
Law Firm Receptionist (Brookhaven)



1418 Dresden Dr NE Unit 250, Brookhaven, GA 30319

Responsibilities:

- Greeting visitors in person or on the telephone; answering or referring inquiries.
- Maintaining a daily call log and keeping all information confidential.
- Mail must be processed daily.
- Supply management keeping inventory stock and ordering office supplies.
- Perform basic filing, and clerical duties.
- Monitor time sensitive documents and distributing them daily.
- May be asked by professional staff to assist in making copies, scanning, faxing, and/or printing.
- Collect and distribute parcels (Deliveries from FedEx, UPS, etc.)
- Monitoring firm calendar and scheduling meetings as needed

Qualifications:

- Microsoft Office Skills (Outlook, Word, PowerPoint, Excel, etc.)

M-F 8:30-5pm

\$40,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3w7SQ32>

Source: Indeed

Posted 5/15/2022

Corporate Receptionist / Administrative Assistant (Perimeter)



1040 Crown Pointe Pkwy, Dunwoody, GA 30338

Responsibilities:

- Welcome visitors and employees upon their arrival.
- Monitor office entry and provide access as needed to any non-badge holders.
- Take ownership of processes and procedures of the mailroom.
- Process incoming and outgoing mail to include FEDEX, UPS, USPS, etc.
- Provide shipping services to all departments in the company.
- Sort and prepare daily shipments to facilities and vendors.
- Receive or direct general deliveries.
- Prepare meeting space and make necessary arrangements for each meeting scheduled.
- Take orders and setup food for lunch meetings and/or executive lunches.
- Backup support to the Executive Assistant; prepared and willing to assist executives as needed.

Qualifications:

- Secondary Education Diploma or GED equivalent and previous experience.
- Must possess at least one year experience.

Apply Online at: <https://bit.ly/3l752dW>

Source: Employer Website

Entry Level Customer Service Assistant (Buckhead)



Pearl 8 Creations

3550 Lenox Rd NE 21st floor, Atlanta, GA 30326

Responsibilities:

- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.

Qualifications:

- High school diploma, general education degree, or equivalent.
- Comfortable using computers.
- Experience working with customer support.

\$42,000 - \$52,000 a year

Apply Online at: <https://bit.ly/3yun5Th>

Source: Employer Website

Posted 5/15/2022

Mail Room Distribution Specialist (Alpharetta)



1750 Founders Pkwy, Alpharetta, GA 30009

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

Qualifications:

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

Monday-Friday 8am-4:30pm

Apply Online at: <https://bit.ly/3yt41ow>

Source: Employer Website

Customer Care Specialist (Alpharetta)



695 Sims Industrial Blvd, Alpharetta, GA 30009

Responsibilities:

- Receives and enters orders for concrete products.
- Schedules times and dates of orders
- Ensures accuracy of orders.
- Assists in resolving customer complaints.
- Monitors order status as required.
- May be required to act as a dispatcher.

Qualifications:

- High School Diploma or GED
- Basic computer skills including Microsoft Excel, typing and data entry
- General knowledge of the construction industry, with knowledge of concrete preferred

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

Source: Indeed

Receptionist / Office Assistant (Roswell)



Fulton Academy of Science and Technology

11365 Crabapple Rd, Roswell, GA 30075

He/she provides administrative services and assistance for Principal; maintains smooth operations which entail high quality support work; handles heavy telephone duties. This role will assume administrative responsibilities such as overseeing the sports program and managing facilities improvements.

- Welcomes visitors, responds to email and phone inquiries in a helpful and constructive manner; ensuring that requests are responded to in a timely fashion.
- Receives, sorts, and distributes mail and packages
- Ensures that the reception area looks professional and organized.
- Orders supplies and materials as needed
- Assists in updating the database
- Maintains employees' attendance information, time entry and pay records
- Assists with admissions related tasks such as school tour assistance and processing inquiries from prospective families
- Assists in updating office procedures
- Schedules Room Reservations as needed
- Assists in organizing Picture Day, Lost and Found, and other administrative tasks

Qualifications:

- Educational Level: High School Diploma or GED required
- Experience: Two years of responsible clerical/administrative support experience/project management
- Typing; word processing; communication; computer; project management experience preferred

Apply Online at: <https://indeedhi.re/37zmKDO>

Source: Indeed

Office Manager (Roswell)

Apex Spine And Neurosurgery LLC

1295 Hembree Rd Suite 200, Roswell, GA 30076

Office manager duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our employees.

