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# Assistant Parks Supervisor (Sandy Springs)



**City of Sandy Springs**

1 Galambos Way, Sandy Springs, GA 30328

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The City of Sandy Springs is seeking a hands-on, service-driven **Assistant Park Supervisor** to help lead the care and operations of our award-winning parks system.

## **Responsibilities**

- Leading and supporting daily park maintenance operations, including grounds, facilities, and playgrounds
- Planning, scheduling, and participating in maintenance work alongside staff
- Conducting routine inspections and identifying preventative maintenance needs
- Coordinating and overseeing contractors across trades such as electrical, HVAC, plumbing, and construction
- Managing service requests, resolving issues, and ensuring high levels of customer service
- Supporting park events through setup, breakdown, and on-site coordination

## **Qualifications:**

- Associate's degree in parks management, landscape design, turf management, or a related field
- Two (2) years of progressively responsible experience in grounds, facilities, or landscape maintenance
- Equivalent combinations of education and experience will be considered
- Flexibility to work evenings, weekends, and holidays as needed
- Knowledge of park maintenance operations, equipment, and safety practices
- Comfort using technology, including Microsoft Office and maintenance tracking systems

**Pay:** \$30.43 an hour - Full-time

[Apply Here](#)

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## Administrative Assistant - Sales & Operations (Norcross)



2831 Peterson Pl NW, Norcross, GA 30071

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DataComm Electronics is a manufacturer of low-voltage electrical and telecommunications products, serving builders, electrical and low voltage distributors, electrical contractors, and LV and AV integrators across the country.

### Responsibilities

This is a full-time, in-office role that sits at the intersection of sales, operations, and customer support.

- Process daily customer orders accurately and efficiently.
- Provide front-line customer support, answering inquiries, resolving issues, and building relationships.
- Enter and manage leads in our CRM platform, keeping contact records clean, current, and organized.
- Assist in monitoring and maintaining our website, making sure product listings are accurate and up to date, and suggesting improvements and design ideas to our web team.
- Help in distributing marketing and promotional material via email, and social media platforms.
- Set up new customer accounts in our internal system.

### Qualifications:

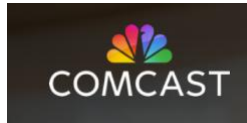
- Strong attention to detail with a neat, organized approach to all work.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace is essential for daily tasks.
- Demonstrated strong work ethic, reliable, self-motivated, and accountable.
- Experience with SAGE100 preferred but not required.
- Comfortable working with CRM platforms and AI platforms.
- Clear, professional written and verbal communication.

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

[Apply Here](#)

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## Retail to Business Account Executive (Peachtree Corners)



5222 Peachtree Pkwy NW Suite 910, Peachtree Corners, GA 30092

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Comcast brings together the best in media and technology. We drive innovation to create the world's best entertainment and online experiences.

### **Responsibilities**

- Assists with the creation and delivery of face-to-face sales presentations that demonstrate knowledge of the latest Comcast products and services.
- Promotes the sale of bundled products to ensure the optimal solution for the customer. Sells with goals of exceeding departmental, financial and unit targets.
- Stays abreast of competitive landscape and emerging technologies to best position Comcast Business Services in the marketplace.
- Generates new leads with targeted businesses through various prospecting activities, including cold calling, canvassing, customer referrals and partner relationships. Focuses on goal achievement and is results driven.
- Assists with developing sales territory, including cultivation of local business partnerships and organizational affiliations.
- Retains customer base by delivering on the Comcast Credo. Ensures a superior customer experience. Maintains and builds customer relationships to drive customer retention.

### **Qualifications:**

- Education: Bachelor's Degree
- Relevant Work Experience: 0-2 Years
- While possessing the stated degree is preferred, Comcast also may consider applicants who hold some combination of coursework and experience, or who have extensive related professional experience.

**Pay:** Base Pay: \$45,000.00

Total Target Compensation (Base Pay plus Targeted Commission): \$75,000.00

[Apply Here](#)

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## Inside Sales Representative (Buckhead)



Atlanta, GA 30301

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We're proud to be the nation's largest minority-led, tech-savvy lender for small businesses and commercial real estate. .

### **Responsibilities**

- Proactively manage and follow up on leads generated by the company and account executives
- Engage with potential clients via phone, email, and meetings to understand their needs, gather information, and assess their suitability for financing.
- Work to qualify leads in a timely manner adhering to timelines set by the Company, and ensures they are accurately tracked and followed up through the sales process.
- Maintain thorough knowledge of the loan products, loan guidelines, loan pricing, required documentation, educational resources, and other services that Lendistry offers. Use knowledge of loan products, educational resources, and other services to build relationships with small business owners and generate new loan applications.
- Achieve mastery level in both Salesforce and the Lendistry portal to provide an unparalleled customer technology experience to external customers and internal colleagues.

