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# Office Service Representative III (Atlanta 30326)



CANON BUSINESS PROCESS SERVICES

3630 Peachtree Road NE, Atlanta, GA 30326

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## Responsibilities

- Insures total customer satisfaction through understanding of customer expectations, proactive problem identification/resolution, and maximizing opportunities to build relationships
- Receive, sort, and deliver all incoming mail & packages according to assigned floors and within established time frames
- Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations
- Organize and distribute supplies to client employees as detailed in job requests. Verify and log orders upon delivery. Monitor inventory of copy supplies, stock paper and toner and keep supply area neat (inclusive of convenience copiers)
- Provide reception work such as answering telephones, taking messages and greeting visitors

## Qualifications:

- High school Diploma or equivalent
- 5+ years' experience working in a mailroom or professional office environment
- Thorough knowledge of all metering, weighting, logging and other shipping procedures
- Proficiency in computer skills
- Ability to perform complex functions of various equipment and systems (fax, scanner, metering, stamping, tracking systems, photo-copying, color copying, etc.) without guidance from supervisor
- Excellent customer service, professional attitude and appearance are a must

**Job Type:** Full-time

**Pay:** \$23 - \$26 an hour

[Apply Here](#)

Source: Indeed

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# Executive Administrative Associate (Sandy Springs)



5600 Glenridge Drive, Atlanta, GA 30342

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## Responsibilities

- **Reception Duties:** Greet and assist guests, manage incoming calls and correspondence, and maintain a welcoming office environment.
- **Firm Reporting:** Prepare and manage internal reporting for the executive team, providing critical insights to support business decisions.
- **Executive Support:** Serve as an Executive Assistant to the firm's President, handling scheduling, communications, and operational needs.
- **Project Management Support:** Strategize with the Project Management Team as they design and implement major firm initiatives

## Qualifications:

- Prior administrative or support experience preferred
- Proficiency in Microsoft Office and general tech-savviness
- Bachelor's degree or equivalent experience strongly preferred
- Ability to work on-site in our Atlanta office
- Willingness to pursue professional licensing and ongoing training
- Professionalism and discretion in handling confidential information
- Interest in the financial services industry and a long-term career path

**Job Type:** Full-time

**Pay:** \$48,000 a year

[Apply Here](#)

Source: Indeed

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# Office Manager (Atlanta 30341)



3088 Mercer University Drive, Atlanta, GA 30341

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## Responsibilities

- Manage day-to-day office operations (scheduling, supplies, vendor coordination).
- Support agent onboarding, licensing renewals, and compliance tracking.
- Maintain transaction files and coordinate with title companies, lenders, and clients.
- Handle basic bookkeeping, vendor payments, and expense tracking.
- Coordinate meetings, training sessions, and company events.
- Assist with marketing materials, signage, and listings.
- Ensure the office runs smoothly, systems are organized, and team morale stays high.
- Place ads and screen for open positions

## Qualifications:

- 3+ years of office management or administrative experience (real estate preferred).
- Strong organization, communication, and multitasking skills.
- Proficient in Google Workspace, Microsoft Office, and CRM/transaction software (RESimpli a plus).
- Basic knowledge of real estate contracts, compliance, and licensing processes.
- Problem-solver with a positive, professional attitude.

**Job Type:** Full-time

**Pay:** \$25 - \$30 an hour

[Apply Here](#)

Source: Indeed

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# Park Area Coordinator (Brookhaven)



3360 Osborne Road, Brookhaven, GA 30319

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## **Responsibilities**

- Oversees multiple small park projects and renovations to existing facilities.
- Inspects and patrols parks, recognizes and responds to needed maintenance and safety hazards, and significant repair requests. Communicating with Custodian, maintenance and/or law enforcement as needed regarding all safety concerns including illegal dumping
- May serve as liaison and assist the assigned crew of primarily semi-skilled and/or skilled workers, to perform a variety of maintenance activities

## **Qualifications:**

- High school diploma or equivalent
- Georgia Driver's license and able to obtain First aid / CPR certification within first 90dys
- Two (2) years of experience in general maintenance and repair or natural area or facilities maintenance
- Or an equivalent combination of training or certification in a technical course, safety, machinery operations, horticulture, landscaping.
- Knowledge of general maintenance and repair work.
- Knowledge of occupational hazards and safety precautions in working with tools.
- Skill in the use and care of general maintenance and repair equipment and tools.

