
Administrative Assistant III, Office of Human Resources / Department of Public Safety (Brookhaven)



1800 Century Place, Atlanta, GA 30345

Responsibilities

This position will provide administrative support to the Executive Director of Human Resources and the Director of Public Safety.

- Manage and maintain calendars, including scheduling meetings, appointments, and travel arrangements.
- Screen and prioritize emails, phone calls, and other communications. Ensure appropriate and timely follow-up from OHR and DPS leaders.
- Prepare correspondence, reports, presentations, and other documents.
- Manage Human Resources Records & Files. Assist in maintaining records associated with the State Certification process for all Police Departments.
- Coordinate the implementation of statewide and system-wide mandatory HR training. Monitor training records and training deficiency reports for POST-certified officers. Handle confidential information with discretion.

Qualifications:

Minimum Qualifications

- High School Diploma *and* Three (3) years of work-related experience.

Preferred Qualifications

- Associate's Degree in Business Technology or Business Management (or a related field)
- 3 or more years' experience managing administrative functions.
- Proficiency with the Microsoft Office Suite & One Drive
- Proficiency with Google Docs, Dropbox, and Adobe Acrobat Pro
- Skill in the operation of computers and job-related software programs

Applications will be accepted until March 20, 2026.

Pay: \$54,000 - \$57,000 a year - Full-time

[Apply Here](#)

ADMINISTRATIVE ASSISTANT (Sandy Springs)

The Intelas logo consists of the word "Intelas" in a bold, yellow, sans-serif font, centered within a dark blue rectangular background.

1000 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities

Summary: Intelas, a Compass Healthcare company, delivers smarter asset management that helps hospitals improve uptime, simplify oversight, and make more informed capital decisions. As an Administrative Assistant, you will provide administrative support to the team in a number of areas including scheduling meetings and conference calls, booking travel, ordering supplies, and additional duties as outlined below.

Essential Duties and Responsibilities:

- Schedules meetings and conference calls, including reserving meeting rooms, organizing setups, and setting up bridge lines.
- Assists in managing calendars and tracking PTO.
- Handles incoming calls and correspondence and responds independently as directed.
- Maintains office supply inventory and order supplies.
- Prepares memorandums outlining and explaining administrative procedures and policies.
- Arranges programs, events, or conferences including booking facilities and caterer as needed.

Qualifications:

- Three years of related administrative assistance experience in a fast-paced organization is required.
- Proficient computer skills.

Pay: \$21.63 - \$26.44 an hour - Full-time

[Apply Here](#)

Library Assistant III (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

Responsibilities

The University Library is seeking to hire a **Library Assistant III** on a full-time basis at our Dunwoody campus.

- Provide front-line service desk support, including managing circulation functions, assisting with resource sharing and interlibrary loan transactions, and helping patrons with questions and access to library resources, while serving as the first point of contact for routine circulation issues.
- Recruit, train, and supervise student employees to ensure effective support for daily library operations.
- Maintain the library's physical collection by ensuring its organization, presentation, and accessibility. Responsibilities include shifting materials, updating labels, shelf reading, and identifying items in need of repair or replacement, as well as monitoring stacks for overcrowding, mis shelved materials, and issues related to layout or signage.
- Process daily incoming and outgoing mail, including resource-sharing deliveries and requests, and coordinate shipments requiring scheduled courier services.
Coordinate surplus and recycling operations and serve as the campus contact for surplus pickups.
- Assist with larger-scale library projects and events, including collection management initiatives and campus programming.

Qualifications:

- High school diploma or GED and two years of library, customer service, or office experience; or a combination of education and related experience.

Pay: \$39,200 - \$54,900 a year - Full-time

[Apply Here](#)

Dental Receptionist (Roswell)

Dr. Kenneth Goodwin, DDS

Dentistry

1540 Old Alabama Rd, Roswell, GA 30076

Responsibilities

- Greet patients warmly and provide excellent customer service
- Schedule and confirm patient appointments
- Verify dental insurance benefits and eligibility
- Estimate patient copays and explain financial responsibilities
- Collect copays and outstanding balances at time of service
- Maintain accurate patient records in the practice management system
- Answer phones, respond to patient inquiries, and manage the front desk workflow

Qualifications:

- Prior dental front office experience preferred
- Experience verifying dental insurance and estimating copays strongly preferred
- Strong communication and customer service skills
- Highly organized with strong attention to detail
- Comfortable discussing financial information with patients
- Familiarity with dental practice software is a plus

