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# Administrative Assistant 2 (Sandy Springs)



**City of Sandy Springs**

1 Galambos Way, Sandy Springs, GA 30328

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## **Responsibilities**

- Manage document tracking, workflow systems, and distribution processes
- Coordinate meeting scheduling and logistics
- Assist with public hearings and presentations to the Mayor and City Council
- Process and track consultant and contractor invoices
- Provide responsive customer service and ensure timely follow-up on citizen requests
- Prepare correspondence, reports, schedules, presentations, and databases using Microsoft Office
- Support system administration functions (e.g., work delivery systems such as LUCITY or eBuilder)

## **Qualifications:**

- Associate's degree required
- Two (2) years of administrative experience, or an equivalent combination of education, training, and experience
- Strong written and verbal communication skills
- Proficiency in Microsoft Office applications
- Ability to create spreadsheets, reports, presentations, and databases
- Strong grammar, spelling, and punctuation skills
- Ability to operate standard office equipment and multi-line phone systems
- Ability to work occasional irregular hours, including emergency response support

**Pay:** \$27.60 - \$29.34 an hour - Full-time

[Apply Here](#)

Source: Indeed

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## Business Support Analyst 2 (Brookhaven)



GEORGIA DEPARTMENT  
of COMMUNITY AFFAIRS

5450 Glenridge Drive, Atlanta, GA 30342

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### Responsibilities

Under general supervision of the Division Director, the Business Support Analyst performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area.

- Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations.
- May partner with other departments, divisions, outside agencies and vendors to address business issues.
- May administer or provide high level support for various projects, grants contracts, implementation of procedures, and/or any specialized functions.
- Assist with orientation and training(s).

### Qualifications:

- Associate's degree in business or related field from an accredited college or university AND Two years of related experience OR Four years of related experience.

Preference will be given to applicants who possess at least one of the following:

- Knowledge of homeless assistance programs to include but not limited to Emergency Solutions Grants (ESG), Housing Opportunities for Persons with Aids (HOPWA), Permanent Supportive Housing (PSH), Continuum of Care (CoC) and other HUD or State funded programs
- Effective oral and written communication skills
- Ability to respond appropriately in challenging situations and serve as a resource to team members and internal/external stakeholders
- Ability to coordinate and prioritize multiple tasks
- Ability to assess and evaluate internal controls for programs and processes

**Pay:** \$59,000 - \$65,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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## Marketing Coordinator (Sandy Springs)



900 Hammond Dr, Atlanta, GA 30328

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### Responsibilities

- Develop and produce digital and print marketing assets (brochures, project sheets, collateral, templates) using Adobe Creative Cloud, ensuring brand consistency and high-quality design.
- Own and execute day-to-day social media efforts, including content planning, writing, design, and publishing across company channels (primarily LinkedIn, with support for other platforms as needed).
- Actively champion engagement on social media by highlighting project milestones, team achievements, and company culture; monitor performance and contribute ideas to grow reach and interaction.
- Maintain and update the company website, including creating and publishing new project pages, updating staff and services content, and ensuring information is accurate and current.

### Qualifications:

- Bachelor's degree in Marketing, Communications, Journalism, Business, English, or a related field (or equivalent applicable experience).
- 2-5 years of relevant marketing experience.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Proficiency with Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience supporting and managing social media channels (e.g., LinkedIn; additional platforms a plus).

**Pay:** \$53,000 - \$70,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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# Document Control Administrator – Quality (Alpharetta)



6728 Jamestown Drive, Alpharetta, GA 30005

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## **Responsibilities**

- Analyze complex data sets using advanced Microsoft Excel skills to identify trends and opportunities for improvement.
- Demonstrate knowledge of MS SharePoint database management.
- Investigate data discrepancies and coordinate corrective actions to address root causes.
- Develop and document standardized reporting methodologies to ensure consistency and reliability.
- Support cross-functional initiatives related to quality assurance and operational improvement.