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

Qualifications:

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Medical terminology: 1 year (Preferred)

\$20 - \$23 an hour

Apply Online at: <https://indeedhi.re/3N8BZ5K>

Source: Indeed

Administrative Coordinator (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

This position serves as a proctor as well as first contact for the Testing Center. Duties include but is not limited to administering the CLEP, DSST, ACCUPLACER, and Math Placement examinations. Administration of exam includes but is not limited to: following vendor procedures and requirements, proctoring exams and maintaining the security of exam materials to ensure fairness of exams, cleaning lab spaces between testers, and keeping testers personal information, including test scores, secure. This position will support testing on Dunwoody and Alpharetta campuses with exceptional customer/client service in the performance of administrative tasks associated with conducting an array of academic and professional examiners and certifications.

Qualifications:

- Bachelor's degree and one year administrative experience; or high school diploma or GED and five years administrative experience; or a combination of education and related experience.

M - F, 8:30 - 5:15

Salary : \$30,000

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

Source: Employer Website

Posted 5/15/2022

Storeroom Attendant (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel at Avalon

9000 Avalon Blvd, Alpharetta, GA 30009

Manage the inventory and storeroom for the Food and Beverage Department and hotel.

- Checks each item on the invoice against the applicable hotel document, weighing, counting, verifying prices on each item and checking these against specifications to verify accuracy of delivery.
- Notifies person responsible for ordering merchandise when shipment arrives or if the shipment fails to arrive so that any discrepancies can be resolved. Signs, dates and time stamps all invoices on the respective receiving sheet, ensuring items are correctly identified.
- Enters all non-edible merchandise on a receiving record, noting purchase order number, shortages and all other required information so all merchandise is accounted for.
- Assists the Food Storeroom Supervisor in the daily operation of the food storeroom, properly stores and rotates all stock so that all items are fresh; involves transportation of heavy goods
- Fills requisitions to authorized outlets so all stock will be complete at each outlet and advises supervisor of items that are low or out of stock so that they can be reordered.
- Assists in conducting month-end inventories.
- Monitors and documents cooler and freezer temperatures to avoid spoilage.
- Move goods one or more item at a time, depending on size and weight, at a continuous schedule.

Qualifications:

- Basic mathematical skills necessary to track and receive specific volumes of deliveries.
- Ability to grasp, lift and/or carry, or otherwise, move or push goods on a hand cart/truck weighing a maximum of 200lbs. with or without reasonable accommodation.

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

Source: Employer Website

Facilities – Receptionist (Alpharetta)



9005 Westside Pkwy, Alpharetta, GA 30009

Responsibilities:

- Answer announce and route incoming telephone calls. Greet, announce and direct visitors to the office in a professional manner
- Accept all incoming mail, packages and deliveries and route to appropriate staff
- Maintain, monitor and reorder office and kitchen supplies online and/or by phone
- Assist in organizing various office events, activities and meetings, organize catering if needed
- Coordinate travel and hotel arrangements as assigned and/or requested
- Assist staff in general administrative tasks

Qualifications:

- 2-3 year experience in secretarial or office administrator position
- Familiar with office equipment, Ms Office user

Apply Online at: <https://indeedhi.re/3wdx3Hj>

Source: Indeed

Membership Representative I (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsible for enrollment, billing activities and/or maintaining assigned accounts.

- Responds to incoming calls and may initiate outgoing calls, providing customer service to plan members, providers and employer groups by answering benefit questions, resolving issues and educating callers.
- Verifies enrollment status, makes changes to records, researches and resolves enrollment system rejections; addresses a variety of enrollment questions and/or concerns received by phone or mail.
- May be responsible for billing and delinquency processes for assigned groups.
- Ensures accuracy and timeliness of the membership and billing function.
- Responds to inquiries concerning enrollment processes.
- Maintains enrollment database.
- May order identification cards.
- Determines eligibility and applies contract language for each case assigned.
- Performs error output resolution for electronic eligibility and processes error discrepancy list.
- Bills, collects premiums and reconciles payments.
- Maintains and reconciles premium bill, self-bill and individual billed accounts.
- Notifies clients of premium discrepancies through payment adjustment notices and detailed audits.

Qualifications:

- High school diploma or GED equivalent and related experience; or any combination of education and experience which would provide an equivalent background.