Pay: \$20 - \$25 an hour - Part-time, Full-time

30–35 hours per week with the following availability required:

- Wednesday: 8:30 AM – 7:00 PM
- Thursday: 8:30 AM – 7:00 PM
- Friday: 8:30 AM – close
- Occasional Saturdays as needed to cover when another team member is off

[Apply Here](#)

Office Coordinator (Alpharetta)

Recruiting Firm: CIMA Consulting Group
Alpharetta, GA 30009

Responsibilities

- Help maintain a well-organized and welcoming office environment
- Manage office supply inventory, snacks, and equipment
- Coordinate incoming mail, packages, and deliveries
- Coordinate with building management and vendors for facility needs and repairs
- Track and follow up on office service requests and maintenance items
- Manage conference room scheduling and shared calendars
- Assist with internal communications, office updates, and announcements
- Perform light data entry and track requests through internal systems (SharePoint, ServiceNow, etc.)

Qualifications:

- 1-3 years of experience in **office coordination, administrative support, or workplace operations**
- Strong organizational and multitasking skills
- Ability to work independently while supporting a collaborative team
- Comfortable interacting with employees, vendors, and leadership

Preferred Qualifications:

- Bachelor's Degree preferred but not required
- Experience with **Microsoft Office, Outlook, SharePoint, or ServiceNow**
- Previous experience coordinating office events or vendor services

Pay: \$20.04 - \$23.38 an hour – 6-Month Contract (Potential for Extension or Conversion)

[Apply Here](#)

Client Services Coordinator (Dunwoody)



2 Ravinia Drive, Atlanta, GA 30346

Responsibilities

The Client Services Coordinator supports a small but growing legal team in the practice areas of estate planning, probate, and business representation. Duties include administrative support, client engagement, document preparation and management, workflow management and calendar administration.

- Manages the main phone line, directing calls as necessary
- Welcomes guests and maintain the lobby and conference room areas
- Schedules client appointments following the legal team's guidance
- Drafts routine correspondence, forms, under the supervision of attorneys and paralegals.
- Assists in drafting a broad range of documents such as client engagement letters, deeds, limited liability company (LLC) formation documents, probate court petitions, powers of attorney and health care directive.
- Proofreads completed documents thoroughly to check for errors in grammar, spelling, punctuation, and formatting

Qualifications:

- An undergraduate degree in related field of study, or paralegal certificate is preferred
- Minimum of 2-year equivalent work experience, preferably in a legal office or customer service business
- Extreme attention to detail and organization, while managing multiple tasks and projects simultaneously
- Proficient with Microsoft Office Suite, Adobe, and Google Calendar
- Experience with Practice Panther, or similar client management system, is a plus.

Pay: \$20 - \$24 an hour - Full-time

[Apply Here](#)

Office Administrator (Buckhead)



3520 Peachtree Road NE, Atlanta, GA 30326

Responsibilities

Nobu, one of the most recognized Japanese restaurants in the world, is seeking to hire an experienced Office Administrator to join the team at our newest location in Atlanta, GA.

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office supplies and inventory and place orders as necessary
- Schedule repair and maintenance work
- Answer and direct phone calls and emails
- Receive and sort incoming mail and deliveries, and managing outgoing mail
- Control correspondence between restaurant accounts and guests; bill requests, disputes, complaints, events
- Daily restaurant sales and gratuity reconciliation (cash and credit); Complete data entry for daily sales report as well as room charges.
- Cash handling and financial reporting for restaurant

Qualifications:

- 2-5+ years office experience
- Detail-Oriented and Organized
- Excelled communication and interpersonal skills
- General Microsoft Word and Excel skills

Preferred Qualifications

- Office experience in Hospitality Industry is a plus
- 2-5+ years of work experience in an administrative/office management role
- Experience managing financial reports

Pay: \$20 - \$21 an hour - Full-time

[Apply Here](#)

Leasing Consultant (Dunwoody)



Atlanta, GA 30338

Responsibilities

- Show, lease, and welcome prospective residents to the property.
- Assist in completing market surveys and execute marketing strategies to maintain strong occupancy.
- Process rental applications accurately and efficiently.
- Provide superior customer service, responding promptly and professionally to resident inquiries or concerns.
- Process maintenance requests and work with the team to ensure timely resolution.
- Maintain daily updates of unit availability and community calendars.

