
Health & Wellness Access Liais (Dunwoody)

EMORY HEALTHCARE

4555 North Shallowford Road, Dunwoody, GA 30338

The Health & Wellness Access Liaison serves as a high-performing brand ambassador for Emory Healthcare, delivering exceptional customer service and personalized care coordination for employees and corporate partner populations.

Responsibilities

- Provide Serve as the primary liaison between employees and Emory Healthcare providers and staff.
- Assess employee needs and coordinate care with appropriate physicians, care teams, and services.
- Develop customized care itineraries tailored to individual health and lifestyle needs.
- Provide consistent onsite presence and concierge-level service to employees.
- Develop and implement mechanisms to measure program effectiveness and success.

Qualifications:

- Bachelor's degree preferred.
- Associate's Minimum of two (2) years of healthcare, customer service, or related experience preferred.
- Strong knowledge of scheduling across a wide range of healthcare services.
- Understanding of Patient Access operations and workflows.
- Interest in or knowledge of employee health and wellness initiatives.
- Resourceful, solution-oriented, and dependable.
- Ability to drive health initiatives and achieve measurable outcomes.
- Demonstrates ownership, accountability, and pride in delivering high-quality service

Pay: \$29.33 - \$35.74 an hour - Full-time

[Apply Here](#)

Patient Care Coordinator (Sandy Springs)

EMORY

HEALTHCARE

5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

The Patient Care Coordinator serves as a key point of contact for patients and their families, supporting the coordination of care by scheduling appointments, managing patient information, and facilitating communication between patients, providers, and care teams.

Responsibilities

- Schedule appointments for new and established patients.
- Schedule return visits and ancillary appointments as needed.
- Coordinate imaging, procedures, and additional services within the clinic.
- Complete and maintain patient data forms and records.
- Retrieve and manage medical records as required.
- Serve as an administrative resource for staff in coordinating patient care.
- Assist in resolving patient concerns and collaborate with management to address or escalate complaints when appropriate.

Qualifications:

- High school diploma or GED required.
- Minimum of 12 months of customer service experience **or**
- 6 months of healthcare experience in a similar role required.
- A bachelor's degree, or enrollment in a bachelor's degree program, may be considered in lieu of required experience.
- Demonstrated ability to provide a high level of customer service.
- Strong verbal and written communication skills.
- Ability to work effectively in a collaborative team environment.
- Strong organizational and time management skills.
- Empathy and compassion when interacting with patients and families.

Pay: \$19.85 - \$24.19 an hour - Full-time

[Apply Here](#)

Patient Access Representative (Sandy Springs)

EMORY

HEALTHCARE

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities

- A Patient Access Rep II will assist in the coordination, prioritization and completion of front-end patient registration activities ranging from pre-registration through discharge in the Patient Access Services Department.
- A Patient Access Rep II prioritizes work for optimal reimbursement and to avoid financial risk to both patient and hospital. Ensures all insurance requirements are met prior to or on the date of service and informs patients of their financial liability and collects liability due.
- Maintains thorough understanding of insurance, registration, scheduling, referrals, authorizations, and account follow-up.
- Maintains knowledge of multiple department system applications utilized by Patient Access. Familiar with and adheres to all state and federal regulations such as EMTALA, CMS, HIPAA, and JCAHO guidelines.
- Obtains appropriate signature(s) and scans all appropriate documents (Admission/Registration Agreement, Notice of Privacy Practice, and Important Message from Medicare, etc.).

Qualifications:

- High school diploma or equivalent.
- Must have at least 2 years healthcare related or customer service experience. Knowledge of Medicare, Medicaid, and other commercial payers (HMO, PPO) preferred.
- Associate or bachelor degree may be accepted in lieu of experience.
- Certified Healthcare Access Associate (CHAA) preferred. Typing skills with a minimum of 35 wpm and good communication skills.