**Job Type:** Full-time

**Pay:** \$21.97 - \$30.97 an hour

[Apply Here](#)

Source: Indeed

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# Office Administrative Assistant (Dunwoody)



1040 Crown Pointe Parkway, Atlanta, GA 30338

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## Responsibilities

- Act as the primary front-desk contact, professionally welcoming clients, visitors, and vendors to ensure a positive and high-standard experience.
- Ensure common areas, conference rooms, and the kitchen remain tidy and "client-ready" throughout the day.
- Serve as the primary backup for the Tax Administrator, including scanning documents and monitoring ShareFile for new client requests.
- Maintain physical and digital filing systems, ensuring all documents are easily retrievable and securely stored.
- Provide daily administrative support to staff and leadership to ensure a seamless workflow.

## Qualifications:

- High school diploma or equivalent required; associate degree preferred
- 2-4 years of administrative experience in a fast-paced, deadline-driven environment (accounting, legal, or professional services preferred)
- Strong organizational skills with exceptional attention to detail
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Excellent written and verbal communication skills
- Professional demeanor and commitment to confidentiality

**Job Type:** Full-time

**Pay:** not stated

[Apply Here](#)

Source: Indeed

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# Office Manager- For Oncology Private Practice



3333 Old Milton Parkway, Alpharetta, GA 30005

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## Responsibilities

- Lead and manage the front office team, including scheduling, performance oversight, and day-to-day issue resolution
- Oversee QuickBooks, patient billing, and payment processing
- Manage supply ordering and inventory for the practice
- Assist with light HR functions including onboarding, PTO tracking, and policy adherence
- Maintain a professional, efficient, and organized office environment
- Fill in at the front desk or phones when coverage is needed

## Qualifications:

- Minimum of 2 to 3 years of experience in an office manager or similar role
- Strong proficiency in QuickBooks and general accounting functions
- Proven ability to lead a team and resolve workplace issues effectively
- Strong communication skills with a professional, approachable demeanor
- Comfortable working fully on-site in a fast-paced medical environment
- Experience in oncology, integrative medicine, or cash-pay medical practices is preferred.

**Job Type:** Full-time

**Pay:** \$45,000.00 - \$60,000.00 per year

[Apply Here](#)

Source: Indeed

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# Assistant Dental Office Manager (Dunwoody)



4718 Ashford Dunwoody Rd, Dunwoody, GA 30338

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## Responsibilities

- Provide superior patient service with compassion and care in accordance with patient needs, company policies and procedures, government regulations, and dental board standards
- Work collaboratively with other members of the dental team to provide exceptional patient care
- Consult with patients on treatment options provided by clinical team, verifying insurance payment and collection ensuring high quality of care
- Under the direction of the Manager, supervise and reinforce the daily tasks and priorities of the non-clinical team
- Review data day to day to evaluate the impact on the practice
- Oversee scheduling and confirming patient appointments
- Verify insurance payment, collection, balance nightly deposits and credit card processing

## Qualifications:

- High school diploma or equivalent; college degree preferred
- Strong communication and interpersonal skills, with the ability to build rapport with patients of all ages and backgrounds
- Demonstrate analytical thinking; place a premium on leveraging data

**Job Type:** Full-time

**Pay:** \$20 - \$21 an hour

[Apply Here](#)

Source: Indeed

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## Front Office Representative

# Front Office Representative (Sandy Springs)



5673 Peachtree Dunwoody Road, Atlanta, GA 30342

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### Responsibilities

- Manage daily office operations, including filing, organizing documents, and maintaining office supplies.
- Assist with scheduling appointments.
- Perform data entry tasks accurately and efficiently, ensuring all records are up to date.
- Proofread documents to maintain high standards of accuracy and clarity.
- Welcome patients into the office, including patient check-in and check-out processes.
- Collaborate with team members to improve office procedures and enhance overall efficiency.