\$13.73 an hour

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

Source: Employer Website

Posted 5/15/2022

Administrative Receptionist (Roswell)



Jacob's Ladder School and Therapy Center

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/3w49S28>

Source: Employer Website

Care Coordination Assistant (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Participates as a member of a interprofessional team in completing selected services and functions related to patient care coordination, discharge placements, community referrals, and data collection under the supervision of a nurse case manager or a social worker. Maintains necessary documentation and communication with internal and external customers.

Qualifications:

- One to three years in a health care setting
- Associate's degree in a healthcare-related field preferred
- Knowledge of medical terminology
- Knowledge of Microsoft Office (Word, Excel, and PowerPoint)
- No professional certifications required

10:00 AM – 6:30 PM

Apply Online at: <https://bit.ly/3M4yq0d>

Source: Employer Website

Posted 5/15/2022

Office Assistant / CSR (Roswell)



995 Mansell Rd Suite D, Roswell, GA 30076

Responsibilities:

- Receive incoming calls in professional and courteous manner
- Learning jobs/services and pricing them over the phone
- Customer and job data entry
- Prioritize and coordinate the scheduling of services
- Coordinate delays in schedule with customers and service technicians
- Speak with customers about additional services

Qualifications:

- Strong data entry skills
- Prior experience for a home service provider is a plus

Monday - Friday 8am - 5pm

\$12 - \$15 an hour

Apply Online at: <https://bit.ly/3L4JhpT>

Source: Employer Website

Posted 5/15/2022

Administrative Assistant (Alpharetta)

Smith & Carson

5755 North Point Pkwy #278, Alpharetta, GA 30022

An industry leader in performing complex legal and corporate investigation services is looking for an experienced administrative assistant to support executive team members with records management, projects, licensing, and overall administrative and clerical support.

- Track and maintain required business-related licenses to ensure timely renewal and required filings.
- Communicate with state agencies and employees in collecting necessary licensing documentation and license status
- Update and maintain various records, including subcontractor documents, client billing guidelines, and vendor agreements
- Assist with corporate credit card reconciliation and communicate with cardholders re: required documentation.
- Track various vendor charges and allocate expenditures to billing files
- Assist with client file setup, including contacts and tax information
- Conduct limited online public record research for client matters
- Submit public record document requests with various agencies, as needed.
- Maintain and update subcontractor list, manage subcontractor agreements, and coordinate with subcontractors regarding records and invoices.
- Update CRM with new contacts and changes

Qualifications:

- Bachelor's degree or equivalent combination of training, education, and experience
- Excellent computer skills, including the Microsoft Office Suite (Word, PowerPoint, and Excel)
- Experience:
 - Administrative: 5 years (Preferred)
 - Maintaining Corporate Records: 3 years (Preferred)

\$20.00 - \$25.00 per hour

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

Source: Indeed

Administrative Assistant (Roswell)



80 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Greets visitors and provides tours of the center.
- Serves as liaison between the center manager and center staff, general public and outside representatives.
- Prepares center newsletter.
- Proofreads and edits reports and other documentation to ensure accuracy and completeness.
- Procures and maintains necessary supplies, equipment and/or service
- Records and prepares meeting minutes
- Maintains accurate organized and accessible center files for staff, children and appropriate documents for licensing, accreditation, etc.

Qualifications:

- High School Diploma or equivalent and four (4) years of professional, administrative experience required or Bachelor's degree in Business Administration or a related field from an accredited college or university and one (1) year of administrative experience

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

Source: Employer Website

Front Desk Receptionist (Alpharetta)



3538 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Greets patients and visitors in a prompt and helpful manner; provides instructions/directions as needed.
- Provides necessary release of intake forms to patient for completion and signature.
- Monitors schedule and organizes patient flow for office appointments.
- Maintains clean and orderly waiting area and coordinates patient movement
- Answers phones, emails, and voicemails and returns patient calls in a timely and efficient manner.
- Fax documents to Physician offices and follow up with calls as needed
- Abides by and promotes HIPAA compliance; maintains strictest confidentiality with regards to patient information
- Day to day management of office operations and staff needs, including trash removal and helping staff as needed with spot cleaning.
- Overseeing management of all business-related information (electronic and physical files)
- Scheduling appointments and relaying information to the clinical team.
- Monitors office supplies needed for the practice.