Pay: \$18.90 - \$23.03 an hour - Full-time

[Apply Here](#)

Unit Clerk (Sandy Springs)

EMORY

HEALTHCARE

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities

- Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member.
- Receives and transcribes physicians' orders according to established guidelines.
- Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies.
- Responds to patient requests via patient intercom system.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician.
- Enters and retrieves data related to patient charges and supply orders to include daily reconciliation of patient charges to ensure accurate patient billing process.

Qualifications:

- High A high school diploma or equivalent.
- One year previous clerical experience and experience with various personal computer software applications.

Pay: \$\$18.00 - \$21.40 an hour - Full-time

[Apply Here](#)

Medical Records Coordinator (Sandy Springs)



Atlanta, GA 30328

We're Scan.com, the digital health scale-up making diagnostics accessible, fast, and transparent.

Responsibilities

- Maintaining various files, logs, medical records ensuring accuracy and completeness of information
- Assembling patients' health information including patient symptoms, medical history, exam results, reports, and billing
- Reviewing and ensuring all patient forms are completed, properly identified, signed, and are uploaded in preferred style
- Communicating as needed with physicians and other health care professionals to clarify and obtain information

Qualifications:

You don't need to tick all the boxes to apply for this role. Whether it's your first role or your fifth role, we believe everyone can add value and that everyone should want to learn. However, these might be some of the ways you are currently adding value:

- You have a go-getter mentality, pay high-attention to detail, and are hyper-organized
- You have outstanding written and verbal communication skills
- You have experience maintaining accuracy of patient's medical records, and have some working knowledge of HIPAA and other medical insurance regulations and terminology for private payer, state and federal plans including coding, billing, and reimbursement protocols
- You can comfortably navigate the MS Office Suite, particularly MS Excel
- You have worked in the legal industry (the personal injury space would be a huge plus)

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

[Apply Here](#)

Medical Front Office Assistant/Insurance Follow-Up (Alpharetta)



3333 Old Milton Parkway, Alpharetta, GA 30005

A busy Interventional Pain Management facility in Alpharetta is seeking a qualified and motivated **Medical Front Office Assistant**.

Responsibilities

- Greet patients in a professional, courteous, and welcoming manner
- Verify patient demographics, insurance information, and eligibility at check-in
- Collect co-pays, outstanding balances, and required documentation
- Schedule, confirm, and update patient appointments
- Review aging insurance accounts to identify unpaid or underpaid claims
- Contact insurance carriers via phone, email, and online portals to obtain claim status and resolve issues
- Accurately document all follow-up activities and outcomes in the practice management/EMR system
- Collaborate with Revenue Cycle Management (RCM) team regarding claim trends, denials, and required documentation
- Verify patient insurance coverage and benefits as needed to support claim resolution

Qualifications:

- Prior experience in a medical front office or healthcare setting preferred
- Knowledge of insurance verification, billing, or collections is a plus
- Strong communication and customer service skills
- Excellent organizational skills and attention to detail
- Ability to multitask in a fast-paced environment

Pay: \$19 - \$23 an hour - Full-time

[Apply Here](#)

Medical Billing & Coding Specialist – Full-Time, In-Office (Entry-Level) (Alpharetta)



1725 Windward Concourse, Alpharetta, GA 30005, USA

Responsibilities

We are hiring motivated individuals who want to start fresh in the medical billing and coding field. We'll provide in-office training, mentorship, and a clear career path in a growing healthcare sector.

- Learn how to review medical documents and apply proper billing codes.
- Assist in submitting insurance claims and tracking payments.
- Support the billing team in resolving claim issues.
- Develop knowledge of HIPAA compliance and insurance rules.
- Grow into a role managing claims independently.

Qualifications:

- Strong attention to detail and organizational skills.
- Computer-literate and comfortable learning new systems.
- Excellent communication and willingness to learn.
- Prior office, administrative, or customer service experience a plus.
- Certification not required (training available).