### Qualifications:

- Proven experience in a similar role is preferred.
- Excellent time management skills to prioritize tasks effectively.
- Proficiency in using phone systems and basic office equipment.
- Attention to detail is crucial for proofreading documents and maintaining accurate records.
- Ability to work independently as well as part of a team in a fast-paced environment.

**Job Type:** Full-time

**Pay:** \$17.00 - \$18.50 an hour

[Apply Here](#)

Source: Indeed

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# Administrative Assistant (Atlanta 30327)



3290 Northside Pkwy NW #925, Atlanta, GA 30327

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## Responsibilities

- Answer and route incoming phone calls
- Greet clients and visitors and serve as the primary point of contact for the office
- Receive, sort, and manage incoming and outgoing mail
- Create and process client invoices
- Assist with payroll processing
- Perform data entry and general administrative tasks
- Maintain office supplies and coordinate with vendors as needed
- Maintain organized electronic and physical filing systems

## Qualifications:

- Previous experience in office administration or other related fields
- Reliable, self-motivated, and comfortable working independently
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office (Word, Outlook, Excel)
- Billing or payroll software experience a plus
- High school diploma required
- Assist with preparation, formatting, and filing of basic legal documents
- Perform other light legal support tasks under attorney supervision

**Job Type:** Full-time

**Pay:** \$40,000.00 - \$50,000.00 per year

[Apply Here](#)

Source: Indeed

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# Member Events Coordinator (Atlanta 30339)



380 Interstate North Parkway SE, Atlanta, GA 30339

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## **Responsibilities**

- Assists VP of Events regarding the planning and execution of GHA's large membership events.
- Assists Manager, Professional Networking Groups regarding the planning and execution of the conferences for the Professional Networking Groups.
- Assists Manager, Professional Networking Groups with respective newsletters and other electronic communications.
- Proactively handles issues and troubleshoots any emerging problems on event days and days leading up to on-site events.
- Interacts with hospital CEOs and senior leaders at large GHA meetings.

## **Qualifications:**

### **Education:**

- High school degree.
- Knowledge of office administration principles and practices acquired through previous experience and/or college-level coursework in office adm.

### **Experience:**

- Five (5) years of Administrative Assistant or coordinator experience preferred

### **Knowledge & Skill:**

- Ability to accurately and consistently complete work on schedule and with minimal supervision.
- Must be capable of handling multiple tasks and meeting deadlines.

**Job Type:** Full-time

**Pay:** Up to \$52,000 a year

[Apply Here](#)

Source: Indeed

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# Front Desk Agent (Alpharetta)



9000 Avalon Boulevard, Alpharetta, GA 30009

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## **Responsibilities**

- Greet customers immediately with a friendly and sincere welcome.
- Complete the registration process by inputting and retrieving information from a computer system.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank.
- Close guest accounts at time of check out and ascertain satisfaction
- Field guest complaints, conducting thorough research to develop the most effective solutions and negotiate results.

## **Qualifications:**

- Hotel experience preferred.
- Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.
- Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts.
- Ability to access and accurately input information using a moderately complex computer system.

