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## Customer Service Representative (Chamblee)



1954 Airport Rd #260, Chamblee, GA 30341

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We are a national leader in the home improvement and home repair services industry by designing our business around the needs of our customers.

### Responsibilities

As an Office Manager, you will be responsible for inbound and outbound customer sales/education while organizing work and project schedules for our craftsmen. This will require that you provide customers with information and expert advice on our services, pricing, and availability. You will also provide logistical support for our craftsmen, helping them with material ordering and scheduling efficiencies.

- Respond to job leads in a timely manner
- Coordinating the schedule and material ordering for multiple craftsmen and projects
- Utilizing our dispatching & schedule management software
- Returning customers calls as needed and following up with past customers
- Performing paperwork and filing duties

### Qualifications:

- High school diploma or GED
- 3-5 years of administrative assistant/scheduling experience
- Comfortable with sales. Adaptive to technology.
- Strong customer service skills. Excellent office management skills.
- Solid typing skills; ten-key skills, a plus
- Sales and/or Marketing – a basic understanding of sales and marketing and the differences between the two, a plus
- QuickBooks Online or other accounting knowledge, a plus
- Customer-facing experience, a plus

**Pay:** \$22 - \$25 an hour - Full-time

[Apply Here](#)

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## Part-Time Secretary / All-Around Assistant (Peachtree Corners)



4690 S Old Peachtree Rd STE A, Peachtree Corners, GA 30071

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We are seeking a dynamic and organized Part-Time Secretary / All-Around Assistant to join our team!

### **Responsibilities**

- Answer multi-line phone systems promptly and professionally, providing excellent customer service and support
- Manage front desk responsibilities, greeting visitors and directing them appropriately
- Use Microsoft Office and Google Workspace tools to prepare correspondence, reports, and presentations
- Assist with calendar management, scheduling appointments, meetings, and reminders for staff or clients
- Handle basic bookkeeping tasks using QuickBooks or similar accounting software

### **Qualifications:**

- Proven experience with office management, administrative support, or clerical roles
- Strong computer literacy including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets)
- Bilingual abilities are highly valued to assist diverse client needs
- Experience with multi-line phone systems and phone etiquette to handle calls professionally
- Familiarity with QuickBooks for bookkeeping and data entry tasks
- Exceptional proofreading skills to ensure error-free documents
- Knowledge of office equipment such as fax machines, scanners, and printers
- Personal assistant or medical/dental receptionist experience is a plus but not required

**Pay:** \$20 - \$23 an hour - Temporary, Part-time, Temp-to-hire, Contract

**[Apply Here](#)**

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## Accounts Receivable Clerk (Buckhead)



3280 Peachtree Road, Atlanta, GA 30305

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The **Accounts Receivable Clerk** is responsible for providing financial, administrative and clerical services. This position processes and monitors accounts receivable (cash application) and ensures that all unit finances are accurate, timely, and handled in accordance with all company policies and procedures and state and federal guidelines.

### Responsibilities

- Maintain systematic, accurate, and timely processing of all accounts receivable including, but not limited to, posting payments, processing deposits, and preparing credit memos.
- Research and respond to inquiries from clients regarding payment issues
- Prepare and ensure accurate timely completion of month end, quarterly and year end reporting requirements.
- Ensure the confidentiality and security of all financial files.

### Qualifications:

- High school diploma or equivalent required.
- Previous cash receipts or accounting experience preferred.
- Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, decimals, fractions, hours & minutes, and possess the ability to compute rates and percentages.
- Knowledgeable in multiple software programs, including, but not limited to, Great Plains, Microsoft Word, Outlook, and Excel preferred. Internet experience required.
- Demonstrates a high level of accuracy in preparing and entering financial information. Looks for ways to improve and promote quality and monitors own work to ensure quality is met.