Qualifications:

- **Experience:** At least 1 year in a customer service or sales role; multifamily leasing experience preferred.
- **Education:** High school diploma or equivalent required; additional education or certifications are a plus (e.g. knowledge of Fair Housing laws and regulations).
- **Tech Proficiency:** Intermediate skills in MS Office (Word, Excel, Outlook). Experience with Yardi, Entrata, EliseAI, Celeri and social media is a bonus.
- This position will require availability for nights, weekends, and holidays as needed.

Pay: \$22 - \$24 an hour - Full-time

[Apply Here](#)

Sales & Customer Service Associate (Dunwoody)



Dunwoody, GA 30338

Responsibilities

At NewDay Network, we work closely with AT&T to deliver exceptional sales results and service standards. The Sales & Customer Service Associate role is a necessary part of our sales outreach and how we advance AT&T's wireless presence in the Atlanta market. By engaging with customers and understanding their telecommunication goals, Sales & Customer Service Associate guide them toward personalized solutions and build long-term satisfaction and business growth.

- Initiate and manage sales during customer interactions and professional, informative conversations
- Present and sell AT&T wireless products with confidence and clarity, delivering clear explanations of benefits and pricing
- Build and maintain Sales & Customer Service Associate accounts through consistent follow-up and personalized service that translates into long-term customer relationships
- Identify customer needs to recommend tailored service packages that fit with their goals, usage habits, and budget
- Track performance metrics and report on account activity, including sales, conversion rates, and customer feedback to drive continuous improvement

Qualifications:

- Strong organizational and communication skills
- Experience in sales, account management, or customer service
- Ability to work independently and meet Sales & Customer Service Associate performance goals
- Tech-savvy mindset with a passion for wireless solutions
- Professional appearance, attitude, and execution of the Sales & Customer Service Associate position

Pay: \$3,600 - \$5,200 a month - Full-time

[Apply Here](#)

Client Success and Education Advisor (Sandy Springs)



365 Northridge Rd Suite 100, Atlanta, GA 30350

Responsibilities

Trading Academy helps people build financial confidence through hands-on trading and investing education. As a Client Success & Education Advisor, you will guide students throughout their learning journey — from their first workshop registration through advanced coursework.

- Serve as the primary point of contact for students attending programs at the Atlanta center
- Answer questions, resolve issues, and ensure every student has a welcoming and well-organized experience
- Introduce students to continuing education opportunities, Mastermind sessions, and advanced coursework
- Coordinate class schedules, registrations, and classroom logistics
- Maintain student records, attendance, and engagement notes in Salesforce
- Support instructors with classroom setup, materials, and technology
- Manage day-to-day center logistics including supplies, meals, classroom upkeep, reporting, and payments

Qualifications:

- 3+ years of experience in customer service, hospitality, education, events, administrative coordination, or client support
- Strong interpersonal skills and comfort engaging with people face-to-face
- Highly organized with the ability to manage multiple priorities in a dynamic environment
- Microsoft Office proficiency: Salesforce or CRM experience is a plus
- Willingness to support occasional evening or weekend workshops

Pay: \$45,000 - \$48,000 a year - Full-time

[Apply Here](#)

Patient Arrival Specialist (Sandy Springs)

EMORY

HEALTHCARE

5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

Responsibilities

- Greet all patients, guests, and employees entering the facility with a warm and professional demeanor.
- Assist patients with the check-in process, including navigating online applications and troubleshooting basic technical issues.
- Confirm and update patient demographic information during registration.
- Update insurance information and ensure accurate patient records.
- Communicate effectively with patients, families, and staff to address questions, concerns, or issues.
- Provide service recovery when patient concerns arise and escalate issues to leadership when appropriate.
- Maintain a clean and organized environment in entrances, waiting rooms, and designated work areas.
- Ensure supplies are stocked and available as needed.

Qualifications:

- High school diploma, GED, or equivalent required.
- Must be at least 18 years of age and authorized to work in the United States.
- Proficiency in English with strong written and verbal communication skills.
- Basic digital literacy and the ability to navigate computer systems and software applications.
- Ability to quickly learn new processes, procedures, and software systems while maintaining attention to detail and accuracy.
- Successful completion of required software training upon hire.
- Demonstrated reliability with strong attendance and punctuality.