## **Qualifications:**

- Working knowledge of Quality Management System standards (i.e., ISO 9001:2015).
- Fluent in English with excellent verbal and written communication skills.
- Experience with manufacturing ERP systems, such as NetSuite.
- Ability to multitask and work collaboratively across all levels of the organization.
- Demonstrated expertise in Microsoft Excel, including advanced data analysis capabilities.

**Pay:** \$24 - \$26 an hour - Temp-to-hire

[Apply Here](#)

Source: Indeed

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## Program Manager (Dunwoody)



5343 Roberts Drive, Dunwoody, GA 30338

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### Responsibilities

The Program Manager primarily focuses on creating and coordinating adult and children's educational weekday field trips and programs. The Program Manager is also the Assistant Summer Camp Director and coordinator of the Junior Counselor program. The Program Manager must have knowledge of sound environmental education practices and a commitment to conservation and environmental sustainability.

- Develop, execute and manage the day-to-day operations of assigned educational programming
- Actively identify areas of current programs that need improvements and work towards addressing the improvements and developing new programs that align with the Nature Center's mission
- Manage budget for assigned programs (income/expense)

### Qualifications:

- Must embrace the mission of the Dunwoody Nature Center to inspire a love of nature and cultivate greater environmental understanding and stewardship
- Bachelor's degree in education, environmental education, natural sciences or equivalent training/experience
- Proficient in Microsoft Office Suite, Google Workspace, and Canva, with experience using major social media platforms (Facebook, Instagram, X)
- Experience managing program budgets preferred
- Proven ability to plan, organize and execute classes and events effectively & efficiently.

**Pay:** \$48,000 - \$54,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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## Entry-Level Sales Associate (Dunwoody)



1155 Perimeter Center West, Atlanta, GA 30338

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### Responsibilities

- Generate new leads through managing an assigned territory and targeted marketing efforts to expand the customer base
- Manage a designated territory by identifying potential customers and cultivating long-term relationships
- Conduct product demos and technical presentations to showcase telecommunications solutions to prospective clients
- Develop tailored proposals and negotiate contracts to close sales effectively
- Maintain accurate records of sales activities, customer interactions, and pipeline status using CRM software such as Salesforce

### Qualifications:

- Proven experience in outside sales, B2B sales, or technology sales within the telecommunications industry
- Strong management skills with experience in territory management and account management
- Proficiency in CRM software such as Salesforce or similar platforms
- Excellent negotiation, communication, and presentation skills
- Ability to generate leads through cold calling and networking strategies
- Demonstrated success in direct sales, upselling, and product demos
- Analytical skills to assess market trends and develop effective sales strategies

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

[Apply Here](#)

Source: Indeed

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## Logistics & Customer Solutions Coordinator (Roswell)



Beyond Limits. Beyond Expectations.

Roswell, GA 30075

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### Responsibilities

- Interact with suppliers, customers, and vendors daily
- Process, coordinate, and confirm truck orders received via e-mail or phone, ensuring all order details (product, quantity, location, special requests) are accurate and complete
- Maintain accurate records of all customer orders, communications, and deliveries in the company's ERP system
- Serve as the primary point of contact for assigned customers regarding order inquiries, issues, or special requests
- Provide updates to customers on the status of their orders, including any delays or changes in schedule
- Answer customer inquiries/requests related to BOL, COA, weights, etc.
- Process miscellaneous invoice requests for accessorial charges to customer, as needed
- Transfer data from terminal spreadsheets into internal spreadsheets, ensuring accurate and timely processing of load information for invoicing
- Process shipments in company ERP System for assigned customers/terminals
- Maintain office supply inventory, gifts, and reorder, as necessary

### Qualifications:

- High school or equivalent (required). College degree (highly preferred)
- Excellent computer skills with an emphasis on Microsoft Office Suite programs. Advance Excel skills preferred

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

Hybrid position: In office (Roswell, GA) 3 days/week, Work from home 2 days/week

[Apply Here](#)

Source: Indeed

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## Law Clerk (Sandy Springs)