**Pay:** \$23 - \$25 an hour - Full-time

[Apply Here](#)

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## Customer Service Coordinator (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

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The Krause Auto Group has been in business for over 30 years, and we contribute our longevity to our focus on both customer and employee satisfaction. We offer great opportunities to grow with our company portfolio which consists of 12 brands (BMW, Mercedes, Ford, Lincoln, Hyundai, Genesis, Lamborghini, Aston Martin, Rolls Royce, Koenigsegg, McLaren, and Lotus).

### **Responsibilities**

- Welcome service customers on the phone or in person in a genuinely friendly and courteous manner.
- Manage customer follow-up calls and letters to maintain customer satisfaction. Follow up on NPS hot alert surveys and offer assistance
- Answer the service department telephone handling inbound and outbound calls and when necessary, transfer calls to the people requested or best suited to take the call and take written messages when the personnel needed are not available.
- Update the customer's service history file according to the procedures specific to the department's service history system.

### **Qualifications:**

- High School Diploma or equivalent
- Previous call center or customer service experience required

### **Preferred Skills**

- Excellent communication and organizational skills
- Knowledge of computer systems
- Microsoft office

**Pay:** \$45,000 - \$60,000 a year - Full-time

[Apply Here](#)

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## Presuit Secretary (Entry Level) (Alpharetta)

**MORGAN & MORGAN®**

**AMERICA'S LARGEST INJURY LAW FIRM**

178 S Main St Unit 300, Alpharetta, GA 30009

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At Morgan & Morgan, the work we do matters. For millions of Americans, we're their last line of defense against insurance companies, large corporations or defective goods. Our over 6,000 employees are all united by one mission: For the People.

### **Responsibilities**

In this role, you will be responsible for managing the law firm's day-to-day operations, including carrying out administrative services and supporting the legal team.

- Assist case managers and attorneys with organizing, filing, and maintaining of client files up to 100+ cases.
- Collect check request for medical records, accident reports, driving records and vehicle ownership as requested and submit for processing
- Copy documents and demand packages as requested
- Complete certified mail cards and mail documents and cost checks as requested
- Prepare and send turndowns and no representation letters, contracts, and multi-party combo letters.
- Send out demand letters

### **Qualifications:**

- Associate degree, certificate, or equivalent work experience (preferred)
- Bilingual English and Spanish (preferred)
- 1 year of experience in the legal field a plus!
- Knowledge of administrative and clerical procedures and systems such as word processing, managing of files and records, and other office procedures
- Strong writing and communication skills along with attention to detail
- Extensive computer and database expertise, Microsoft Word, Excel, Outlook, and type no less than 35 wpm

**Pay:** From \$20 an hour - Full-time

[Apply Here](#)

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## Case Administrator (Legal Services/Administrative Support) (Atlanta 30345)



2200 Century Parkway, Atlanta, GA 30345

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### Responsibilities

The American Arbitration Association (AAA), recognized among The NonProfit Times' 50 Best Nonprofits to Work For, offers a dynamic, fast-paced environment where excellence meets opportunity. Our organization leads arbitration and mediation across diverse industries, providing professionals with unique exposure to multiple business sectors and conflict resolution practices.

The American Arbitration Association (AAA) seeks a detail-oriented and service-driven Case Administrator to manage arbitration and mediation cases across a wide range of industries. You will handle day-to-day case administration through our proprietary case management system (PRISM), correspond with parties, attorneys, and neutrals, and ensure accurate scheduling, documentation, and billing processes. This position is ideal for professionals with a background in customer service or legal support who are interested in alternative dispute resolution and are adept at using technology.

### Qualifications:

- Associate's degree in business or related field, or equivalent combination of education and experience
- Minimum three years of experience in customer service, case administration, or legal environments
- Intermediate proficiency in Microsoft Office, especially Excel (pivot tables, formulas, data analysis)
- Comfort with web-based systems and adaptability to new technologies, including AI-related tools

**Pay:** \$52,000 - \$55,000 a year - Full-time; This position offers a hybrid work arrangement

[Apply Here](#)

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# Assistant Community Manager (Dunwoody)

## The Drexel Collective

### Apartments

100 Drexel Point, Atlanta, GA 30346

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At Equity Residential, we're dedicated to creating thriving communities, and we invite you to be part of our team.