Qualifications:

- Bachelor's degree desired
- Experience in managing a front desk, ideally in a medical setting preferred
- Experience managing office operations either solely or in a team setting

Monday -Thursday 9:00am-6:00pm and Fridays 8:00am-5:00pm

\$15.00 - \$25.00 per hour

Apply Online at: <https://indeedhi.re/3L11DrH>

Source: Indeed

Staff Support and Resource Coordinator (Alpharetta)



44 Academy St, Alpharetta, GA 30009

The position will provide support to the school administration, teachers, staff, and outside vendors. The role involves creating a positive first impression for outside visitors, as well as maintaining a healthy relationship with internal staff. This position involves ordering and managing resources, as well as serving as an integral part of the school office team.

Qualifications:

- Basic computer skills (Microsoft, Google, Excel, etc.)

40 hours per week during school year plus 15 hours per week during summer

From \$24,000.00 per year

Apply Online at: <https://indeedhi.re/311RKPZ>

Source: Indeed

Claims Customer Solution Rep (Sandy Springs)



Berkshire Hathaway
Specialty Insurance®

1100 Abernathy Road, N.E., Suite 1200. Atlanta, GA 30328

Responsibilities:

- Answer, actively listen and appropriately respond to customer calls for various travel insurance claims, providing high level of customer service excellence
- Focus on handling incoming calls and creating newly reported claims within established guidelines and quality requirements
- Understand key concepts of travel insurance and customer quality requirements for customer calls, reported claims and other related activities
- Manage inbound and outbound calls and communications in a timely manner
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives
- Maintain records as defined in process and training requirements
- Understand personal and team qualitative and quantitative targets designed to deliver optimum customer service
- Other responsibilities such as other data capture, reporting and research functions

Qualifications:

- Previous customer service experience
- Proficient working knowledge of Microsoft Office products, including MS Word, Excel and Outlook
- Willingness to obtain adjuster license for advanced job skills and customer service capabilities

Eight-hour shift between the hours of 8 AM- 8 PM, Monday- Friday and some holidays

Apply Online at: <https://bit.ly/39WlsDP>

Source: Employer Website

HR Generalist (Dunwoody)



IRON HILL
BREWERY & RESTAURANT

1224 Hammond Dr, Dunwoody, GA 30346

Responsibilities:

- Act as the main contact for HR-related information and strategies. This includes assisting employees and managers with a variety of topics across the employee's full life cycle.
- Perform investigations as needed for sensitive topics as needed.
- Actively assists with the creation of a diverse, equitable, inclusive environment that is free from discrimination and harassment of any kind.
- Perform regular check-ins with employees and managers to gain the pulse of restaurant teams and provide regular feedback on ideas to enhance employee experience.
- Guide local leadership in executing Iron Hill standards, providing strategic recommendations to ensure teams are driving toward established goals.
- Advocates staff development by supporting conversations and providing feedback on performance documents created by the field managers, such as independent development plans, performance improvement plans, and terminations.
- Assist restaurants, including New Store Openings, with their hiring needs.
- Ensure compliance with a variety of items such as performance documentation, legal posters, I-9 documentation, adherence to minor laws and leaves of absences/accommodation procedures, etc.

Qualifications:

- Bachelor's degree in human resources or a related field is required.
- Experience and or specialized certifications will be considered in place of a degree.
- Strongly prefer candidates with knowledge of the restaurant or retail business.
- Strong knowledge of HR laws and regulations is required.
- Valid driver's license and driving record that meets with company guidelines

Apply Online at: <https://bit.ly/3la4tju>

Source: Employer Website

Administrative Assistant (Dunwoody)

LIFESOUTH

Community Blood Centers

4891 Ashford Dunwoody Rd NE, 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.

- 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
- Confirm drives and public relations requirements
- Manage, maintain and organize confidential materials including a filing system of electronic and hard copy materials
- Prepare and assemble reports, documents and other publications, as appropriate

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

\$15.00 - \$16.50 an hour

Apply Online at: <https://bit.ly/3wHC0Hx>

Source: Employer Website

Receptionist



5468 Peachtree Rd, Chamblee, GA 30341

The receptionist is responsible for a variety of administrative support tasks, including answering phones, receiving visitors, preparing meeting rooms, monitoring the shared calendar, sorting, and distributing mail, and making travel arrangements.

Qualifications:

- Requires an associate degree with a minimum of one to two years of on-the-job experience in an administrative, clerical, or support role or any equivalent combination of education and experience
- Excellent computer skills and experience with MS Office suite of software. Ability to easily learn new software programs as required.