**Job Type:** Full-time

**Pay:** not stated; Tipped/Service Charge Eligible? No

[Apply Here](#)

Source: Indeed

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# Group Coordinator (Alpharetta)



9000 Avalon Boulevard, Alpharetta, GA 30009

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## **Responsibilities**

- Monitor and analyze Rooms Inventory utilizing Yield Management to maximize occupancy and increase average rate. This includes monitoring of group blocks, determining cut off dates, and rate restrictions.
- Process and handle group rooming lists, reservations, and associate reservations requests by inputting data into the reservations system.
- Calculate and prepare rooms reports to determine sources of business using various computer systems.
- Assist in the development and revisions of forecasts for the Rooms Department, both monthly and annually.

## **Qualifications:**

- Hotel experience preferred.
- Ability to effectively deal with guest and associate concerns in a friendly and positive manner. This involves listening to the nature of the concern, demonstrating empathy with the customer and providing positive and proactive solutions.
- Ability to access, read and accurately input information using a moderately complex computer system to include software such as Microsoft Office Suite.
- Ability to make accurate mathematical calculations using 10-key.
- Must have analytical ability to assess reservation trends and make related decisions.

**Job Type:** Full-time

**Pay:** not stated; Tipped/Service Charge Eligible? No

[Apply Here](#)

Source: Indeed

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## Immediately Hire - Customer Experience Specialist (Entry Level, Buckhead)



3107 Peachtree Road NE, Atlanta, GA 30305

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### **Responsibilities**

- Greet clients and manage the front desk professionally.
- Handle phone calls, emails, and schedule property viewings.
- Organize digital files and manage office calendars.
- Prepare real estate listing documents and presentations.
- Maintain office supplies and assist with event coordination.

### **Qualifications:**

- High School Diploma or equivalent.
- Basic knowledge of Microsoft Office (Word, Excel, Outlook).
- Strong communication and multi-tasking skills.
- Positive attitude and willingness to learn the real estate industry.

**Job Type:** Full-time

**Pay:** \$25.00 - \$30.00 per hour

[Apply Here](#)

Source: Indeed

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# Immediately Hire - Administrative Assistant (Entry Level, Buckhead)



3107 Peachtree Road NE, Atlanta, GA 30305

---

## **Responsibilities**

- Greet clients and manage the front desk professionally.
- Handle phone calls, emails, and schedule property viewings.
- Organize digital files and manage office calendars.
- Prepare real estate listing documents and presentations.
- Maintain office supplies and assist with event coordination.

## **Qualifications:**

- High School Diploma or equivalent.
- Basic knowledge of Microsoft Office (Word, Excel, Outlook).
- Strong communication and multi-tasking skills.
- Positive attitude and willingness to learn the real estate industry.

**Job Type:** Full-time

**Pay:** \$24.00 - \$29.00 per hour

[Apply Here](#)

Source: Indeed

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## Part time receptionist automotive (Alpharetta)



2175 Mansell Road, Alpharetta, GA 30009

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### **Responsibilities**

- Greet customers warmly and professionally as they arrive or call, providing exceptional customer service
- Manage multi-line phone systems, directing calls accurately and courteously
- Schedule appointments and maintain the calendar for service technicians and management
- Handle data entry, filing, and record keeping using Microsoft Office, Google Workspace, and other office software
- Assist with office management tasks such as inventory tracking, supply ordering, and document proofreading
- Support administrative duties including billing, invoicing, and basic bookkeeping using QuickBooks or similar software

### **Qualifications:**

- Previous office or administrative experience in a customer-facing role preferred
- Familiarity with multi-line phone systems and front desk operations essential
- Experience with QuickBooks, Microsoft Office Suite, Google Workspace, and data entry required
- Bilingual skills (English/Spanish or other languages) highly desirable to serve diverse clientele
- Clerical experience incl filing, proofreading, doc management preferred
- Personal assistant or medical/dental receptionist experience is a plus but not required

**Job Type:** Part-time, Expected hours: 25 – 30 per week

**Pay:** \$15.00 - \$17.50 per hour

[Apply Here](#)

Source: Indeed

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## Intake Specialist (30326)



3414 Peachtree Rd, Atlanta, GA 30326

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### Responsibilities

**Assists in the intake process of new patients by taking incoming calls, collecting basic demographic and health information, and scheduling appointments. The successful candidate should have strong written and oral communication skills. This position requires a mature, flexible individual who can work as a member of our administrative team. Good computer skills are important. The successful applicant should be organized, outgoing and comfortable working with the public.**

- Provides excellent customer service to patients and visitors.
- Coordinates with case managers and medical staff on patient care issues.