#### Responsibilities

As an Assistant Community Manager, you will drive the entire sales process, building strong connections with prospects and residents, and delivering exceptional customer service to facilitate lease renewals, with a clear pathway for career growth towards a Community Manager position.

- Leading, mentoring, and training in sales, marketing, and customer service for a positive work environment
- Managing financial transactions, including payments and audits, for accurate resident file maintenance
- Utilizing effective selling techniques, maintaining comprehensive community knowledge, and contributing to marketing efforts.
- Explaining lease provisions, overseeing move-in activities, and conducting orientations for new residents

#### Qualifications:

- Residential or commercial property management, hospitality, or retail experience. Customer service and sales experience
- High School diploma or equivalent
- Computer literacy and effective communication skills.
- Must be able to effectively communicate both orally and in writing in English for all work-related purposes.
- Knowledge of federal and state apartment housing laws
- Availability to work a flexible schedule, including weekends

**Pay:** \$26.48 - \$32.36 an hour - Full-time

[Apply Here](#)

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## Leasing Consultant (Sandy Springs)



760 Mount Vernon Hwy NE, Sandy Springs, GA 30328

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### Responsibilities

We're looking for a talented leasing consultant who will be responsible for coordinating all activities related to apartment rentals, move-ins, move-outs, and lease renewals. The leasing consultant is also responsible for interacting directly with prospective and current residents to achieve maximum occupancy and ensure resident retention and client satisfaction.

- Ability to focus on the needs of others by listening, understanding, and showing empathy and respect.
- Ensures excellent customer service to prospective and current residents and promotes a quality living experience for all.  
Generates and handles traffic, qualifies prospective residents, leases apartments, prepares lease documentation, and completes move-in paperwork and processes.
- Ensures model apartments are in touring condition.
- Orients prospective and current residents to the property.  
Processes renewal paperwork and ensures documentation is delivered to current residents on a monthly basis.

### Qualifications:

- High school diploma is required.
- Minimum of one year of previous sales experience is preferred.
- One year of previous residential leasing experience is preferred.
- Prior experience in Yardi Voyager or another equivalent system is preferred.
- Basic level knowledge with Microsoft Office Suite including Outlook, Word, PowerPoint and Excel.
- Required to complete and successfully pass the Avenue5 Fair Housing, Diversity and Inclusion Training within the first 30 days of employment.

**Pay:** \$19 - \$22 an hour - Full-time

[Apply Here](#)

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## Leasing Professional (Brookhaven)



CARTER-HASTON

3450 Blair Cir NE, Atlanta, GA 30319

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### Responsibilities

- Complete the day-to-day transactions and tasks related to the operation of your assigned community, execute all aspects of the leasing process, and assist with resident relations in accordance with company policies and Fair Housing Laws
- Conduct community and apartment tours that result in new leases by highlighting features and providing information on the community and surrounding neighborhood
- Assists in developing and executing comprehensive marketing strategies for the community, encompassing neighborhood/employer outreach plans, social media, digital marketing review, online reputation building, resident event coordination, and community engagement initiatives to foster a strong sense of community and increase visibility
- Maintain organization of resident files; process applications, credit screenings, and criminal background checks; and prepare lease agreements and renewals

### Qualifications:

- Six months to one year experience in Property Management Leasing and Sales and/or Relatable Customer Service/Sales Role
- Ability to meet and exceed sales goals
- Proficient in Microsoft Office Suite (Word/Excel/OneDrive)
- Willingness to work weekends and holidays if applicable
- Exceptional customer service and communication (verbal and written) skills
- Reliable transportation

**Pay:** \$18 - \$21 an hour - Full-time

[Apply Here](#)

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## Leave Advisor Assistant (ETS) (Atlanta 30345)

# EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

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The Leave Advisor Assistant is responsible for front-line telephone support, responding to employee and leader inquiries regarding leave policies, status updates, and process guidance.