5555 Glenridge Connector, Atlanta, GA 30342

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### Responsibilities

- Drafting discovery responses in litigation cases, reviewing medical records, completing intake with new clients, preparing documents for attorney review prior to deposition and mediation, along with other admin duties.
- Complete daily transactions and tasks related to the financial operation of the community by collecting and posting rent, fees, and other payments, preparing deposits and financial reports
- Review and submit invoices from vendors and service providers for payment
- Review resident files and accounting records, communicate with residents regarding outstanding balances, and implements procedures for collecting on delinquencies
- Process resident move-outs by reviewing lease terms and notice requirements
- Follow up on service requests with the maintenance team and ensure resident's requests have been completed

### Qualifications:

- Manage their own time, organized, detail-oriented, a quick learner, tech-savvy, self-motivated, and an excellent written and verbal communicator.
- Work directly with attorneys, paralegals, and other staff and be expected to communicate effectively and professionally.
- **Bilingual Spanish or Vietnamese speakers are encouraged to apply.**
- Prior experience at a law firm is not required, and you will receive training on our file software system and processes.
- Proficiency with Microsoft suite is expected.

**Pay:** \$55,000 - \$65,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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# Supplier Risk Analyst (Sandy Springs)



6065 Roswell Rd #224, Atlanta, GA 30328

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## Responsibilities

- Conduct comprehensive risk assessments on new and existing suppliers, evaluating areas such as financial stability, business continuity, adverse media, and regulatory compliance.
- Collect, analyze, and interpret supplier risk data from internal systems and third-party sources to identify potential risk exposures.
- Document and escalate high-risk findings to appropriate stakeholders in accordance with GSRM procedures.
- Track and follow-up on remediation items, corrective action plans, and risk mitigation activities using our internal Risk Management System.
- Assist with preparing reports, dashboards, and presentations.

## Qualifications:

- High school diploma or equivalent required. Bachelor's Degree in related field is a plus but not required.
- 1-3 years of experience in procurement, vendor management, supplier risk management, compliance, audit, or equivalent preferred.
- Relevant professional certifications (e.g., CTPRP, CISA, CRISC, CISM) are a plus but not required.
- Strong analytical and quantitative skills, including problem-solving and critical thinking, with the ability to interpret data and identify risk patterns.
- Solid understanding of risk management principles and vendor oversight practices. Skilled at identifying third-party risks and recommending appropriate mitigation steps.
- Proficiency with Microsoft Office suite (Excel, Word, PowerPoint).
- Comfort using or willing to learn workflow tools (e.g., Power Automate, SharePoint, PowerBI).

**Pay:** \$51,000 - \$60,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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## Onboarding Specialist (Sandy Springs)



5565 Glenridge Connector Ste 500. Sandy Springs, GA 30342

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### Responsibilities

- **Communication and Collaboration:** Collaborate with potential employees to gather information, address concerns, and ensure a smooth hiring process.
- **Documentation and Record Keeping:** Maintain accurate and up-to-date records of employee information and compliance related items.
- **Compliance and Regulations:** Stay updated on program guidelines, policies, and regulatory requirements to ensure full compliance during the hiring process.
- **Continuous Improvement:** Contribute to ongoing process improvement initiatives to enhance the efficiency and effectiveness of the onboarding process.
- Ensure all new hires comply with company, Federal, and State regulations required for employment
- Create profiles in various systems to ensure timely and accurate information is stored and tracked throughout the onboarding process
- Perform employment eligibility and verification, including: background checks, I-9 completion, etc.

### Qualifications:

- **Education:** Degree in healthcare administration, social work, nursing, or a related field is preferred but not required.
- **Experience:** Previous experience in onboarding and compliance is preferred.
- **Knowledge:** Familiarity with A&D Waiver, Indiana Medicaid programs and their eligibility criteria is advantageous.