Pay: \$16 - \$22 an hour - Full-time, Contract

[Apply Here](#)

Pediatric Medical Assistant (Bi-Lingual, Spanish) (Roswell)



1305 Hembree Rd Ste 203, Roswell, GA 30076

Our pediatric practice has Full-time and Part-time openings for a Clinical Medical Assistant-Pediatric credential and at least one-year recent medical office experience (pediatric) preferred.

Office is in one location and hours are staggered from 11 am to 9 pm.

Responsibilities

Responsibilities include (not limited to): insurance verification, vaccine administration/immunizations, VFC, GRITS, patient initial encounters, physician support, return patient calls, documentation in EMR; knowledge of Kareo (or other EMR) helpful.

Qualifications:

Must be professional in appearance with excellent computer, written and verbal communication skills.

Pay: \$16 - \$19 an hour - Part-time, Full-time

[Apply Here](#)

Central Registration (Alpharetta)



Atlanta Rehabilitation & Performance Center

3155 North Point Parkway, Alpharetta, GA 30005

Atlanta Rehabilitation & Performance Center is a well-established and fastest growing private practice in the metro Atlanta Area since 2000. With 16 private practice clinics, we are dedicated to delivering exceptional therapy services.).

Responsibilities

We are currently searching for a Central Registration Representative. This position requires superb customer service skills as well as ability to multitask. The position is in person but there is some flexibility on clinic work location.

- Responsible for registering all patients before service is rendered
- Obtains demographic and financial (insurance) information from all patients and enters information into computer.
- Explaining financial obligations to the patient as well as need for services.
- Understanding of insurance, billing, and able to explain details clearly to patients.
- Managing a high volume of phone calls continuously during a given shift while maintaining a superior level of attention to detail

Qualifications:

- High school diploma
- One year office experience or twelve months secondary education which includes clerical training
- Experience in an office setting or call center
- Experience with medical insurance
- Experience in a healthcare office
- Must possess strong customer service skills (phone and in person)
- Proficient in typing
- Proficient with Microsoft Office Products including Word, Excel, and Outlook Applications

Pay: \$16 - \$18 an hour - Full-time

[Apply Here](#)

Community and Client Services Manager (Chamblee)



3280 Chamblee Dunwoody Road, Chamblee, GA 30341

LifeLine Animal Project is committed to the care and welfare of pets and the people who love them.

Responsibilities

- Manage LifeLine's collaborative programs to strengthen community relations targeted to keep animals with owners, while respecting, embracing, and celebrating the diversity of individuals.
- Take responsibility to lead programs and initiatives focused on collaboration, safety-net and resource-building.
- Supervise staff, oversight of duties, monitor performance and adherence to LifeLine's philosophy, program objectives and standards.
- Conduct annual employee evaluations, performance improvement plans and assist staff in setting and attaining goals.
- Courageously collaborate with DeKalb County Animal Services and Enforcement leadership to offer support by collaborating with officers in the field and providing assistance to citizens.
- Coordinate with various departments to ensure animals are properly coded and cared for in the shelter to help drive LifeLine's mission to save lives.

Qualifications:

- Minimum of high school diploma or equivalent. At least one year of leadership experience.
- Two or more years' experience in community outreach or advocacy experience.
- Experience working with people from many different backgrounds.
- Fear Free Sheltering preferred.

Pay: \$55,000 - \$60,000 a year - Full-time

[Apply Here](#)

Leasing Consultant - The Drexel Collective (Dunwoody)

Equity Apartments

100 Drexel Point, Atlanta, GA 30346

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
- Knowledge of federal and state apartment housing laws

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](#)

Accounting Assistant (Chamblee)



1988 Airport Road, Chamblee, GA 30341

Take-off with Pilatus! If you would like to be part of an outstanding team of aviation enthusiasts, we invite you to explore our job opportunity in Chamblee, GA.

Responsibilities

The Accounting Assistant provides operational support to the Accounting Manager through daily Accounts Payable (AP) processing, invoice documentation, and vendor record maintenance. This role also supports Accounts Receivable (AR) activities, including cash receipts, collections, and customer invoice posting. This role ensures timely and accurate processing of invoices and payments while supporting overall accounting operations, with a primary focus on transactional accounting tasks and administrative support.