### Responsibilities

- Manages all activities of data intake related to EHC employee absences; both short term and long-term events for the Enterprise.
- Resolves employee inquiries by clarifying issues using independent direction; researching answers and alternative solutions; implementing solutions; and escalating where necessary.
- Provide benefits outreach to employees to ensure successful partnership with Employees, Leaders, Employee Relations, Benefits, Payroll, Compensation, and Recruitment.
- Utilizes broad HR expertise and knowledge base to address complex employee needs and issues.

### Qualifications:

- A bachelor's degree and three years of HR experience, preferably at the specialist or generalist level in FMLA/employee leaves, ADA, FLSA, employee benefits, recruitment, or employee relations.
- Experience may be considered in lieu of a degree
- Proficiency in Payroll and Human Resource records software applications.
- Microsoft Office (Excel & Access).
- Effective customer service skills.
- Preferred experience in PeopleSoft and Kronos.

**Pay:** \$25.48 - \$34.09 an hour - Temporary, Full-time

[Apply Here](#)

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## Community Associate (Alpharetta)



8000 Avalon Boulevard, Alpharetta, GA 30009

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The world of work is changing...short commutes, flexibility, and convenience are the minimum standards employees want when it comes to how they want to work! At International Workplace Group (IWG), we are leading the way. We've built the world's largest workspace network so that our customers can work from wherever, and however, they want... in over 120 countries across the globe!

### Responsibilities

As a Community Associate, you'll work closely to take care of all the administrative and support needs for your customers.

A typical day at IWG

You arrive a few minutes before your center opens to make sure everything is ready and check there's nothing the cleaners have missed.

Customers arrive all throughout the morning. One asks you for a changed WiFi code. Another wants to know if his important package has arrived. A woman needs directions to her meeting room... and can you help her set up the projector and show her where to find a great cup of coffee. You're off to help her get set-up, as soon as you connect the incoming call to another customer.

### Qualifications:

We're looking for someone who knows how to manage multiple tasks while providing customers with the best possible service. You also need to be:

- A good communicator, with the ability to build strong professional relationships and empathize with people's needs (Ideally 1+ years of customer service experience)
- Happy taking ownership of problems and finding ways to solve them
- Positive, enthusiastic, and able to adapt to fast-changing situations
- Experience and confidence using MS Office and other basic IT equipment.

**Pay:** \$17.85 an hour - Full-time

[Apply Here](#)

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## Career Services Coordinator (Sandy Springs)



5669 Peachtree Dunwoody Road, Atlanta, GA 30342

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### Responsibilities

Cambridge College of Healthcare & Technology is a leading "student-centered" career services coordinator for the next generation of healthcare professionals. Cambridge is seeking a Career Services Coordinator to assist with the placement of our students.

- Critiques and edits student and graduate resumes, cover letters, and other employment documentation. Advises them on workplace etiquette, dress, interviewing, and other related issues.
- Activates and maintains relationships with all graduates until employment is successfully secured within field or related field of study.
- Assists all qualified graduates in their job-seeking efforts by conducting employability workshops.
- Works individually with graduates to assist them in their career search:
- Counsels students on resume preparation and career search strategies.
- Prepares graduates for interviewing and follow up with them regarding those interviews.
- Maintains an active lead generation system to ensure sufficient job opportunities are available for students and graduates.
- Maintains contact with local employers to obtain information on job opportunities to develop and enhance working relationships, and to facilitate student placement:

### Qualifications:

- One 1 to 2 years of career services or 1 to 2 years of recruiting or staffing experience. Healthcare staffing experience preferred
- Bachelor Degree preferred

**Pay:** \$28 - \$35 an hour - Full-time

[Apply Here](#)

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## Patient Care Coordinator (Brookhaven)



1401 Dresden Dr, Atlanta, GA 30319

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**hol+:** A dedicated group of medical providers committed to partnering with you to find answers that will change your life! Our mission is to serve patients using an integrative medical approach to empower them to become their best selves by providing the best medicine.

