
Administrative Assistant (Alpharetta)



1150 Sanctuary Pkwy, Alpharetta, GA 30009

Responsibilities

This position will provide specialized administrative support to Vice President and department. They will perform a broad range of administrative duties to support the daily business operation including planning and scheduling meetings, managing customer inquiries, reviewing documents and planning events.

- Performs both routine and complex administrative and operational functions in support of a manager and/or business unit staff. Composes various types of correspondence, compiling and integrating data from a variety of sources. Creates, edits, proofreads and publishes formal presentations and reports adhering to established style guides and management/business unit preferences.
- Facilitates management and business unit communications through email and hard copy. Provides support by assisting with the development of internal communications from draft state to final publication. Manages and routes sensitive and confidential information.
- Maintains management and business unit calendars and manages conference room schedules. Plans, coordinates and schedules meetings, appointments and conference calls. Reserves meeting spaces and equipment. Attends staff meetings and records meeting minutes.

Qualifications:

- 3+ years of experience in an administrative support role performing a wide variety of administrative and/or operational responsibilities.
- Associate degree is preferred.
- Previous experience supporting senior level management, preferably within a large corporate, professional environment.
- High-level proficiency in Microsoft Office suite of products.
- Proven ability to manage projects and work under pressure.

Pay: \$23.03 - \$48.08 an hour - Full-time; Hybrid - 4 days in the office, 1 day WFH

[Apply Here](#)

Library Assistant II (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

Responsibilities

Located on six Georgia State University campuses throughout metro Atlanta, the University Library provides faculty and students with open and inviting educational facilities and an active online experience. The University Library is seeking to hire a **Library Assistant II** on a part-time (20 hours a week) basis at our Dunwoody campus.

- Complete basic circulation functions, such as checking in/out and renewing library materials and spaces.
- Answers patron questions in-person or by phone regarding library services, resources, and general campus queries.
- Manage patron records, including updating account information and communicating notes to other users, providing status updates for items on loan and requested materials, and reinstating/restricting borrowing privileges.

Qualifications:

Minimum Requirements:

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

Preferred Hiring Requirements:

- One year of library and/or customer service experience.
- Familiarity with the use of computers in an office setting.
- Knowledge of library circulation processes in an automated environment.

Pay: \$35,600 - \$50,000 a year - Part-time

Apply before: 03/25/26, 11:59:00 PM with a complete and accurate GSU application, Resume, Cover Letter and Three professional references

[Apply Here](#)

Administrative Assistant (Chamblee)



30 Perimeter Park Dr # 101, Atlanta, GA 30341

Responsibilities

- Manage front desk responsibilities, greeting visitors and clients with professionalism and warmth
- Operate multi-line phone systems, directing calls accurately and courteously while maintaining excellent phone etiquette
- Handle data entry tasks using computer literacy skills in programs such as Microsoft Office and Google Workspace to maintain organized records
- Assist with calendar management and scheduling appointments for team members or executives

Qualifications:

- Proven experience in office administration, clerical work, or related roles with strong organizational skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace applications. Familiarity with QuickBooks or other bookkeeping software is highly desirable
- Excellent communication skills in English; bilingual abilities are a plus for serving diverse clients and staff
- Previous experience as a medical receptionist or dental receptionist is advantageous but not required
- Personal assistant experience or experience supporting executives can be beneficial

Pay: Pay: \$21.04 - \$22.95 per hour

[Apply Here](#)

Leasing Representative-Reserve at Ridgewood Apartments (Sandy Springs)



7100 Roswell Rd, Sandy Springs, GA 30328

We're looking for a full-time Leasing Consultant to join us at Reserve at Ridgewood.

If you're someone who connects naturally with people, enjoys helping others find the right home, and picks up new skills quickly, you'll feel right at home here. Experience in apartment leasing is helpful, but if you've worked in sales, customer service, or hospitality, you'll already have a strong foundation.

In this role, you'll spend most of your time touring the community with future residents, guiding them through the application process, preparing move-in paperwork, and supporting our current residents with the kind of service that makes their day a little easier. The schedule is Monday-Friday with rotating Saturdays.