### **Qualifications:**

- Bachelor's degree in business, finance, or a related field and 1-2 years' experience.
- Basic understanding of small business lending is preferred.
- Knowledge of both SBA eligibility requirements and current SOP 50 10 and conventional small business lending.
- Strong PC skills; proficient in MS Word, Excel, and PowerPoint.t

**Pay:** \$25 - \$35 an hour - Full-time

[Apply Here](#)

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## Financial Associate (Buckhead)

# Midway Insurance Management International

3355 Lenox Rd NE, Suite 530, Atlanta, GA 30326

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Midway Insurance Management International, Inc. provides Claims Management and Adjusting Services

### Responsibilities

- Assist with financial transactions, including payments, claims disbursements, and invoicing.
- Perform account reconciliations to ensure accuracy between internal systems, bank statements, and external records.
- Support monthly, quarterly, and annual financial reporting processes.
- Maintain and update financial records to ensure compliance with industry regulations and internal policies.
- Work closely with underwriting, claims, and accounting teams to streamline financial processes.
- Assist in preparing financial data for audits and regulatory reviews.
- Monitor outstanding balances and coordinate collections as needed.
- Identify discrepancies and collaborate with internal teams to resolve issues.
- Provide support for financial analysis

### Qualifications:

- Associate's or bachelor's degree in business, finance, accounting, or a related field
- excellent mathematical skills
- understanding of data privacy standards
- familiarity with business principles and practices
- analytical skills; critical thinking skills
- computer skills, particularly with spreadsheets and calculation software

**Pay:** \$50,000 - \$70,000 a year - Full-time

[Apply Here](#)

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## Client Support Specialist (Peachtree Corners)



Western & Southern Life

6075 The Corners Parkway, Peachtree Corners, GA 30092

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Born as a modest, door-to-door business during America's industrial age in the late 1800s, Western & Southern Life has since evolved into a nationwide financial services organization that helps meet your complex financial needs.

### Responsibilities

- Provides professional and courteous service to internal and external clients; makes independent decisions regarding client requests and resolution of client concerns recognizing when to escalate situations to management as necessary. Reviews, researches and resolves policy data to satisfy inquiries received via inbound and outbound phone interactions, written correspondence or walk-in office visits. Collaborates with various departments as needed and escalates to management when necessary.
- Supports the Agency by identifying marketing and recruiting event opportunities. Identifies cross-selling opportunities and submits potential sales leads during client interactions and within natural markets utilizing tailored approaches. Maintains updated and compliant marketing materials and supplies to support Financial Reps' and Agency business needs.

### Qualifications:

- Educational Requirements: Some college or commensurate experience preferred.
- Computer Skills and Knowledge of Hardware & Software Required: Working knowledge of word processing, spreadsheet and database applications
- Demonstrated experience in customer service, identifying client problems/issues, providing and initiating effective solutions. Able to effectively articulate information to clients in an empathetic and understanding manner to resolve customer concerns/inquiry.
- Must provide examples from work experience demonstrating commitment to accuracy associated with high volumes of work and/or multiple duties with flexibility to meet department and customer needs.

**Pay:** \$21.15 - \$23.27 per hour

[Apply Here](#)

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## Client Services Coordinator (Dunwoody)



2 Ravinia Drive, Atlanta, GA 30346

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Seeking a professional Client Services Coordinator with legal experience to support a small but growing legal team in the practice areas of estate planning, probate and business representation.

### **Responsibilities**

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

### **Qualifications:**

- High School diploma or GED equivalent required
- An undergraduate degree in related field of study, or paralegal certificate is preferred
- Minimum of 2-year equivalent work experience, preferably in a legal office or customer service business
- Proficient with Microsoft Office Suite, Adobe and Google Calendar
- Experience with Practice Panther, or similar client management system, is a plus.
- Business attire required

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

[Apply Here](#)

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## Legal Assistant (Atlanta 30345)



2305 Parklake Drive, Atlanta, GA 30345

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The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. Founded in 1933 at the call of Albert Einstein, the IRC is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities helping people to survive, reclaim control of their future and strengthen their communities.

### Responsibilities

The position supports legal practitioners (attorneys and/or Department of Justice (DOJ) accredited representatives) in representing clients before United States Citizenship and Immigration Services (USCIS) and conducting community-based naturalization workshops.