### **Responsibilities**

- Sells services by recognizing opportunities to speak about all of our products and services; existing services and new services
- Ability to meet and exceed monthly and weekly booking goals
- Continually updates job knowledge by studying new product descriptions and services
- Locates, researches, and provides information to answer all patient inquiries
- Schedules Appointments and Directs Customers to Proper Locations
- Processes Payments
- Send and receive both regular mail and e-mail, answer phones, deal with billing, maintenance and security procedures and other tasks as needed
- Resolves problems by clarifying issues, exploring, and researching answers and alternative solutions; implementing solutions and escalating unresolved problems.

### **Qualifications:**

- 2+ Years of Customer Service
- Excellent verbal communication and phone skills (ability to answer phones within 3 rings)
- Customer service experience and desire to build positive relationships with our patients
- Data entry skills/ability to type 30-40 words per minute
- Interest in Holistic and Integrative Medicine.

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

[Apply Here](#)

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## Front and Back Office Floater (Johns Creek)



11180 State Bridge Road, Johns Creek, GA 30022

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### Responsibilities

We are seeking a versatile and detail-oriented Front and Back Office Floater to provide seamless support across various administrative and clerical functions within our office environment. This position offers an opportunity to gain comprehensive office experience in a dynamic setting, supporting both front desk activities and back-office functions.

- Greet visitors and manage front desk operations with professionalism and courtesy
- Check-in and check-out patients
- Handle multi-line phone systems, screen calls, and direct inquiries appropriately
- Perform data entry, filing, and document proofreading to maintain accurate records
- Turnover rooms between patients
- Instrument sterilization

### Qualifications:

- Strong computer literacy with proficiency in Microsoft Office (Word, Excel, Outlook), and data entry software
- Excellent organizational skills with attention to detail and accuracy
- Exceptional phone etiquette and customer service skills
- Ability to handle multiple tasks simultaneously while maintaining professionalism and composure
- Friendly

**Pay:** From \$18 an hour - Part-time

[Apply Here](#)

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## Dental Treatment Coordinator (Dunwoody)



200 Ashford Center N Suite 330, Dunwoody, GA 30338

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### Responsibilities

Bloom Holistic Dentistry is seeking a **highly organized, personable, and proactive Treatment Coordinator** to join our growing biological dental practice. We are a wellness-focused office that values whole-body health, patient education, and exceptional communication. **This role is ideal for someone who can confidently own the front desk while guiding patients through their treatment journey with clarity and care.**

- Serve as the primary point of contact for patients—warm, welcoming, and professional
- Present treatment plans clearly and confidently
- Coordinate scheduling and financial arrangements
- Manage phone calls, emails, and patient communication
- Maintain smooth front office operations and support the clinical team
- Collaborate and communicate with referring specialists and medical providers to ensure comprehensive patient care

### Qualifications:

- Strong communication and interpersonal skills
- **Solid understanding of dental procedures and treatment planning, with a willingness to learn orthodontic and airway-focused care**
- Highly organized, detail-oriented, and proactive
- Comfortable multitasking in a fast-paced environment
- Passion for holistic/biological dentistry is a plus

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

[Apply Here](#)

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## Dental Assistant (Roswell)

KARL A. HEINZELMANN, D.D.S.

11775 Pointe Place, Roswell, GA 30076

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### Responsibilities

We are a single Doctor, private periodontal practice located in the Roswell/Alpharetta/Crabapple area looking for a third assistant to add to our team!

Surgical experience is a plus but NOT required...if you have only General Dentistry experience and are open to learning the surgical side of dentistry, we are willing to train the right person and most assistants end up loving surgery once they give it a try! Willingness to learn is key.