We offer a solid team, a supportive environment, and a community we're genuinely proud of. Two years of leasing experience is preferred, but your attitude, reliability, and people skills matter just as much.

If this sounds like the kind of place where you'd want to build your career, **we'd love to see your resume.** No phone calls, please.

Pedcor Homes is an Equal Opportunity Employer and Provider.
Learn more about us at www.PedcorHomes.com.

Pay: \$20 - \$22 an hour - Full-time

[Apply Here](#)

Claim Check Processor (Alpharetta)



2400 Lakeview Parkway Suite 475 Alpharetta, GA 30009

Responsibilities

The Claim Check Processor plays a key role in maintaining accurate client financial records while ensuring smooth day-to-day operations.

- Daily processing of client settlement checks
- Process accounts payable and accounts receivable
- Enter invoices, payments, and journal entries accurately.
- Assist with bank deposits, reconciliations, and monthly reporting.
- Maintain organized financial records and documentation.
- Answer phones and respond to emails professionally
- Responsible for mailing out digital checks without recipient email instructions
- Maintain client account files (digital and physical)
- Support management and staff with administrative tasks

Qualifications:

- High school diploma or equivalent (Associate's degree in Accounting or Business preferred).
- Strong attention to detail and accuracy.
- Must be able to prioritize and meet deadlines in a fast-paced, quickly changing environment.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Strong organizational and time-management skills
- Ability to handle confidential information with discretion.

Pay: From \$47,500 a year - Full-time

[Apply Here](#)

Front Office and Billing Assistant – Pediatrics (Atlanta 30341)

Recruiting Firm: Physicians Edge, LLC

2849 Henderson Mill Rd, Atlanta, GA 30341

Responsibilities

We are seeking a very kind, engaging, patient, dedicated and detail-oriented Front Office and Billing Assistant specializing in Pediatrics to join our dynamic healthcare team.

- Greet patients and visitors warmly, verify appointment details, and assist with check-in procedures to create a positive first impression.
- Manage patient scheduling, appointment confirmations, and follow-up reminders using our Electronic Medical Record (EMR) system.
- Collect patient demographics, insurance information, and update medical records accurately while maintaining confidentiality.
- Prepare and submit insurance claims using appropriate coding standards and ICD coding systems.
- Review Explanation of Benefits (EOBs), process payments, and follow up on outstanding balances through medical collections processes each month.
- Ensure compliance with medical billing regulations.
- Maintain organized medical records, verify coding accuracy, and update documentation in EMR/EHR systems regularly to support billing processes.
- Collaborate with healthcare providers to clarify documentation for proper coding and billing accuracy.

Qualifications:

- Experience with medical office operations including scheduling, patient registration, and record management is preferred but not a requirement.
- Very kind and excellent communication skills for interacting professionally with patients, families, insurance companies, and healthcare providers.
- Attention to detail with strong organizational skills to manage multiple tasks efficiently in a fast-paced environment.

Pay: \$21 - \$23 an hour - Full-time

[Apply Here](#)

Patient Access Engagement Liaison (Atlanta 30345)

EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

Responsibilities

The Patient Access Engagement Liaison provides communication and scheduling support to patients, families, and referring providers seeking healthcare services at Emory Healthcare. Serving as a primary point of contact within the Patient Access Center, this call center-based role promotes a positive patient and family experience while coordinating scheduling and communication needs across The Emory Clinic.

- Schedule patient appointments across multiple specialties and service areas.
- Verify patient insurance coverage and provide appointment-related information.
- Provide exceptional customer service by actively listening, addressing patient concerns, and resolving issues in a professional manner.
- Accurately send messages to providers for prescription refill requests and escalated medical conditions.
- Accurately enter patient information into the electronic health record (EHR) system while maintaining compliance with documentation standards.

Qualifications:

- High school diploma or equivalent preferred.
- Bachelor's degree preferred.
- One (1) year of experience in customer service, hospitality, sales, or a large contact center environment preferred
- Strong computer, writing, and customer service skills required.
- Ability to navigate multiple applications simultaneously.
- Flexibility to work various shifts including evenings, nights, weekends, and holidays to meet operational needs and ensure excellent patient care.