- Download, organize, and maintain vendor invoices and supporting documentation
- Review invoices for completeness and prepare for entry into the accounting system
- Assist with preparation of payment runs including check runs and EFT processing.
- Receive and process customer payments, including checks and credit card transactions

Qualifications:

- Associate's degree in Accounting, Business, or related field, or equivalent experience
- 1-3 years of experience in accounts payable, accounting support, or bookkeeping preferred.
- Experience with accounting or ERP systems preferred.
- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and meet deadlines.
- Professional communication skills and a collaborative work style.
- Proficiency with Microsoft Office applications, particularly Excel and Outlook

Pay: \$22 - \$28 an hour - Full-time

[Apply Here](#)

Premium Audit Associate (Alpharetta)



3925 Brookside Parkway, Alpharetta, GA 30022

As a Premium Audit Associate, you will serve as a key point of contact for customers, agents, and brokers throughout the audit process.

Responsibilities

- **Audit Review & Issue Resolution:** Identify, research, and resolve policy rating and classification issues discovered during the audit process
- **Classification & Compliance Validation:** Validate that proper classifications are applied in accordance with regulatory agencies, independent state bureaus, and company procedures by reviewing financial records and supporting documentation
- **Customer & Stakeholder Collaboration:** Review and discuss audit results with agents, underwriters, insureds, and Premium Audit leadership to address questions, clarify findings, and support informed decision-making.

Qualifications:

- High school diploma or GED required; Associate's or Bachelor's degree in Business, Accounting, Finance, Insurance, or a related field preferred.
- Strong customer service experience, ideally in a call center, insurance, financial services, or other customer-facing environment.
- Proficiency with Microsoft Office applications (Excel, Word, Outlook) and experience navigating multiple systems simultaneously.

Preferred:

- Prior experience in premium auditing, insurance operations, underwriting support, accounting, or financial analysis.
- Knowledge of payroll records, general ledger review, or business financial documentation.
- Familiarity with insurance classifications, manual rules, state bureaus, or regulatory requirements.
- Experience handling inbound phone calls, emails, and live chat interactions in a customer-facing role.

Pay: \$17 - \$23 an hour - Full-time

[Apply Here](#)

Bookkeeper (Roswell)



E S A N I

1003 Mansell Road, Roswell, GA 30076

Paul Mitchell The School Esani, is an educational leader in the beauty industry. With top-tier programs in cosmetology, esthetics, and more, we give future beauty professionals the tools they need to hone their skills and build careers they're passionate about.

Responsibilities

WHAT DOES YOUR DAY ENTAIL?

As our Bookkeeper, you'll reconcile financial accounts, manage payables, and prepare deposits before shifting into journal entries and financial statements that guide business decisions across multiple locations. You'll also generate operational reports, support leadership with accurate data, and play a key role in audit preparation, ensuring everything runs smoothly behind the scenes.

Qualifications:

- Proven experience as a Bookkeeper or similar role
- Ability to maintain confidentiality and handle sensitive financial information
- QuickBooks proficiency
- Solid understanding of accounting/bookkeeping principles
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Strong analytical and problem-solving skills
- Advanced Microsoft Excel skills (lookups & pivot tables)

We're looking for a dependable, analytical professional who takes pride in precision.

Pay: \$45,000 - \$50,000 a year - Full-time

[Apply Here](#)

Service Desk Receptionist (Roswell)



E S A N I

1003 Mansell Road, Roswell, GA 30076

Paul Mitchell The School Esani, is an educational leader in the beauty industry. With top-tier programs in cosmetology, esthetics, and more, we give future beauty professionals the tools they need to hone their skills and build careers they're passionate about.

Responsibilities

GET FAMILIAR WITH THE ROLE

Schedule: In this full-time administrative role, you'll enjoy a flexible schedule.