Pay: \$18.00 - \$21.93 an hour - Full-time

[Apply Here](#)

Front Desk Patient Coordinator (Sandy Springs)



5885 Glenridge Drive, Atlanta, GA 30328

Responsibilities

Exquisite Dental Implant Center is a growing specialty dental practice focused on dental implants and life-changing smile transformations. We are looking for a **motivated and personable Patient Coordinator / Lead Setter** to join our team. This position combines **front desk responsibilities with lead follow-up and patient scheduling**.

- Answer incoming calls and respond to patient inquiries
- Schedule new patient consultations for dental implant treatment
- Follow up with online leads and patients who have requested information
- Make outbound calls to potential patients to schedule appointments
- Confirm upcoming appointments
- Enter patient information into the scheduling system
- Assist with front desk duties including patient check-in and check-out

Qualifications:

- Strong phone and communication skills
- Friendly and professional personality
- Comfortable making outbound calls
- Dental or medical office experience preferred but not required
- Sales, call center, or appointment setting experience is a plus

Pay: \$18 - \$20 an hour - Part-time

Schedule

- Tuesday: 8:00 AM – Close
- Thursday: 9:00 AM – 5:00 PM
- Friday: 8:00 AM – 1:00 PM
- Saturday: 9:00 AM – 12:00 PM (remote calling)
- Sunday: 9:00 AM – 12:00 PM (remote calling)

[Apply Here](#)

Leasing Consultant Floater (Sandy Springs)



Wesley Apartment Homes

1010 Huntcliff, Atlanta, GA 30350

Responsibilities

Wesley Apartment Homes is a leading real estate management company that owns and operates over 7,000 luxury apartment units in the metro Atlanta area. The Leasing Consultant is the face of Wesley Apartment Homes and interacts directly with prospective and current residents to achieve maximum occupancy.

- Connect with people through phone calls, appointments and follow up communication elevating the customer experience
- Be the smiling face and first impression to all prospective and current residents in the community
- Actively convert prospects into active residents
- Respond to telephone and internet inquires
- Assist with planning and implementation of community marketing to generate traffic
- Keep market surveys or competitor rates and visit competitors' communities
- Respond sensitively to concerns and or complaints

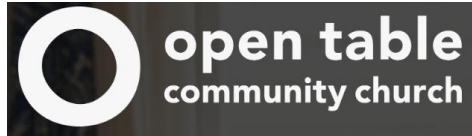
Qualifications:

- Strong sales experience
- Customer service oriented
- Leasing Experience (preferred)
- Ability to work rotating weekends
- Excellent communication, interpersonal and organization skills
- High school degree
- Reliable transportation required.

Pay: \$17.50 - \$18.00 an hour - Full-time

[Apply Here](#)

Operations Administrator (Brookhaven)



1850 Skyland Ter NE, Brookhaven, GA 30319

Responsibilities

The Operations Administrator serves as the operational “nervous system” of Open Table Community, ensuring the day-to-day systems, communication, and logistics of the church run smoothly and reliably. Reports to: David Park, Lead Pastor

- This person manages church applications and subscriptions, oversees billing and permissions, and supports Sunday gathering logistics such as signage and other practical needs.
- They help maintain healthy team rhythms by coordinating staff and board engagement processes, scheduling quarterly meetings and outings, maintaining team worksheets, and keeping board documents and handbooks current.
- They may also assist in developing and updating a staff handbook.
- If assigned financial oversight, the Administrative Assistant handles basic bookkeeping, payroll processing, budget tracking, monthly reporting, giving records, annual giving statements, tax documentation, and background checks for volunteers and employees.
- The role includes attending weekly staff meetings, preparing worksheets, capturing action steps, managing shared documents, organizing receipts, and maintaining clear communication with leadership.
- Above all, this position brings structure, follow-through, and clarity so that Open Table Community can focus on ministry and mission without operational friction.

Qualifications: Not stated

Pay: \$20 - \$25 an hour - Part-time, Contract; 10-15 hours per week. This is a hybrid position with an expectation of being onsite for approximately 2-3 hours on Sundays.

[Apply Here](#)

Customer Account Associate (Roswell)



Roswell, GA 30075

Responsibilities

At Ignitix Connection, we partner with nonprofits to expand their reach, connect with communities, and create impactful experiences through event marketing. In this role, you'll represent nonprofit partners at live events, help supporters understand donor programs, and inspire action that drives community change.

- Speak directly with attendees and donors at live events to introduce nonprofit campaigns in your role as a Customer Account Associate.
- Provide clear explanations of program offerings, donor options, and impact goals in a customer-facing setting.
- Drive contribution sign-ups and supporter participation aligned with organizational goals — an essential part of the Customer Account Associate role.
- Organize and maintain donor account details with accuracy.