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

[Apply Here](#)

Entry Level Recruiting Assistant (Brookhaven)



1418 Dresden Dr Suite 245, Atlanta, GA 30319

Activ8 Recruitment & Solutions (Renaissance Resources Inc.) is a trusted recruiting firm with over 20 years of experience supporting Japanese and Korean-affiliated companies like Automotive, Electronics, Food, Logistics, Manufacturing, and Oil & Gas.

This is a great opportunity for someone looking to gain experience in recruiting and administrative support in a business-focused, multicultural environment. College students, current students, and recent graduates looking for part-time work are strongly encouraged to apply.

Responsibilities

- Assist Senior Recruiters with sourcing and pre-screening candidates
- Conduct resume and database searches
- Maintain candidate information in internal systems
- Help with scheduling and follow-up communication

Qualifications:

- Associate's degree or currently enrolled in a college/university program (students welcome)
- Strong interest in recruiting or business operations
- Previous office or admin experience is a plus but not required
- Ability to perform online searches and organize data effectively
- Comfort making phone calls and handling repetitive tasks
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Bilingual skills (Japanese/English or Korean/English) are a plus
- General familiarity with Japanese or Korean business culture is helpful

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

Schedule: Monday – Friday, 8:30 am – 5:00 pm (Must be able to work at least 20–28 hours per week)

[Apply Here](#)

Medical Spa Coordinator (Brookhaven)

Recruiting Firm: Smart Career Moves!

Atlanta, GA 30319

Responsibilities

- Provide outstanding customer service and support client inquiries
- Schedule appointments and coordinate provider calendars
- Process payments and manage billing tasks
- Maintain knowledge of services and offerings
- Manage communications (phone, email, mail)
- Track, receive, and restock inventory
- Maintain a clean, organized spa environment
- Collaborate with providers, management, and marketing teams
- Resolve client concerns efficiently and professionally

Qualifications:

- 2+ years of customer service experience
- Associate degree required
- Strong communication and computer skills (Microsoft Excel & Word)
- Highly organized with strong multitasking abilities
- Professional, warm, and detail-oriented
- Self-motivated with leadership qualities
- Interest in holistic and integrative wellness preferred
- Typing speed of 30-40 WPM

Pay: \$24 - \$26 an hour - Full-time; 8-hour shifts Tuesday-Saturday hours

[Apply Here](#)

Accounting Clerk - Billing & Collections (Chamblee)

DATAMATX

3146 Northeast Expressway, Atlanta, GA 30341

Responsibilities

We are seeking a detail-oriented Accounting Clerk to support our Billing and Collection team.

- Process customer invoices
- Apply payments (ACH, wire, check, credit card)
- Prepare and record daily deposits
- Reconcile accounts and research discrepancies
- Assist with collections and follow-up on past-due accounts

Qualifications:

- Associates' Degree in Accounting - Preferred
- 1-3 years Accounting or Billing experience
- Strong attention to detail and organizational skills
- Proficient in Excel and Accounting software
- Effective communication skills, both written and verbal
- Ability to work independently and as part of a team

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

[Apply Here](#)

Part Time Leasing Consultant (Sandy Springs)



6850 Peachtree Dunwoody Road, Atlanta, GA 30328

Asset Living is a third-party management firm and a proven partner in fostering thriving communities nationwide.

Responsibilities

The Leasing Consultant is responsible for all aspects of leasing, marketing, and maintaining positive resident relations of a property.

- Property Leasing and Administration
- Regular/daily onsite attendance is required
- Effectively show, lease, and move in prospective residents; greet, qualify, tour the community, and sign a lease.
- Conducts all functions necessary to close the sale, including making appointments, generating new leads, conducting tours, maintaining model units, and all necessary follow-up needed.
- Completes all leasing paperwork needed before move-in
- Assisting with lease audits, walking units, and turn process

Qualifications:

- High School Diploma or Equivalent
- Ability to understand and perform all on-site software functions; basic computer skills required.
- Must have basic knowledge of Fair Housing Laws and OSHA requirements.