As a Service Desk Receptionist, you arrive at our vibrant campus, ready to greet 30 to 50 guests per day with a warm smile. Whether it's helping visitors navigate their appointments, answering questions, or assisting students, you're the heartbeat of our front desk. In this administrative role, you thrive in the fast-paced energy, multitasking like a pro while maintaining professionalism and positivity.

From opening the desk in the morning to coordinating schedules and offering exceptional service, you're always on the move, making every guest's experience unforgettable and ensuring the school operates smoothly.

Qualifications:

The Minimum Requirements to Be Considered:

- Customer service experience with a knack for professionalism
- A passion for working in a fast-paced, team-oriented environment

Bonus points for a love of beauty and a desire to grow with a world-renowned brand!

Pay: \$17.50 - \$18.50 an hour - Full-time

[Apply Here](#)

Associate Center Director (Johns Creek)



9945 Jones Bridge Road, Johns Creek, GA 30022

Fortis Franchise Group is the #1 Mathnasium Franchisee in the United States, what began as one center in Central Florida has now grown to a portfolio of 70+ locations across 7 states with 8,000+ students enrolled

Responsibilities

What You Will Do...

Our future leaders start right here! Our program allows for the recruitment, training and professional development of exceptional individuals who embody the integrity, mission, and values of Mathnasium. As a Mathnasium Management Trainee, your learning will be hands-on. You'll take care of customers, connect with your community, live our values and learn what goes into managing a successful learning center. We will empower you to experience, explore and thrive with support and training every step of the way. Our promote-from-within culture means you can have many unique careers all within the same company.

Qualifications:

- Minimum 1 - 2 years experience in business management, consultative sales, education or related field with a strong focus on customer service and building connections
- Bachelor's degree preferred
- Candidates should possess advanced communication skills which include: compassion, building connections, active listening, assessing customer needs, providing solutions and overcoming conversational objections
- Highly organized with managing multiple, concurrent priorities/projects with accuracy and sense of urgency. Ability to prioritize, organize, plan and work under own initiative
- Flexibility with schedule including days, evenings, and weekends
- Working knowledge of Microsoft Office and Google Applications

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

[Apply Here](#)

Private Events Administrator (Buckhead)



155 West Paces Ferry Road NW, Atlanta, GA 30305

Cherokee Town and Country Club is recognized as one of America's premier private clubs.

Responsibilities

The Event Administrator supports the Catering Office by managing administrative tasks, assisting with event planning, and ensuring an exceptional experience for members and guests. This role requires professionalism, strong organizational skills, and the ability to prioritize tasks, meet deadlines with minimal supervision, and work occasional evenings or weekends.

Responsibilities include handling all confirmation correspondence for private events at the Town Club, securing guarantee counts and final room layouts in a timely manner, and keeping the Main Event Board and daily change sheets updated. The Event Administrator also assists with preparing budgets and progress reports for the Director of Private Events while ensuring all events comply with safety standards, particularly regarding room capacity limits.

Qualifications:

- Minimum of 2 yrs. of experience in Private Events, Event Planning, or hospitality.
- Bachelor's degree in hospitality management, or a related field (Preferred).
- Industry experience in catering, private events, etc.
- Ability to manage multiple events at a time in a fast-paced environment.
- Exceptional hospitality skills, strong communication, and passion for serving members/guests.
- Knowledge and experience with Microsoft Office Suite (Word, Excel, PowerPoint, Teams)
- NorthStar experience is a plus.

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

[Apply Here](#)

Lease End Loyalty Associate (Atlanta 30339)

The logo for Hyundai Capital, featuring the text "Hyundai Capital" in white on a blue rectangular background.

4100 Wildwood Parkway SE, Atlanta, GA 30339

Through our service brands Hyundai Motor Finance, Genesis Finance, and Kia Finance, Hyundai Capital America offers a wide range of financial products tailored to meet the needs of Hyundai, Genesis, and Kia customers and dealerships. We provide vehicle financing, leasing, subscription, and insurance solutions to over 3 million consumers and businesses.