### Qualifications:

- 1 year of experience in an intake/call center setting preferred.
- Knowledge of EMR systems preferred.
- Knowledge of medical terminology preferred.
- Ability to multi-task and work in a fast-paced environment.
- Experience in eClinicalWorks is a plus.
- Bilingual is a plus.

**Job Type:** Full-time

**Pay:** \$50,000.00 - \$55,000.00 per year

[Apply Here](#)

Source: Indeed

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# Front Desk Concierge (Brookhaven)



655 Brookhaven Ave NE, Brookhaven, GA 30319

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## Responsibilities

- Deliver exceptional customer service
- Be a great communicator
- Assist members in our Cryotherapy/Recovery area
- Set personal daily goals
- Help turnover laundry, fold and refill service areas
- Be able to provide a meaningful tours of club studio that can result in a membership.
- Attend all required meeting/ trainings.
- Be timely, well dressed, and ready to work
- Learn required skills to rebuttal any objection in a positive manner.
- Continue your fitness education
- Enforcement of rules and regulations
- Manage daily schedule to complete all appointments, tasks, and duties in a prompt, accurate and timely manner
- Present a healthy lifestyle and fitness professionalism at all times
- Have a thorough understanding of overall club systems and operations, and enforce procedures and policies
- Participate in club check on every shift and maintain club cleanliness

## Qualifications:

- Able to work a minimum of 20 hours per week.
- Excellent organizational skills and quick to problem solve.

**Job Type:** Full-time, Part-time

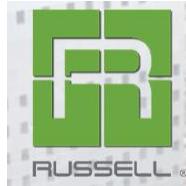
**Pay:** \$15.00 per hour

[Apply Here](#)

Source: Indeed

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# HR Administrator (Atlanta 30363)



1960 N Druid Hills Rd NE, Atlanta, GA 30329

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## Responsibilities

- Provide administrative support to the CPO (Chief People Officer), including calendar coordination, meeting logistics, and preparation of materials
- Track action items, follow-ups, and deadlines coming out of leadership and People team meetings
- Assist with coordination of training programs, leadership development sessions, performance cycles, and talent reviews
- Support compensation and benefits processes, including data preparation, communications, and administration support
- Enter and maintain employee data in the HRIS
- Run standard HR reports (headcount, turnover, compliance tracking)

## Qualifications:

- 2-4 years of experience in an HR administrative, coordinator, or executive support role
- Experience supporting senior leaders and cross-functional teams preferred
- Strong organizational skills with the ability to manage multiple priorities
- High level of discretion and professionalism
- Experience with HRIS platforms (UKG or similar)

**Job Type:** Hybrid work

**Pay:** not stated

[Apply Here](#)

Source: Indeed

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# Billing Administrator (Atlanta 30346)



**Schindler**

3 Ravinia Dr, Floor 7, Atlanta, GA 30346

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## **Responsibilities**

- Provide significant administrative support to the finance leadership team of the Business Service Center, including but not limited to:
  - calendar management, expense report completion, monthly department rewards/recognition, manage employee engagement activities, powerpoint presentations, creation and manipulation of reports via excel
- Administration support for all billing teams, including but not limited to:
  - scanning invoices into SAP, signing invoices, notarizing invoices, sorting invoices, mail processing, emailing NIMOD invoices
- Monitor and manage Billing Inquiry box / Enterprise Service Management Software (ESM) by assigning tickets in ESM to billing team.