Pay: \$17 - \$20 an hour - Part-time

[Apply Here](#)

Front Desk Receptionist-Part Time Float (Roswell)



30 E Crossville Rd #180, Roswell, GA 30075

We are challenging, collaborative and fast-paced Orthopaedic Clinic. This Part Time position will be based in the Roswell clinic with the possibility of fill in at various locations as needed in the Fayetteville, Acworth, and Marietta areas.

Responsibilities

- Check in and check out patients
- Verify patient demographic information
- Verify insurance eligibility
- Collect copays and outstanding balances
- Answer the phones
- Make Appointments
- Perform tasks within our EHR platform
- Some billing experience is preferable

Qualifications:

Experience:

- Front desk: 2 years (Required)
- Medical Office: 2 years (Required)

Pay: \$17 - \$19 an hour - Part-time

[Apply Here](#)

Credit Union Member Service Representative / Teller (Sandy Springs)



8010 Roswell Rd #150, Sandy Springs, GA 30350

Responsibilities

- Greet and communicate with credit union members in a courteous, professional, and timely manner.
- Perform daily member services such as assisting on the concierge desk and teller line, opening and closing accounts, and account maintenance and research.
- Recommend and promote MFCU products and services in order to build strong financial relationships with members.

Qualifications:

- High School degree or equivalent.
- Computer knowledge and skills preferred with MS Office.

Experience:

- Cash Handling: 2 years (Required)
- Customer Service: 2 years (Required)
- Banking: 2 years (Required)
- Prior New Accounts & Lending experience preferred.

Pay: \$15 - \$19 an hour - Part-time; Approximately 30 Hours per week (Mon, Tues, Thurs, Fri.)

[Apply Here](#)

Receptionist - State Farm Agent Team Member (Peachtree Corners)



STATE FARM® INSURANCE AGENT

Eddie Flynt

Eddie Flynt Insurance Agcy Inc

2 Sun Court, Peachtree Corners, GA 30092

Responsibilities

- Greet customers warmly in person and over the phone, directing them to the appropriate team members.
- Manage appointment scheduling and office communications.
- Assist in handling incoming inquiries and maintaining customer records.
- Engage in conversations with prospective and existing customers, identifying opportunities to offer insurance options.
- Provide excellent customer service and follow up on customers needs.

Qualifications:

- Previous experience in a receptionist or customer service role.
- Communication and interpersonal skills.
- Organizational and multitasking abilities.
- Comfortable with engaging in sales conversations.
- Basic computer skills, including Microsoft Office and CRM systems.

Pay: \$44,000 - \$64,000 a year - Full-time

[Apply Here](#)

Dental Treatment Coordinator (Brookhaven)



Recruiting Firm: Smile Jobs!

Town Dentistry: 804 Town Blvd Suite 2010, Atlanta, GA 30319

Responsibilities

Town Dentistry Brookhaven is looking for an experienced, confident, patient-centered **Treatment Coordinator** with strong case acceptance skills to join our growing team.

- Present and explain treatment plans clearly and confidently
- Answer calls, schedule appointments including recare, and collect patients
- Review insurance benefits and discuss financial options
- Follow up on unscheduled treatment
- Partner closely with doctors and team to deliver an exceptional patient experience

Qualifications:

- Proven success in case acceptance. DENTAL TREATMENT COORDINATOR EXPERIENCE IS A MUST
- Strong knowledge of dental insurance and financial coordination
- Excellent communication skills
- Organized, accountable, and team-focused

Pay: \$23 an hour - Full-time

[Apply Here](#)

Front Desk Administrator (Alpharetta)



SPEED AUTO REPAIR

Alpharetta, GA 30009

Responsibilities

We are seeking a dynamic and organized Front Desk Administrator to serve as the welcoming face of our organization.