Responsibilities

- Receive inbound calls from lease-end customers, service accounts to include noting, coding, and updating account information in HCA business systems.
- Initiate outbound calls to lease-end customers to capture end of term intent. Utilize the lease-end WIPS call model to guide, advise, and educate on new vehicle information to support HCA loyalty.
- All other duties as assigned.
- Performance Coaching - Actively participate in coaching and development sessions/trainings to co-create solutions that enhance individual performance and overall department/team performance.

Qualifications:

- Auto finance and lease-end industry experience strongly preferred; or 1-2 years of related experience required
- Call center and previous sales experience strongly preferred
- High School Diploma or GED
- Excellent communication abilities
- Ability to multi-task and prioritize goals to meet business objectives
- Ability to understand analysis, technical processes, and business systems
- Excellent organizational, interpersonal, and business system skills
- Recall of a broad base of product knowledge

Pay: \$39,088 - \$58,632 a year - Full-time

Role is 100% remote. This role requires two weeks of in-office training, followed by one in-office day per month. Candidates must live within a commutable distance of the office.

[Apply Here](#)

Customer Service & Sales Coordinator - Part Time (Roswell)



45 West Crossville Road, Roswell, GA 30075

As a Customer Service & Sales Coordinator, you will be responsible for inbound and outbound customer sales/education while organizing work and project schedules for our craftsmen.

Responsibilities

- Answer phone within 3 rings when possible
- 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
- Assist in solving operational logistics to ensure a smooth customer journey

Qualifications:

- High school diploma or GED
- 3-5 years of administrative assistant/scheduling experience
- Comfortable with sales (Confident & Joyous)
- Adaptive to technology (MS Office, CRM)
- Strong customer service skills (Confident & Joyous)
- Excellent office management skills
- Solid typing skills
- 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: \$18 - \$21 an hour - Part-time

[Apply Here](#)

ADMINISTRATIVE ASSISTANT (Roswell)



555 Sun Valley Dr Suite E4 Roswell, GA 30076

Established in 2005, EBS-4U, Inc. is a premier provider of Business Support and Facility Services, catering to the unique needs of Federal, State, and Local Government agencies.

Responsibilities

This position will report to the HR department and CEO. Work Activities:

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Update reports as needed on Excel spreadsheets
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Perform other office duties as assigned using a range of office software, including email, spreadsheets and databases; managing filing systems; developing and implementing new administrative systems, such as record management

Qualifications:

- Experience working in an office environment
- Associates degree or equivalent management experience is a plus
- Must be able to pass a criminal background check
- Task Oriented and highly organized
- Knowledge of Microsoft Office systems such as Word and Excel, Google

Pay: \$17.23 - \$23.25 an hour - Full-time

[Apply Here](#)

Full-Time File Clerk (Roswell)



1455 Old Alabama Road, Roswell, GA 30076

The Chidolue Law Firm, headquartered in Roswell, GA, specializes in immigration law. By assisting immigrants in securing legal status in the United States, we liberate them from the shackles of fear, allowing them to truly embrace life.

Responsibilities

- Opening and Closing of the office.
- Manage client communication: May be responsible for communicating with clients, answering their questions, and ensuring their needs are met.
- Review scheduled appointments and relevant calendars, remaining conscious of upcoming meetings in office or deadlines of RFEs and NOIDs.
- Scanning application packets, uploading to client portal, regular runs to USPS or UPS to pick up mail.
- Taking payments (cash, Money Order, Check, and LawPay).
- Process mail by scanning in and uploading to DropBox.
- Light cleaning and organizing of commonly used areas of the office, seating area, and conference rooms. (Please note we have housekeeping already so you will not be doing that).

Qualifications:

- Great verbal and written communication skills in English
- Associate Diploma or equivalent
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- 1 -3 years of similar experience (preferred)
- Experience utilizing MS Word, Excel, and Google products
- A Positive outlook and personality are a plus.