Bonus points if you are familiar with Dentrix, Dexis, or have knowledge of Cone Beam CT Technology.

This position requires someone who is punctual, has a strong work ethic, and has a great personality. We prefer candidates who live less than 20 miles from the office as we know commute times can be troublesome in this area.

We offer a fun, upbeat work environment with excellent employment benefits which include a VERY COMPETITIVE SALARY, generous 401k, plus the option for health insurance. We work approximately 36 hours a week (4 to 4.5 days a week).

Our days are spent caring for our patients, so we ask that you DO NOT call the office - all candidates who meet the criteria will be contacted via phone or email.

- Experience: Dental assisting: 1 year (Preferred)
- Ability to Commute: Roswell, GA 30076 (Required)

**Pay:** \$22 - \$27 an hour - Full-time

[Apply Here](#)

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## Front Desk Receptionist (Alpharetta)



2880 Old Alabama Rd, Alpharetta, GA 30022

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### **Responsibilities**

Front desk position for pediatric dental office in John's Creek /Alpharetta(4 -5 days per week). Great positive personality and must love to work with kids.

### **Qualifications:**

- Must have at least 2-3 years experience in a dental setting with Insurance verification and claims submission.
- Bilingual Spanish preferred
- High school or equivalent (Preferred)
- Customer service: 2 years (Preferred)
- Pay rate based on experience

**Pay:** \$17 - \$20 an hour - Full-time

[Apply Here](#)

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## School Front Desk Receptionist (Sandy Springs)



5180 Roswell Road, Atlanta, GA 30342

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### Responsibilities

- Greet visitors, students, staff, and parents warmly, providing excellent customer service at all times
- Manage multi-line phone systems to handle inquiries promptly and professionally
- Maintain accurate records through data entry, filing, and document proofreading to support school operations
- Oversee front desk activities including scheduling appointments, calendar management, and coordinating visitor sign-ins
- Utilize office management software and Microsoft Office tools to prepare correspondence, reports, and other administrative documents

### Qualifications:

- Proven office experience with strong clerical skills including data entry, filing, proofreading, and document management
- Excellent computer literacy with proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace applications
- Bilingual abilities are a plus to effectively communicate with diverse communities
- Experience with office management systems such as multi-line phone systems and calendar management tools

### Preferred Skills

- Experience working in a school or educational environment
- Familiarity with student information systems or attendance software
- Personal assistant or medical receptionist experience is advantageous but not required; training will be provided for specific duties.

**Pay:** \$36,000 - \$40,000 a year - Full-time

[Apply Here](#)

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## Temporary Social Services Advocate (Buckhead)



550 Pharr Road NE, Atlanta, GA 30305

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This The Tahirih Justice Center is a national, nonprofit organization that serves women, girls, and other immigrant survivors fleeing gender-based violence.

### **Responsibilities**

Ideally based out of Tahirih's Atlanta office, this role will require a high degree of emotional intelligence and discretion to support immigrant women and girls fleeing gender-based violence. This position will work in tandem with the Social Services Program Manager to provide programmatic and case-management support to our Atlanta team to ensure delivery of interdisciplinary, trauma-informed support to our clients.

- Conduct comprehensive needs assessments, develop service plans, and maintain a case load of 10-15 clients.
- Help triage client emergencies, and provide crisis intervention, safety planning, and education about victim's rights to clients.
- Collaborate well and communicate effectively with legal and social services team on interdisciplinary case-management.

### **Qualifications:**

- Bachelor's Degree in Social Work, Counseling, or related field
- At least 2 years of relevant experience providing direct social services or crisis management services to survivors of trauma
- Knowledge of program development, implementation and evaluation
- Fluent in a second language (written and spoken); additional language a plus. Spanish is strongly preferred
- Preferred: Bachelor/Master's Degree in Social Work, Counseling, or related mental health field. Experience working within interdisciplinary teams.