- Greet visitors, clients, and staff with professionalism and warmth, creating a positive first impression.
- Manage multi-line phone systems efficiently, directing calls accurately and courteously.
- Handle incoming and outgoing correspondence, including emails, mailings, and deliveries.
- Maintain organized filing systems, data entry records, and document proofreading to ensure accuracy.
- Support office management tasks such as calendar management, appointment scheduling, and meeting coordination.
- Perform clerical duties including photocopying, faxing, filing, and maintaining office supplies inventory.

Qualifications:

- Proven experience in office administration or clerical roles with strong organizational skills.
- Experience with multi-line phone systems and excellent phone etiquette.
- Bilingual abilities are highly desirable to serve diverse client needs effectively.
- Prior experience as a receptionist or personal assistant is advantageous.
- Strong attention to detail for proofreading documents and managing data entry accurately.

Pay: \$24.81 - \$28.47 an hour - Full-time

[Apply Here](#)

Accounting Assistant Part Time (Chamblee)



Electrical Service & Repair

3118 Marjan Dr, Atlanta, GA 30340

Responsibilities

We are looking for a highly organized and professional individual to join our team. Belco Electric is an established electrical service contractor in NE Atlanta with over 50 years in business.

General job duties include:

- Perform accurate data entry for financial transactions into our accounting software.
- Assist with reconciling account balances, maintaining general ledger, as well as assist with period end taxes and closing procedures.
- Provide accounting and administrative support to all departments as needed which may include filing, handling correspondence, and phone support.

Qualifications:

- Experience: Accounting or Bookkeeping: 5 years (Preferred)

Pay: \$24 - \$29 an hour - Part-time; Expected hours: 20.0 per week

This is a part time position that may develop into full time.

[Apply Here](#)

Front Office Lead (Buckhead)



371 East Paces Ferry Road NE, Atlanta, GA 30305

We provide comprehensive medical and surgical weight loss services to patients across the country, with a specialized focus on long term care after bariatric surgery. Our multidisciplinary team of surgeons, nutritionists, advanced practice providers, and vein specialists work collaboratively to support sustainable, long-term success.

Responsibilities

- Lead daily front office operations, ensuring team accountability to workflows, service standards, and performance expectations
- Prepare team for patient arrivals by ensuring accurate balances, verified benefits, and complete demographic information
- Monitor schedules in real time, anticipating gaps, minimizing disruptions, and optimizing provider utilization
- Take ownership of same-day changes, acting with urgency to fill openings and maintain schedule integrity

Qualifications:

- Proven ability to lead, motivate, and hold a team accountable to performance standards
- Strong interpersonal and relationship-building skills with both patients and team members
- High sense of urgency with the ability to act quickly and decisively in a fast-paced environment
- Proficiency in scheduling systems and operational tools
- Previous experience in front office, scheduling, or healthcare operations required; leadership experience preferred.

Pay: From \$26 an hour - Full-time

This employee will be working primarily at our Atlanta location, but on occasion, at our Stockbridge or Newnan locations. Hours are 7:45am - 4:00pm with a 30 min unpaid lunch.

[Apply Here](#)

Practice Manager/Business Operations Manager (Roswell)



40 E Crossville Rd, Roswell, GA 30075

Responsibilities

Happy Tails Holistic Veterinary Care is a unique, integrated practice: we provide both traditional (Western-style) medical services and alternative (Eastern-style) services. Our goal is to ensure excellent, individualized care to our pet patients and clients.

- With Owner, manages overall financial goals and health of the clinic
- Manages IT and communications, software and software vendors, computer equipment
- Ensures State and local compliance (paperwork, licensure)
- Manages and reports on cash flow
- Works with the Office Manager to pay bills to vendor
- Work with owner on business strategy and spending plan
- Manages purchasing of non-medical supplies and equipment including sourcing of needed items and budgeting for upcoming needs
- Strong leadership skills
- Is responsible for all social media – manages social media staff, posts, and sets overall strategy for social media engagement at direction of owner

Qualifications:

- Business management experience in the healthcare field is required, preferably in the Veterinary field.
- A Certified Veterinary Practice Manager (CVPM) or Registered Veterinary Technician (RVT) with management experience are preferred but others with strong management experience, especially in the health care field, will be considered.