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

[Apply Here](#)

Food service and Hospitality hiring

Bartender (Dunwoody) | Servers (Dunwoody)

\$20 - \$25 an hour - Part-time, Full-time | \$20 - \$25 an hour - Part-time, Full-time

[Apply Here](#) | [Apply Here](#)

Louisiana Bistreaux | 237 Perimeter Center Pkwy NE, GA 30346

Housekeeping Supervisor (Atlanta 30339)

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

Atlanta Marriott Northwest at Galleria | 200 Interstate North Pkwy SE, Atlanta, GA 30339

[Apply Here](#)

Dishwasher/Utility (Milton Alpharetta)

\$18 an hour - Full-time

Nothing Bundt Cakes #83 | 5230 Windward Parkway, Milton, GA 30004

[Apply Here](#)

Host/Hostess PT- TheAmericano (Buckhead)

\$17.75 an hour - Part-time

InterContinental | 3315 Peachtree Rd NE, Atlanta, GA 30326

[Apply Here](#)

Night Auditor (Sandy Springs)

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

Legacy Ventures | 5785 Peachtree Dunwoody Road, Sandy Springs, GA 30342

[Apply Here](#)

WAITER/WAITRESS (FULL TIME AND PART TIME) (Brookhaven)

\$16 an hour - Full-time

Morrison Living (part of Compass Group) | 3055 Briarcliff Road, Atlanta, GA 30329

[Apply Here](#)

Front Desk Agent (Roswell)

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

Holiday Inn Roswell | 909 Holcomb Bridge Road, Roswell, GA 30076

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring

Experienced Caregivers & CNAs|Days, Nights, with Weekends (Alpharetta)

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

Home Helpers of Alpharetta | 5755 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

Caregiver - The Piedmont at Buckhead (Buckhead)

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

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

[Apply Here](#)

Housekeeper (Alpharetta)

\$16.00 - \$19.20 an hour - Full-time

Atria Senior Living - North Point | 100 Somerby Dr, Alpharetta, GA 30009

[Apply Here](#)

Caregiver (Alpharetta)

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

Distinctive Living | 11450 Morris Road, Alpharetta, GA 30005

[Apply Here](#)

Caregiver (Alpharetta)

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

Help Home Care LLC |, Alpharetta, GA 30009

[Apply Here](#)

Dietary Aide (Sandy Springs)

\$14 - \$16 an hour - Full-time

Perimeter Rehabilitation Suites by Harborview | 5470 Meridian Mark Road, GA 30342

[Apply Here](#)

Sales Associate (Buckhead)

\$13.50 - \$17.00 an hour - Full-time

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

[Apply Here](#)

Others hiring

Security Officer - Waldorf Astoria Atlanta Buckhead (Buckhead)

\$18 an hour - Full-time

Hilton | 3342 Peachtree Road, NE, Atlanta, GA 30326

[Apply Here](#)

Contents Specialist (Peachtree Corners)

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

Property Medics of Georgia | 3250 Peachtree Corners Circle, Peachtree Corners, GA 30092

[Apply Here](#)

Sales Associate - Part Time (Buckhead)

\$17 an hour - Part-time

Wild Birds Unlimited of Atlanta | 4279 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

Sales Porter - Jim Ellis Cadillac (Chamblee)

From \$17 an hour - Full-time

Jim Ellis Automotive Group | 5880 Peachtree Industrial Blvd, Atlanta, GA 30341

[Apply Here](#)

Packers/Cleaners (Peachtree Corners)

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

Atlanta Peach Movers | 2911 Northeast Pkwy, Atlanta, GA 30360

[Apply Here](#)

Fitness Center Guest Services Associate (Sandy Springs)

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

Corporate Health Unlimited | Sandy Springs, GA

[Apply Here](#)

Bilingual Thrift Shop Associate (English and Spanish and Part-time) (Roswell)

\$15 an hour - Part-time

North Fulton Community Charities | 11275 Elkins Rd, Roswell, GA 30076

[Apply Here](#)