**Pay:** \$30 an hour - Part-time; This position will require 20-30 hours per week from June 1st to October 9th.

[Apply Here](#)

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## Front Desk Agent (Chamblee)



2050 Peachtree Industrial Ct, Chamblee, GA 30341

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### Responsibilities

- Welcome guests with friendly greeting and smile while performing all guest related services.
- Handle reservations request; check guests in/out; handle guest accounting and cashier functions.
- Make, change and monitor reservations; reviews and reports rate availability using front desk computer system; update and monitor room status; promote future sales
- Maintain confidentiality of guest information and pertinent hotel data.
- Communicate with the General Manager and other Front Desk Representatives, as needed, about problems, requests and/or concerns regarding guests and rooms.
- Work with housekeeping to communicate checkouts, stay-overs, sleepers, skip, rooms cleaned and rooms in need of maintenance.

### Qualifications:

- High school diploma preferred or equivalent experience
- 1 year in previous customer service position.
- Must have basic office skills (math, cash handling, computer skills, etc.)
- Basic English communication (verbal and written) skills required.

**Pay:** \$17 - \$18 an hour - Part-time, Full-time

[Apply Here](#)

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## Front Desk Agent (Buckhead)

# IHG<sup>®</sup>

HOTELS & RESORTS

3315 Peachtree Road NE, Atlanta, GA 30326

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As the world's first and most global luxury hotel brand, InterContinental Hotels & Resorts has pioneered international travel since the 1940s, we are passionate about sharing our renowned international know-how and cultural wisdom in truly impressive surroundings.

### Responsibilities

- Kicking off truly memorable guest experiences with the warmest of welcomes
- Acknowledging IHG Rewards Club members and returning guests in person or over the phone
- Taking, managing, and receiving payments for guest bookings
- Making the check-in and check-out process feel swift and seamless
- Staying one step of our guests' needs to anticipate requests and offer tailored recommendations
- Being our guests' trusted contact – helping with everything from bill issues to restaurant recommendations

### Qualifications:

- Communication skills - guests will need to come to you with concerns as well as compliments, so you'll be easy to talk to
- Your problem-solving skills will turn issues into opportunities so every guest leaves with great memories
- Fluency in the local language - extra language skills would be great, but not essential
- Literate and tech-savvy - you'll need a good grasp of reading, writing, basic maths and computer skills

**Pay:** \$17.75 an hour - Full-time

[Apply Here](#)

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## Receptionist - State Farm Agent Team Member (Alpharetta)



STATE FARM® INSURANCE AGENT

# Zac Gresham

Alpharetta, GA 30022

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### Responsibilities

- Provide excellent customer service through clear communication, detailed record keeping, and timely follow-up.
- Establish and maintain strong customer relationships.
- Answer and manage multi-line phone systems, handling inbound customer inquiries and making outbound calls to develop leads and follow up on sales opportunities.
- Schedule appointments and maintain accurate calendars for the sales team using digital tools (e.g., Salesforce, Microsoft Office).
- Maintain detailed and organized records of customer interactions and sales activities using our CRM Salesforce.
- Pursue required insurance licensing (Property & Casualty, Life & Health) with agency support and training to advance into sales or production roles.

### Qualifications:

- Strong communication skills—verbal, written, and listening—with a friendly and professional phone presence.
- Comfortable making outbound sales calls and engaging with customers to identify needs and promote products.
- Proficient with computer applications including Microsoft Office Suite and Salesforce
- Prior experience in customer service, sales, or administrative support preferred but not required.
- Bi-lingual abilities are preferred to assist in serving a diverse customer base effectively

**Pay:** \$50,000 - \$95,000 a year - Full-time

[Apply Here](#)

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## Food service and Hospitality hiring

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### **Assistant Manager (Chamblee)**

**\$45,000 - \$55,000 a year - Full-time**

Moe's Southwest Grill | 3515 Chamblee Tucker Road, Atlanta, GA 30341

[Apply Here](#)