## **Qualifications:**

- 2-4 years' experience in administrative functions, finance and/or customer service or an Associate's Degree with 1-2 years of previous experience.
- Strong Administrative skills and comfort using a variety of office equipment, computers, printers and technology
- Above average knowledge of Microsoft Word, Powerpoint and Excel.
- The successful candidate must have a strong "client service" mindset and the ability to use collaborative and non-adversarial approaches in achieving diverse goals.
- Experience with an ERP systems is preferred, SAP experience is a plus.

**Job Type:** Full-time

**Pay:** not stated

[Apply Here](#)

Source: Indeed

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## Food service hiring

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**Hostess / Host (Roswell)**

**\$14 - \$16 an hour**

Morning Birds restaurant | 10930 Crabapple Road, Roswell, GA 30075

[Apply Here](#)

**SUPERICA DISHWASHER (Atlanta 30346)**

**\$14 - \$16 an hour**

Rocket Farm Restaurants | Atlanta, GA 30346

[Apply Here](#)

**Baker (John's creek)**

**\$13 - \$15 an hour**

Tim Horton's | 10710 State Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

**Lead Barista - Dunwoody, GA**

**\$13 an hour**

Lucky Goat Coffee | 4343 Dunwoody Park, Atlanta, GA 30338

[Apply Here](#)

**Lounge Bartender (Alpharetta)**

**\$12 an hour**

Winsor Capital Group | 5955 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

**Barista (Atlanta 30346)**

**\$11 - \$12 an hour**

Foxtail Coffee | 4531 Olde Perimeter Way Ste 100, Atlanta, GA 30346

[Apply Here](#)

Source: Indeed

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## Others hiring (1)

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**Sign Installer (Atlanta 30340)**

**\$1,248 a week**

Savard Personnel Group | Atlanta 30340

[Apply Here](#)

**Custodian (Alpharetta)**

**\$21 an hour**

Priority Technology Holdings | 2001 Westside Parkway, Alpharetta, GA 30004

[Apply Here](#)

**Furniture Delivery Helper (Sandy Springs)**

**\$650 a week**

Pallet Jackers Transportation| Sandy Springs 30350

[Apply Here](#)

**Valet Trash Collection (Sandy Springs)**

**\$350 a week**

Green Door | Sandy Springs, GA 30328

[Apply Here](#)

**Weekend Security Officer - Shopping Plaza Patrol (Dunwoody)**

**\$16 - \$17 an hour**

Security Solutions of America | Dunwoody, GA 30346

[Apply Here](#)

**Infant, Toddler, Twos Teacher (Roswell)**

**\$13 - \$16 an hour**

Roswell Child Care Academy | 1200 Gran Crique Parkway, Roswell, GA 30076

[Apply Here](#)

Source: Indeed

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## **Others hiring (2)**

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**Janitor Brookhaven)**

**\$15 an hour**

Diversified Maintenance | Brookhaven, GA 30319

[\*\*Apply Here\*\*](#)

**Veterinary Receptionist (John's creek)**

**\$15 - \$18 an hour**

Haynes Bridge Animal Hospital| 10155 Haynes Bridge Road, Johns Creek, GA 30022

[\*\*Apply Here\*\*](#)

**Resident Assistant (RA) (Sandy Springs)**

**\$16 - \$17 an hour**

Village Park Milton | 11950 Alpharetta Highway, Alpharetta, GA 30009

[\*\*Apply Here\*\*](#)

**Print Production & Finishing Associate (Entry-Level) (Sandy Springs)**

**\$17 an hour**

Euro Vision LLC | 6160 Peachtree Dunwoody Road, Atlanta, GA 30328

[\*\*Apply Here\*\*](#)

**Salon Coordinator (Alpharetta)**

**\$16 - \$17 an hour**

KLOS Fine Pet Salon | 850 Mayfield Road, Alpharetta, GA 30009

[\*\*Apply Here\*\*](#)

Source: Indeed