Qualifications:

- Strong communicator with the confidence to speak to customers face-to-face—key for every Customer Account Associate.
- Driven by personal results and growth in a performance-based environment.
- Can quickly learn messaging, nonprofit details, and fundraising talking points.
- Previous customer-facing experience is helpful but not required for a Customer Account Associate

Pay: \$3,200 - \$4,752 a month - Full-time

[Apply Here](#)

Connections Coordinator (Sandy Springs)



1235 Hightower Trail, Sandy Springs, GA 30350

Responsibilities

The mission of Mary Hall Freedom Village, Inc. (MHFV) is to empower women, children, veterans, and families to end the cycle of homelessness, addiction, and poverty. The Connections Coordinator is responsible for managing outreach, screenings, admissions, and referral coordination for all MHFV programs.

- Complete initial screenings for all MHFV programs in accordance with agency policies and funder requirements.
- Conduct comprehensive biopsychosocial assessments to determine eligibility, clinical needs, and appropriate program placement.
- Collect and document psychosocial history, including substance use, mental health, medical, housing, legal, vocational, and family systems.
- Ensure the Connections Department operates in compliance with all funding sources and regulatory bodies (DBHDD, CARF, SAMHSA, VA, HUD, etc.).
- Monitor electronic health records weekly to ensure accurate, complete, and timely documentation.

Qualifications:

- Bachelor's degree in social work, Counseling, or Human Services, with experience in a substance abuse treatment environment preferred. CARES/CPS certification is also acceptable.
- Tech savvy; Proficiency in Microsoft Office Suite and other relevant software.
- Excellent writing and communication skills. Self-motivated, detailed oriented and process driven, collaborative, and a team player
- Ability to handle sensitive and confidential information with discretion.
- Compassionate and empathetic approach to individuals seeking treatment.

Pay: \$53,000 - \$55,900 a year - Full-time

[Apply Here](#)

Office Assistant/Bookkeeper (Buckhead)



Atlanta, GA 30326

Responsibilities

Miller Medspas is a Atlanta, GA-based company that currently operates 5 Dermani Medspa Franchises in Atlanta, but is actively looking to grow and add stores. We are looking for a competent Office Assistant to help with the organization's bookkeeping and running of the daily operations.

- Organize office and assist our ownership in ways that optimize efficiencies
- Resolve all queries and customer complaints regarding office operations or services
- Handle onboarding, review administration, HR benefit questions, etc.
- Help recruit Admin/Front Desk and Esthetician positions, post openings
- Handle the ordering, delivery, and distribution of retail and spa supply inventories and help with marketing events
- Set schedules/follow up for trainings, meetings, reviews, and office staffing
- Handle landlord and vendor relations with retail stores, maintenance contracts
- Review bank and credit card statements to make sure line items are correct
- Review P&L, Balance Sheet and General Ledgers and do financial reconciliation
- Handle basic Bookkeeping in QuickBooks, assist with Payroll
- familiarity with Google Drive, Excel and their formulas.

Qualifications:

- Education: Bachelor's (Preferred)
- Experience: Office Admin or Management: 2 years (Required).

Pay: \$25 - \$30 an hour - Full-time

[Apply Here](#)

Executive Admin (Sandy Springs)

Recruiting Firm: Axelon Services Corp

Sandy Springs, GA 30328

Responsibilities

- Provides administrative and secretarial support to company IT Executive Management and IT Directors
- Handles issues of a sensitive and confidential nature at the corporate level
- Supports global business colleagues and visitors as needed
- Ensure accuracy and confidentiality in responding to complex and sensitive issues on behalf of Executives
- Conserve Executive's time by reading, researching, and routing correspondence, collecting and analyzing information, and initiating telecommunications
- Maintain Executives' business calendar and corporate expenses by planning and scheduling meetings, conferences, and teleconferences
- Coordinate travel arrangements and itineraries for Executives and visitors and manage timely expense reimbursement

Qualifications:

- Associate's Degree in Business Administration, Business Management, Communications, or International Relations/Business, or equivalent work experience
- 3 years of experience in administration with comprehensive knowledge of administrative procedures, process/project development, and system procedures
- Excellent MS Office knowledge
- Familiarity with office gadgets and applications
- Preferred: Project management skills

Pay: \$20 - \$23 an hour – Contract 8 months

[Apply Here](#)