### **Server (Dunwoody)**

**\$20 - \$60 an hour - Part-time, Full-time**

DASH Hospitality Group | 5521 Chamblee Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

### **Bartender (Alpharetta)**

**\$20 - \$50 an hour - Part-time**

Stone House Tap | 12595 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

### **Café Supervisor (Sandy Springs)**

**\$19 - \$21 an hour - Full-time**

Sodexo | 6205 Peachtree Dunwoody Road, Sandy Springs, GA 30328

[Apply Here](#)

### **Front of House (FOH) Manager - High-Energy Sports Bar (Roswell)**

**\$18 - \$22 an hour - Part-time, Full-time**

Mazzy's Sports Bar & Grill | 10729 Alpharetta Hwy #1424, Roswell, GA 30076

[Apply Here](#)

### **Barista - Starbucks (Sandy Springs)**

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

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

[Apply Here](#)

### **Dining Room Coordinator (Buckhead)**

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

Belmont Village Buckhead | 5455 Glenridge Drive, Atlanta, GA 30342

[Apply Here](#)

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## Senior care, Child care, Animal care, Healthcare hiring

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### **In Home Caregiver (Roswell)**

**\$19 - \$21 an hour - Part-time**

Brett Paul Chance | 1815 Bridle Ridge Trace, Roswell, GA 30075

[Apply Here](#)

### **DSP/Caregiver (Dunwoody)**

**From \$19 an hour - Full-time**

KC Home Care Inc | Dunwoody, GA

[Apply Here](#)

### **Patient Transporter (Sandy Springs)**

**\$18.00 - \$21.40 an hour - Full-time**

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

[Apply Here](#)

### **Dietary Aide (Roswell)**

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

HHS Culinary and Nutrition Solutions | 3000 HOSPITAL BOULEVARD, Roswell, GA 30076

[Apply Here](#)

### **Weekends Caregivers Needed In Alpharetta (Alpharetta)**

**\$15 - \$17 an hour - Full-time**

Visiting Angels - Alpharetta | 11775 Northfall Ln STE 207, Alpharetta, GA 30009

[Apply Here](#)

### **Animal Care Specialist (Buckhead)**

**From \$15 an hour - Part-time**

Petco | 3756 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

### **Full Time Assistant Preschool Teacher (Alpharetta)**

**From \$14.50 an hour - Full-time**

Crabapple Academy | 285 Rucker Road, Alpharetta, GA 30004

[Apply Here](#)

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## Others hiring

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### **Anthropologie Assistant Department Manager (Alpharetta)**

**From \$19.80 an hour - Full-time**

Anthropologie (part of Urban Outfitters) | 4180 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

### **Manager Trainee (Roswell)**

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

Hertz | 1570 Holcomb Bridge Rd, Roswell, GA 30076

[Apply Here](#)

### **Maintenance Assistant- The Piedmont at Buckhead (Buckhead)**

**\$18 - \$21 an hour - Full-time**

The Piedmont at Buckhead | 650 Phipps Boulevard NE, Atlanta, GA 30326

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### **Part-Time Personal Assistant to CEO-\*\*\*\$18-20hr\*\*\* (Buckhead)**

**\$18 - \$20 an hour - Part-time**

Laine Federal | 3379 Peachtree Rd NE #555, Atlanta, GA 30326

[Apply Here](#)

### **Nail salon front desk cashier (Roswell)**

**Up to \$17 an hour - Part-time, Full-time**

Clear Nail and Skin Care | 660 W Crossville Rd, Roswell, GA 30075

[Apply Here](#)

### **Bilingual (Spanish) Front Desk Receptionist (Chamblee)**

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

Team Octopus Chamblee | 3695 Longview Drive, Atlanta, GA 30341

[Apply Here](#)

### **Afterschool Parent Liaison (Atlanta 30345)**

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

LaAmistad | 2375 Shallowford Road, Atlanta, GA 30345

[Apply Here](#)

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