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

[Apply Here](#)

Source: Indeed

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## Office Administrator/Practice Manager - Chiropractic, Naturopathy & Clinical Nutrition Center (Alpharetta)



11080 Old Roswell Rd, Alpharetta, GA 30009

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### Responsibilities

- Manage all aspects of clinic operations, including scheduling, patient flow, and staff coordination to optimize efficiency and patient satisfaction.
- Oversee fiscal management activities such as budgeting, financial reporting, billing processes, and expense control using systems like Eclipse and Weave.
- Supervise administrative staff and healthcare professionals, providing leadership in human resources functions including hiring, training, performance evaluations, and compliance with HIPAA regulations.
- Oversee electronic health record (EHR) systems implementation and utilization for smooth documentation and data management..

### Qualifications:

- Proven experience in office management or administration within chiropractic, naturopathy, or clinical nutrition settings.
- Strong knowledge of terminology, records management, EMR/EHR systems such as Eclipse and Weave.
- Success history in playing a key role in closing sales of products/services that align with patient needs and goals
- Demonstrated supervisory skills with experience managing administrative teams in a healthcare environment.
- Expertise in fiscal management including daily reconciliation, budgeting, financial reporting, billing procedures, and revenue cycle management.
- Prior experience with chiropractic practice management is advantageous but not required.

**Pay:** \$48,000 - \$52,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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## Operations Team Lead- PM (Alpharetta)



2650 Holcomb Bridge Rd STE 540, Alpharetta, GA 30022

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### **Responsibilities**

- Supervise and support Operations staff during the 12–8 PM shift
- Monitor staffing workflows to ensure assignments are being worked within required timelines
- Assist team members with escalations, vendor coordination, and problem resolution
- Ensure compliance with operational procedures, documentation standards, and profit requirements
- Monitor job aging reports and assist with prioritizing assignments that require immediate attention
- Coordinate with other departments (QA, Vendor Network, Management) when operational issues arise

### **Qualifications:**

- Previous experience in operations, scheduling, logistics, or staffing coordination
- Prior leadership or team lead experience
- Strong organizational and problem-solving skills
- Excellent communication skills (written and verbal)
- Ability to manage multiple priorities in a fast-paced environment
- Strong attention to detail and ability to maintain accurate documentation
- Comfortable working with databases
- Ability to support and guide team members while maintaining productivity standards

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

[Apply Here](#)

Source: Indeed

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## Client Care Manager (John's Creek)



3000 Old Alabama Road, Johns Creek, GA 30022

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### Responsibilities

- Conduct **in-home assessments** for new clients to evaluate care needs.
- Develop individualized care plans aligned with client needs, preferences, and payer requirements.
- Provide guidance and coaching to caregivers on care expectations.
- Maintain accurate **client records and care documentation**.
- Update internal systems with client notes and visit summaries.
- Build strong relationships to ensure **client satisfaction and retention**.
- **Conduct caregiver orientation and manage caregiver files**.
- **Assist with billing and payroll functions to meet company deadlines**.
- **Ensure invoices are completed accurately, timely, and according to company policy. Maintain all necessary records related to LTC and Medicaid/governmental programs.**
- **Follow up on receivables per company policy.**

### Qualifications:

- A Minimum of at least two years of working in an office environment in an organizational setting.
- **Bachelor's Degree in a related field**
- Proficient with standard office equipment. Proficient with Microsoft software (M.S. Word and Excel)
- Adapt at reading, writing, and interpreting industry-specific documentation, policies, procedures, or manuals.
- **Team player with a positive attitude and independent solid work ethic.**

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

[Apply Here](#)

Source: Indeed

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## Leasing Consultant - The Drexel Collective (Dunwoody)

# Equity Apartments

100 Drexel Point, Atlanta, GA 30346

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### Responsibilities

As a Leasing Consultant, you will spend half of your week effectively marketing your community and following up on leads, cultivating relationships with prospective residents. The other half of your time will involve providing exceptional customer service to enhance residents' experiences and maintaining the overall appeal and functionality of the property.