Apply Online at: <https://bit.ly/39fz3FK>

Source: Employer Website

Phone Operator (Buckhead)



993 Johnson Ferry Rd NE f210, Atlanta, GA 30342

Answer all calls in a timely manner with appropriately identifying yourself and the practice name *Follow all HIPAA and Family Practice Center standards when conducting calls *Listen and assist the caller in the appropriate tone and manner *Schedule appointments with the providers according to practice and provider standards *Enter patient demographics, insurance information, and appointment specific details into our EMR system *Accurately document patient encounters *Check "in basket" messages throughout the day, and make sure all necessary follow-ups are completed by end of the workday *Route phone calls and messages to the appropriate department *Effectively communicate all FPC's appointment and billing policies *Verify insurance through e-verify in the EMR system *Vet and field patient concerns/complaints or feedback to the Front office manager or Practice Administrator *

Qualifications:

- Proficient computer skills
- High School Diploma or GED Required
- Knowledge of EMR and/or EPIC system preferred

\$15.00 - \$18.00/hour.

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

Source: Employer Website

Office Coordinator Float - Entry-Level (Roswell)



9420 Willeo Rd Suite 202, Roswell, Georgia 30075

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.

Qualifications:

- High School Diploma or equivalent.

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

Source: Employer Website

PT Market Research / PR Position (Remote)



Voices To Connect helps authors, speakers and business leaders develop and elevate their platform by providing strategic consulting and access to our community of industry-wide professional connections.

Podcast Work- to help our clients grow their messaging through podcast interviews. Research and reach out for “best fit” podcasts for their niche message. (Faith-based platforms)

Qualifications:

- Proficient with Excel, Google, Word – may require work with Mail Chimp / CRM

This position would be approximately 10-15 hour per week working remotely with occasional in-person meetings in Atlanta.

Contact:

Carolyn Matulich

(404) 375-1509

carolyn@voicestoconnect.com

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

Source: Theahaconnection

Administrative Assistant (Roswell)



Regal Nissan

1090 Holcomb Bridge Rd, Roswell, GA 30076

In the role Administrative Assistant you will be a liaison between the business office and the dealership, assist our Dealer Principal, Executive Manager, Executive Assistant, and various staff.

Qualifications:

- Strong familiarity with Microsoft office suite products
- Data entry skills

Apply Online at: <https://bit.ly/3swr5yU>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/15/22

Utility Worker/Dishwasher PT (Sandy Springs)

Mon-Fri 4pm-8:30pm

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://bit.ly/3P78jI2>

On Call Banquet Set-up/Houseperson (Perimeter)

Hyatt / 4000 Summit Blvd NE, Atlanta, GA 30319

<https://bit.ly/3Pe6aKM>

Kitchen Staff (Sandy Springs)

\$15 an hour

Jet's Pizza / 6615 Roswell Rd, Sandy Springs, GA 30328

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

PT Stock and Pricing Associate (Perimeter)

\$12.75 - \$14.00 an hour

Old Navy / 1161 Hammond Dr Ne Ste #140, Atlanta, GA 30346

<https://indeedhi.re/3P9ZGMS>

Spa Attendant - Women's Locker Room (Buckhead)

Waldorf Astoria / 3376 Peachtree Rd NE, Atlanta, GA 30326

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

Breakfast Attendant (Buckhead)

\$16.50 an hour

Element Hotel / 3491 Piedmont Road, Atlanta, GA 30305

<https://bit.ly/3w6ld1n>

Dishwasher PT (Dunwoody)

\$15 - \$16 an hour

Iron Hill Brewery / 1224 Hammond Dr, Dunwoody, GA 30346

<https://indeedhi.re/37DmuUk>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/15/22

Room Attendant PT (Perimeter)

\$14 - \$15 an hour

Homewood Suites / 915 Crestline Parkway, Atlanta, GA 30328

<https://bit.ly/39eYtn0>

Busser (Perimeter)

\$13 - \$15 an hour

Olive Garden / 4749 Ashford Dunwoody Rd, Dunwoody, GA 30338

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

Goundskeeper (Roswell)

The Catherine at Roswell / 11042 Alpharetta Hwy, Roswell, GA 30076

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

Room Attendant (Sandy Springs)

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

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

Dishwasher (Sandy Springs)

Up to \$16 an hour

Flower Child / 6400 Blue Stone Rd, Sandy Springs, GA 30328

<https://indeedhi.re/39gzPCv>

Porter (Roswell)

\$10 - \$15 an hour

Gerber Collision & Glass / 55 Oak St, Roswell, GA 30075

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