW, Atlanta, GA 30327

The HR Coordinator role will also partner with assigned HRBPs on all human capital initiatives including diversity & inclusion, organization design, performance management, employee engagement, talent management and year-end processes (performance calibration, promotion roundtables, performance evaluation and compensation).

- Responsible for the coordination of various projects, deadlines and deliverables for HRBPs/HR Leaders, including developing and monitoring schedules to ensure timely completion, as well as coordination of activities.
- Gathers, analyzes and summarizes HR data for presentation to business leaders. Develops effective presentations of trends, etc.
- Partner closely with the Voya Technology team to track and report various human capital initiatives.
- Monitors progress on projects and is responsible for ensuring HRBPs are on track for timely implementation of organization-wide initiatives.
- Provides some administrative support to assigned group. This may include, but is not limited to, creating advanced PowerPoint presentations; creating complex spreadsheets; maintaining databases; creating high quality reports, and other documents
- Assist in the administration of HR policies and programs such as performance management, compensation, and learning and development.

Qualifications:

- Bachelor's degree preferred; with 1-2 years supporting an HR or staffing function
- Strong computer skills including Excel, PowerPoint, Word, on-line calendar products, and conferencing systems.
- Workday experience strongly preferred.

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

Source: Employer Website

Branch Administrator / Assistant (Doraville)



3645 Oakcliff Rd, Doraville, GA 30340

This position is customer service driven and responsible for smooth communications between the branch office, customers and suppliers. Additionally this role is responsible for coordination and oversight of administrative activity related to branch personnel, projects and operations.

- Professionally administer all incoming calls and ensure that calls are redirected accordingly
- Ensure that customer, vendors and employees are handled in a professional and courteous manner
- Arrange travel and special events as directed by management
- Provide administrative support for the branch office/ department to include assistance with bids and proposals, copier projects, mail handling, filing, office supply control and maintain office equipment
- Ensure that timesheets, expense reports and personnel related paperwork is entered and/or completed properly and forwarded to the appropriate department
- Track equipment usage on a weekly basis to ensure timely and accurate job costing
- Prepare ad hoc reports for branch and/ regional personnel as needed
- Establish and maintain project, equipment/ vehicle and administrative files
- Coordinate A/R and A/P functions for the branch as needed
- Serve as point of contact for new hire processing, medical surveillance and employee training

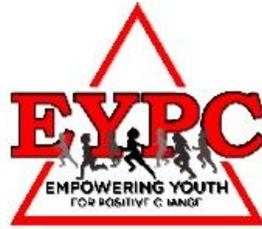
Qualifications:

- High School Diploma or GED
- Two (2) years' experience in an office setting
- Strong computer skills, including proficiency with Microsoft O365 suite

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

Source: Employer Website

Executive Assistant to CEO (Roswell)



555 Sun Valley Dr Bldg E Suite 5, Roswell, GA 30076

The Executive Assistant to the CEO provides executive, administrative, and development support. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant serves as a liaison to the senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Qualifications:

- Bachelor's degree or equivalent experience with business Management and Human Service background.
- 2 to 5 years providing support for upper-level management in related organization leadership

\$18.00 - \$21.00 per hour

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

Source: Indeed

Posted 4/17/2022

Front Desk (Roswell)



625 W Crossville Rd #122, Roswell, GA 30075

Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed

[No qualifications specified in ad.]

\$11 - \$15 an hour

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

Source: Employer Website

Posted 4/17/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 4/17/22

Bowl Attendant Hiring Event (Alpharetta)

Apr 21, 2022 | 11 am-7 pm

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009 US

<https://indeedhi.re/3E8O1J2>

Delivery Driver (Roswell)

\$20 - \$22 an hour; training provided

Room & Board / 215 Hembree Park Drive, Suite 115, Roswell, GA 30076

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

Rec & Parks Visitor Services Specialist PT (Roswell)

\$11.00 - \$15.50 an hour; No work experience required

City of Roswell, Georgia

<https://indeedhi.re/3KFcF6N>

Groundskeeper (Roswell)

Enclave at Roswell Apartments / 11251 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3xvMGe8>

Food Runner (Roswell)

Little Alley Steak / 955 Canton St, Roswell, GA 30075

<https://indeedhi.re/3xuw4U6>

Cleaning Associate (Roswell)

Marshalls / 647 Holcomb Bridge Rd, Roswell, 30076

<https://bit.ly/3KHxt8Y>

Studio Cleaner (Sandy Springs)

From \$15 an hour

SweatHouz / 6050 Roswell Rd STE 200, Sandy Springs, GA 30328

<https://indeedhi.re/3rpT0Qu>

Cook FT/PT (Sandy Springs)

Ignatius House / 6700 Riverside Dr, Sandy Springs, GA 30328

<https://bit.ly/3rmn7YQ>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/17/22

Housekeeping (Brookhaven)

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

<https://indeedhi.re/36hOfkN>

Detailer - Car Washer (Roswell)

\$15 / hr

Enterprise Holdings / 10670 Alpharetta HWY. Roswell, GA 30076

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

Server Support (Sandy Springs)

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/3uM5eVV>

Service Valet (Roswell)

Honda at Carland / 11085 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/38TXZ5H>

Party Host - Weekends (Sandy Springs)

\$10 - \$16 an hour

Ready Set FUN! / 6331 Roswell Rd NE, Sandy Springs, GA 30328

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

Housekeeper PT (Roswell)

Addington Place of Roswell / 550 Barrington Dr, Roswell, GA 30075

<https://bit.ly/3uM5fZK>

Room Attendant (Buckhead)

Element Hotel / 3491 Piedmont Road, Atlanta, GA 30305

<https://bit.ly/37rByEp>