- Proactively responding to sales leads, promoting the community by addressing resident needs and providing information on availability, pricing, location, and amenities
- Inviting and scheduling prospective residents for community tours, employing effective selling techniques to close deals
- Supporting community marketing efforts by positively influencing online presence, offering input on advertising campaigns
- Effectively explaining lease provisions and community policies, ensuring comprehensive move-in activities and conducting orientations for new residents

### Qualifications:

- High School diploma or equivalent
- Strong customer service/customer facing orientation: Retail Sales, Hospitality
- Proficiency in using property management software & Google Suite
- Knowledge of federal and state apartment housing laws
- Valid Driver's License required if employee will operate a motorized vehicle (e.g., car, golf cart) in their role. This varies by location.

### Bonus Qualifications:

- Experience in leasing or property management,
- College degree or coursework

**Pay:** \$22.09 - \$27.00 an hour - Full-time; Work Schedule: Tuesday-Saturday: 9am-6pm

[Apply Here](#)

Source: Indeed

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## Accounting Clerk (Alpharetta)



1121 Alderman Drive, Alpharetta, GA 30005

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### Responsibilities

- Process check requests and expense reports on a regular basis.
- Enters approved invoices into the system using correct general ledger numbers and financial dimensions.
- Codes invoices, sets up new accounts, credit applications.
- Reconciles bank accounts monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts; manages accounts receivable collections.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Maintains knowledge of acceptable accounting practices and procedures.
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable data.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.

### Qualifications:

- High School Degree
- Proven Accounting Experience, preferably as an accounts receivable clerk or accounts payable clerk.
- English required, bilingual (Spanish) a plus.

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

[Apply Here](#)

Source: Indeed

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## Clinical Support Staff (Buckhead)



3072 Early Street NW, Atlanta, GA 30305

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### **Responsibilities**

- Assist the clinical staff in supporting clients in treatment groups and activities.
- Supervises the students and ensures that they are being safe to themselves and to those around them.
- Helps clinical staff enforce Group Rules and Norms.
- Rewards and praises students for positive behavior.
- Assists students in processing through the students' various issues and concerns.
- Develops a healthy and meaningful staff/student relationship with each student.
- Observes and charts student behavior, affect, and participation.

### **Qualifications:**

- Completion or near completion of bachelor's degree or higher in Behavioral Sciences
- Experience working in a behavioral health setting.
- Ability to pass a state background check.
- Effective communication skills. Team player. Flexibility a must.
- First Aid & CPR certified.

**Pay:** \$22 an hour - Part-time; Part Time, On-Site (Up to 30 hours a week)

[Apply Here](#)

Source: Indeed

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## Assistant Community Manager (Sandy Springs)



6850 Peachtree Dunwoody Road, Atlanta, GA 30328

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### Responsibilities

- Responsible for posting all payments and income received from all applicants, current residents, and non-current residents accurately, timely, and efficiently.
- Responsible for processing and reconciling daily all account receivables.
- Use consistent techniques & company directives to screen, hire, train, coach, and develop onsite staff.
- Manage excellent customer service and monitor service request turnaround and responsiveness of maintenance staff.
- Maintain property appearance and ensure repairs are noted and completed on a timely basis (this requires regular property inspections and tours).

### Qualifications:

- High School Diploma or Equivalent; Bachelor's degree preferred or two years experience in the housing industry; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Ability to understand and perform all onsite software functions; basic computer skills required.
- Must have basic knowledge of Fair Housing Laws and OSHA requirements.

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

[Apply Here](#)

Source: Indeed

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## Quality Coordinator (Buckhead)



3445 Peachtree Road NE, Atlanta, GA 30326

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### Responsibilities

As a **Quality Coordinator**, you will be accountable for identifying and closing gaps in care for value-based contracted patients with quality needs. Ideal candidates will demonstrate knowledge of clinical quality measures and the ability to work in a fast-paced environment while using excellent communication skills to serve our patient populations and will be proactive with strong personal initiative as well as highly organized and detail oriented.