Pay: \$50,000 - \$60,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring

Fine Dining Private Club Server (Buckhead)

\$50,000 - \$80,000 a year - Full-time

Local Three Kitchen & Bar | 3290 Northside Pkwy NW, Atlanta, GA 30327

[Apply Here](#)

Server (Alpharetta)

\$25 - \$29 an hour - Part-time

Ted's Montana Grill | 6100 Avalon Blvd, Alpharetta, GA 30009

[Apply Here](#)

Dishwasher (Atlanta 30345)

\$22.05 - \$26.55 an hour - Part-time, Full-time

InnovaCore Tech | 2296 Sherbrooke Dr NE, Atlanta, GA 30345

[Apply Here](#)

Bartender – Full Time (Johns Creek)

\$21 an hour - Full-time

Atlanta Athletic Club | 1930 Bobby Jones Drive, Johns Creek, GA 30097

[Apply Here](#)

Culinary Lead (Dunwoody)

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

The Emily Program | 41 Perimeter Center East, Dunwoody, GA 30346

[Apply Here](#)

Banquet Server (Roswell)

\$20 an hour - Part-time

Events Catering | 85 Mill St Suite B-103, Roswell, GA 30075

[Apply Here](#)

Front Desk Agent (Sandy Springs)

\$16.50 an hour - Full-time

Westin Atlanta Perimeter | 7 Concourse Parkway, Atlanta, GA 30328

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring

Now Hiring Caregivers – \$20/ hr with Flexible Shifts in Alpharetta GA

Up to \$20 an hour - Part-time, Full-time

2nd Family | 555 North Point Center East, Alpharetta, GA 30022

[Apply Here](#)

Bilingual Infant & Toddler Teacher (English/Spanish) (Roswell)

\$19 - \$22 an hour - Full-time

The Goddard School of Roswell, GA | 11225 Woodstock Road, Roswell, GA 30075

[Apply Here](#)

Dining Services Associate (Sandy Springs)

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

Emory Healthcare | 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

[Apply Here](#)

Dog Groomer (North Buckhead)

\$18 - \$26 an hour - Full-time

Scenthound - Northeast Georgia | 4279 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

Part-Time Components Lab Technician (Dunwoody)

\$17.25 - \$18.97 an hour - Part-time

Lifesouth Community Blood Centers | 4891 Ashford Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

Veterinary Receptionist - Alpharetta, GA (Alpharetta)

Up to \$17 an hour - Part-time

Crabapple Knoll Veterinary Clinic | 12604 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

Urgent Need: Spanish Bilingual Personal Care Aide for Brookhaven, GA

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

ComForCare Home Health Care | Brookhaven, GA

[Apply Here](#)

Others hiring

Office Cleaner (Johns Creek)

\$20.69 - \$24.91 an hour - Part-time

Complete Commercial Cleaning | Johns Creek, GA 30022

[Apply Here](#)

Assistant Sales Manager (Brookhaven)

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

StretchLab Atlanta | 1350 Dresden Dr NE, Brookhaven, GA 30319

[Apply Here](#)

Security Professional Flex Officer (Buckhead)

From \$17.14 an hour - Full-time

Allied Universal | 3355 Lenox Rd NE Ste 300, Atlanta, GA 30326

[Apply Here](#)

Retail Sales Associate (Buckhead)

\$17 - \$20 an hour - Part-time

Sprong Shoes | 3716 Roswell Rd NE, Atlanta, GA 30342

[Apply Here](#)

Test Day Invigilator (Sandy Springs)

\$16.70 - \$18.00 an hour - Part-time

BITTS International Career College | 5775 Glenridge Drive, Atlanta, GA 30328

[Apply Here](#)

Custodial Lead (Dunwoody)

\$16 - \$17 an hour - Full-time

SBM Management Services | Atlanta, GA 30346

[Apply Here](#)

Housekeeper (full-time) (Roswell)

\$16.00 - \$16.25 an hour - Full-time

Resort Lifestyle Communities | 295 E Crossville Rd, Roswell, GA 30075

[Apply Here](#)