- Under the supervision of a licensed or accredited legal practitioner, provide clients information on immigration benefits before USCIS, work with clients to gather documents, and assist clients to complete applications.
- Respond to inquiries from clients regarding case status and submit inquiries on case status to USCIS and Department of State (DOS).

### Qualifications:

- Education: Bachelor's degree in relevant field.
- Demonstrated success working and communicating effectively in a multi-cultural environment and with Limited English Proficient populations.
- Previous experience with immigration legal or social services is strongly preferred.
- Proficient in Microsoft Office applications (Word, Excel, Outlook) and comfortable utilizing online software and programs.
- Proficiency or fluency in Fluent in English, both spoken and written; proficiency in language(s) spoken by client group is desired (such as, but not limited to: Spanish, Amharic, Dari, Pashto, Arabic, French, Haitian-Creole).

**Pay:** \$20.20 - \$22.50 an hour - Full-time

[Apply Here](#)

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## Foundation Programs Specialist (Atlanta 30339)



1100 Circle 75 Parkway SE, Atlanta, GA 30339

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Cobb Community Foundation (“CCF” or “Foundation”) is a grant-making public charity that ACTIVATES GOOD.

### **Responsibilities**

The Programs Specialist is an entry-level role supporting the implementation and administration of CCF’s competitive grant and scholarship programs.

- Support the application, review, and selection processes for scholarship and grant programs
- Assist with onboarding new scholarship funds and grant programs
- Provide administrative and logistical support for selection committees, including scheduling, materials preparation, and meeting coordination
- Serve as a point of contact for applicants and partners, responding to inquiries and providing guidance on processes
- Maintain accurate records of applications, awards, and communications in grant and scholarship management systems
- Assist in documenting and improving program processes and workflows

### **Qualifications:**

- Bachelor’s degree with 0–2 years of relevant experience (internships or related experience in nonprofit, administrative, or program support roles preferred) **OR** 5-8 years of relevant business or nonprofit experience
- Demonstrated reliability, integrity, and strong attention to detail
- Proficiency in Microsoft Office (especially Excel, Outlook, and Word)
- Familiarity with databases or willingness to learn grants and scholarship management systems

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

[Apply Here](#)

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## Talent Acquisition Coordinator (Brookhaven)



1001 Summit Blvd, Atlanta, GA 30319

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FlatironDragados operates in the United States and Canada through two operating companies — FlatironDragados USA and FlatironDragados Canada.

FlatironDragados is part of the ACS Group, one of the world's leading infrastructure companies. Our teams collaborate with clients to develop innovative infrastructure to build stronger, more resilient communities.

### **Responsibilities**

- Generate requisitions and offer letters in HR Applicant Tracking System, ensuring correct approval flow and compliance with OFCCP requirements.
- Generate and manages job postings on internal and external sourcing platforms, ensuring consistency and timeliness of posting.
- Schedule meetings for internal recruiting team and business management to connect on open opportunities.
- Coordinate interview logistics between candidates, recruiters and business to efficiently pair talent with open positions.
- Respond to inquiries from applicants, recruiters and hiring managers regarding status of job openings.
- Support the Talent Acquisition team with social media, marketing, and employer branding initiatives.

### **Qualifications:**

- Bachelor's Degree preferred.
- Experience in Talent Acquisition, Human Resources preferred.
- Exceptional verbal, written and personal communication skills.
- Takes personal ownership and initiative with assigned tasks.
- Technologically savvy and interest in learning business collaboration tools, including web based data and live streaming systems.
- Highly organized and maintains a strong attention to detail.

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

[Apply Here](#)

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## Admin Assistant & Social Media Coordinator (Sandy Springs)



333 Sandy Springs Cir suite 210, Atlanta, GA 30328

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### Responsibilities

Tom Williams Residential, Inc. is a leading custom home builder and remodeler, specializing in quality craftsmanship and innovative designs.

#### **Administrative Support:**

- Answer phone calls, manage email inboxes, and ensure messages are routed efficiently.
- Assist the owner and project manager with daily operational tasks and communication with clients.
- Maintain organized job files, including contracts, estimates, photos, change orders, permits, and notes.

#### **Social Media & Marketing Support:**

- Oversee and manage company social media accounts (Facebook, Instagram, Google Business Profile).
- Plan, create, and schedule engaging content that reflects the Tom Williams Residential brand.
- Monitor engagement, respond to comments/messages, and track performance metrics.

### Qualifications:

- Previous experience as an administrative assistant or in office support role.
- Experience managing business social media accounts is a must.
- Strong marketing or content creation skills are preferred.
- Experience in the construction or home services industry is a plus, but not required.