#### How You Will Get Things Done:

- Utilize various practice EMRs to review patient charts, extract proof of care and submit documentation thru payer portals or otherwise electronically
- Identify and relay appropriate actions to address clinical quality measures that have not been satisfied during the performance period

#### How You Will Build Trust:

- Work closely with the Clinical Ambassador if patient outreach efforts are determined to be needed
- Work collaboratively with other departments on quality specific projects to help close data discrepancies

### Qualifications:

- High school diploma or GED equivalent required
- Valued based Care experience a plus
- 2+ years of experience in a medical office or health care setting
- 1+ years of experience with HEDIS or healthcare quality experience
- Salesforce and Athena experience a plus. Primary care preferred.
- Comfort utilizing a variety of electronic health records including data capture, data mining, and payor portals
- Comfort with technology including Microsoft suite of products.

**Pay:** \$21.00 - \$22.75 an hour - Full-time

[Apply Here](#)

Source: Indeed

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## Optometric Assistant/ Front Desk (Roswell)



11550 Pointe Place, Roswell, GA 30076

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### Responsibilities

We need an administrative assistant to help at the front desk. Strong communication (written and verbal), organizational and secretarial skills required including pleasant phone personality.

- Must be a self-starter and possess a mature, flexible attitude, strong attention to detail and the ability to follow-up.
- There will be administrative projects on MS Word and Excel, so experience in one or both of these programs is a strong plus. Quickbooks experience is also a major plus.
- In addition, you will be responsible for patient testing performed prior to seeing the doctor.
- Other qualities that we are looking for include someone who is sharp and a quick learner able to multi-task and not afraid of the computer.
- In addition, optical experience is a major plus, but not required.
- The right candidate must be able to work Mon 9-6, Tues- Thurs 8:45-6:00 pm

### Qualifications:

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

**Pay:** \$20 - \$22 an hour - Part-time, Full-time; Expected hours: 32 per week

[Apply Here](#)

Source: Indeed

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## Customer Service Representative - State Farm Agent Team Member (Roswell)



STATE FARM® INSURANCE AGENT

# Barry Hancock

295 W Crossville Rd STE 830, Roswell, GA 30075

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### Responsibilities

In this role, you'll not only resolve client inquiries and provide seamless support, but also contribute to the overall success of the team. As you grow in this position, you'll also have exciting opportunities to develop your career further with a clear path for internal advancement. Especially motivated candidates with a passion for sales will find plenty of room to excel.

- Respond to customer inquiries and offer expert advice on policies.
- Assist clients with policy updates and adjustments to meet their needs.
- Process insurance claims efficiently and follow up to ensure satisfaction.
- Maintain detailed and accurate records of all customer interactions.

### Qualifications:

- Excellent communication and interpersonal skills to connect with clients.
- Strong attention to detail and the ability to juggle multiple tasks effectively.
- Previous customer service experience is a plus.

**Pay:** \$40,000 - \$45,000 a year - Full-time

[Apply Here](#)

Source: Indeed

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## Food service and Hospitality hiring

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**Assistant General manager** | **Lead Bartender** | **Lead Server (Alpharetta)**  
\$50,000 - \$65,000 a year | \$800 - \$1,200 a week | \$25 - \$30 an hour  
[Apply Here](#) | [Apply Here](#) | [Apply Here](#)  
Fogon and Lions | 10 Roswell Street, Alpharetta, GA 30009

**Assistant Manager (Dunwoody)**  
\$45,000 - \$55,000 a year - Full-time  
Moe's Southwest Grill | 5562 Chamblee Dunwoody Road, Atlanta, GA 30338  
[Apply Here](#)

**Bouncer/Doorman (Alpharetta)**  
\$30 an hour - Part-time  
Mercantile Social | 20 N Main St, Alpharetta, GA 30004  
[Apply Here](#)

**Front Desk (Sandy Springs)**  
\$20.32 an hour - Full-time  
Westin Atlanta Perimeter | 7 Concourse Parkway NE, Atlanta, GA 30328  
[Apply Here](#)

**Server (Dunwoody)**  
\$20 - \$35 an hour - Full-time  
Marlow's Tavern | 1317 Dunwoody Village Parkway, Atlanta, GA 30338  
[Apply Here](#)