Food service and Hospitality hiring

Server/Bartender (Alpharetta)

\$20 - \$40 an hour - Part-time, Full-time

Citizen Soul | 60 South Main Street, Alpharetta, GA 30009

[Apply Here](#)

Server/Cashier (Roswell)

\$19.93 - \$20.00 an hour - Part-time

Sushi Hut | 915 Woodstock Rd Ste 130, Roswell, GA 30075

[Apply Here](#)

DISHWASHER (FULL TIME AND PART TIME) (Alpharetta)

\$18 an hour - Full-time

Eurest (part of Compass group) | 12380 Morris Road, Alpharetta, GA 30005

[Apply Here](#)

Dishwasher - Hyatt Regency at Villa Christina, ATL GA (Brookhaven)

\$16.00 - \$16.50 an hour - Full-time

Hyatt Regency at Villa Christina | 4000 Summit Blvd, Atlanta, GA 30319

[Apply Here](#)

Restaurant Server (Sandy Springs)

\$15 - \$17 an hour - Part-time, Full-time

Dunwoody Country Club | 1600 Dunwoody Club Dr, Atlanta, GA 30350

[Apply Here](#)

Porter (Roswell)

From \$16 an hour - Part-time, Full-time

Roswell Junction | 340 South Atlanta Street, Roswell, GA 30075

[Apply Here](#)

Part-Time Hotel Front Desk Clerk 3pm-11pm (Roswell)

\$15 - \$16 an hour - Part-time

Home2 by Hilton Roswell | 10990 Westside Parkway, Roswell, GA 30076

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring

4hr-6hr Caregiver (Alpharetta)

\$17 - \$18 an hour - Part-time, Full-time

Synergy HomeCare | 3050 Royal Boulevard South, Alpharetta, GA 30022

[Apply Here](#)

Dog Daycare Customer Experience Specialist (Brookhaven)

\$16 an hour - Full-time

Puppy Haven | 2740 Caldwell Rd NE, Brookhaven, GA 30319

[Apply Here](#)

Dental Hygiene Assistant (Buckhead)

\$15 - \$20 an hour - Part-time

Children's Dentistry of Chastain | Atlanta, GA 30342

[Apply Here](#)

Orthodontic Lab Technician (Dunwoody)

\$15 - \$20 an hour - Full-time

Village Orthodontics | 5488 Chamblee Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

Bilingual (English/Spanish) Medical Receptionist (Sandy Springs)

\$15 - \$18 an hour - Part-time, Full-time

Thrive Ortho and Spine | 5775 Peachtree Dunwoody Rd NE Suite C-150, Atlanta, GA 30342

[Apply Here](#)

Indoor Playground Customer Service Associate/Floor Attendant (Sandy Springs)

\$15 - \$18 an hour - Part-time, Full-time

Run n Hop | 8610 Roswell Rd #710, Sandy Springs, GA 30350

[Apply Here](#)

Care Manager (Sandy Springs)

\$14.10 - \$17.65 an hour - Full-time

Sunrise Senior Living | 8480 Roswell Road, Sandy Springs, GA 30350

[Apply Here](#)

Others hiring

Assistant Store Manager (Dunwoody)

\$18 - \$25 an hour - Full-time

MINISO USA | 4400 Ashford Dunwoody Road, Atlanta, GA 30346

[Apply Here](#)

Assembly Technician (2nd and 3rd shift) (Alpharetta)

\$18 - \$22 an hour - Full-time

Action Staffing | Alpharetta, GA 30009

[Apply Here](#)

Production Associate Nights (Roswell)

\$17.50 an hour - Contract

CorTech | Roswell, GA 30076

[Apply Here](#)

Unarmed Patrol Security Officer (Alpharetta)

\$17.37 an hour - Full-time

Security Engineers Inc | Alpharetta, GA 30009

[Apply Here](#)

Groundskeeper (Alpharetta)

\$17 - \$18 an hour - Full-time

Woodward Management Partners | 2845 Holcomb Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Janitor/Cleaner (Sandy Springs)

From \$17 an hour - Full-time

Atlanta Center for Restorative Dentistry | 5685 Lake Placid Drive, Atlanta, GA 30342

[Apply Here](#)

Concierge (overnights Sun - Mon) (Alpharetta)

\$16 - \$18 an hour - Part-time

Mansions Management Company | 3700 Brookside Parkway, Alpharetta, GA 30022

[Apply Here](#)