**Cocktail Server (Buckhead)**  
\$19 - \$20 an hour - Full-time  
Johnny's Hideaway | 3771 Roswell Rd NE, Atlanta, GA 30342  
[Apply Here](#)

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Source: Indeed

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## Healthcare hiring

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### **Patient Care Coordinator (Sandy Springs)**

**\$19.85 - \$24.19 an hour - Full-time**

Emory Healthcare | 5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

[Apply Here](#)

### **Hospital Based Bilingual Patient Advocate (Sandy Springs)**

**\$19 - \$26 an hour - Full-time**

Elevate Patient Financial Solutions | 1000 Johnson Ferry Rd, Atlanta, GA 30342

[Apply Here](#)

### **Medical Office Front Desk Associate (Sandy Springs)**

**\$18.50 - \$19.00 an hour - Full-time**

Atlanta OB&GYN Specialists | Atlanta, GA 30328

[Apply Here](#)

### **Front Office Administrator (Dunwoody)**

**\$18 - \$23 an hour - Part-time, Contract**

DH Therapy LLC | 7 Dunwoody Park, Atlanta, GA 30338

[Apply Here](#)

### **Medical Appointment Scheduler (Buckhead)**

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

Olansky Dermatology & Aesthetics | 3379 Peachtree Rd #500, Atlanta, GA 30326

[Apply Here](#)

### **Testing/Marketing Coordinator (Alpharetta)**

**\$18 - \$19 an hour - Full-time**

Peace of Mind Psychological Services | 3580 Old Milton Parkway, Alpharetta, GA 30005

[Apply Here](#)

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Source: Indeed

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## Child care, Senior care and Animal care hiring

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### **Buckhead family - nanny/house manager (Buckhead)**

**\$30 - \$32 an hour - Full-time**

Nainoa Nannies | Atlanta, GA 30342

[Apply Here](#)

### **Experienced Dog Groomer (Sandy Springs)**

**\$22 - \$30 an hour - Part-time, Full-time**

Animal Hospital of Sandy Springs | 6023 Sandy Springs Circle, Atlanta, GA 30328

[Apply Here](#)

### **Personal Care Aid (Alpharetta)**

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

Belle Âme PCS | Alpharetta, GA 30022

[Apply Here](#)

### **Recruiter / Scheduler – OPA Home Care (Roswell)**

**\$17 - \$19 an hour - Full-time**

OPA Home Care | 9755 Dogwood Road, Roswell, GA 30075

[Apply Here](#)

### **Caregiver (Roswell)**

**\$17 - \$19 an hour - Part-time, Full-time**

Magnolia Place of Roswell | 655 Mansell Road, Roswell, GA 30076

[Apply Here](#)

### **Scheduling Coordinator (John's Creek)**

**\$16 - \$20 an hour - Full-time**

Comfort Keepers | 6290 Abbotts Bridge Rd Suite 302, Johns Creek, GA 30097

[Apply Here](#)

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Source: Indeed

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## Others hiring

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### **House Cleaner (Roswell)**

**\$28 - \$35 an hour - Part-time, Full-time**

Roswell Clean LLC | Roswell GA 30075

[Apply Here](#)

### **Residential House Cleaning Professional (Buckhead)**

**\$25 - \$35 an hour - Part-time, Full-time, Contract**

Atlanta Cleaning Squad | Atlanta, GA 30326

[Apply Here](#)

### **Warehouse Production Associate (Alpharetta)**

**\$22.40 - \$26.90 an hour - Full-time**

Outliers Staff Mexico | Alpharetta, GA 30009

[Apply Here](#)

### **Fitness Coach (Roswell)**

**\$20 - \$35 an hour - Full-time**

BODY20 Roswell | 10800 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

### **Dry Cleaner (Sandy Springs)**

**\$20 - \$29 an hour - Full-time**

Fabricare Center Cleaners | 8611 Roswell Road, Atlanta, GA 30350

[Apply Here](#)

### **Computer Support Specialist (Dunwoody)**

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

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

[Apply Here](#)

Source: Indeed