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

[Apply Here](#)

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## Social Media Manager & Community Coordinator (Alpharetta)



11175 Cicero Dr Building 200, Suite 100, Alpharetta, GA 30022

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NorthPoint Executive Suites offers Executive shared office suites, virtual office solutions, and all-inclusive packages at affordable rates, designed to enhance efficiency and reduce overhead costs for businesses.

### **Responsibilities**

This is a full-time, on-site role for a Social Media Manager & Community Coordinator based in Alpharetta and Duluth, GA. Responsibilities include managing social media channels, creating and scheduling content to engage online communities, and coordinating marketing campaigns to increase brand visibility. The role also involves actively engaging with the community, reception duties, organizing events, managing outreach activities, and fostering relationships with clients and local businesses.

### **Qualifications:**

- Proficiency in Social Media Management and Communication skills to effectively create, schedule, and manage content across platforms.
- Ability to build and maintain relationships through Community Engagement and Community Outreach activities.
- Skills in Event Planning and Community Organizing, with a strong ability to coordinate and execute events.
- Proficiency with social media platforms, marketing tools, and analytics is preferred.
- Prior experience in social media management, community engagement, or event coordination is highly desirable.

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

[Apply Here](#)

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## Dental Front Office (Johns Creek)



9925 Haynes Bridge Rd Ste 700, Johns Creek, GA 30022

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### **Responsibilities**

Join our dynamic dental practice as a Dental Front Office Patient Coordinator, where your energy and organizational skills will drive the smooth operation of our practice.

- Greet patients warmly and manage patient check-in and check-out processes efficiently.
- Schedule and confirm appointments to meet daily production goals, coordinate multiple providers' calendars, and handle appointment modifications with ease.
- Present treatment plans and guide patients through the next steps.
- Verify insurance coverage, perform insurance eligibility checks, and process claims.
- Collect payments, process dental insurance collections, and handle billing activities according to our streamlined system.
- Answer multi-line phone systems professionally, provide excellent customer service, and address patient inquiries promptly.

### **Qualifications:**

- Strong communication and organizational skills are required
- A positive attitude and willingness to be flexible and open to change and growth
- A solution focused mindset on providing a world class patient experience
- A team player who thrives in a fast-paced, patient-centered environment
- Prior experience in a dental or medical office setting is not required
- Join us to be part of a vibrant team committed to delivering top-tier dental care while providing outstanding administrative support!

**Pay:** From \$22.00 per hour

[Apply Here](#)

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dental front office coordinator (scheduling +insurance coordinating+ treatment planning) (Alpharetta)



11775 Northfall Ln STE 107, Alpharetta, GA 30009

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### Responsibilities

- **Insurance Coordination:** You'll be the go-to person for verifying insurance benefits, submitting and tracking claims, and working with insurance companies to get things sorted.
- **Scheduling:** You'll keep our schedule running smoothly by booking appointments, handling cancellations/reschedules, and making sure we're staying on track.
- **Treatment Planning:** You'll work closely with the doctor to explain treatment plans to patients, answer any questions about insurance coverage, and help patients understand their options.

### Qualifications:

- A **team player** who's eager to pitch in and help wherever needed—whether that's answering calls, assisting with treatment planning, or just making sure things run smoothly.
- **Leadership** skills-you don't have to be in charge of the whole office, but we need someone who can step up, stay organized, and guide the team when things get busy.
- Experience in a dental office is a **MUST** (especially with insurance, scheduling, and treatment planning),
- A solid understanding of **insurance processes**, dental terminology, and office software (e.g., Dentrix, Eaglesoft, Open Dental) is helpful, but not a dealbreaker if you're willing to learn.

**Pay:** \$20 - \$30 an hour - Full-time

[Apply Here](#)

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## Ophthalmic Assistant (Roswell)



11550 Pointe Place, Roswell, GA 30076

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### **Responsibilities**

- Greet patients warmly, verify their information, and assist with the intake process to ensure accurate medical records.
- Prepare patients for examinations by explaining procedures, maintaining aseptic technique, and ensuring comfort throughout their visit.
- Assist with clinical tasks including eye measurements and basic diagnostic tests using optical equipment.
- Manage electronic medical records (EMR) ensuring all patient data is accurate, complete, and compliant with HIPAA regulations.
- Support front desk operations by scheduling appointments, answering patient inquiries, and handling medical billing or coding when necessary.

### **Qualifications:**

- Prior experience in medical office settings or clinic environments is highly preferred.
- Knowledge of ophthalmology procedures, anatomy, physiology, and medical terminology to effectively assist during exams.
- Familiarity with EMR systems such as Epic or other electronic health record platforms.
- Strong understanding of HIPAA regulations to protect patient privacy at all times.
- Retail sales experience or skills in retail math can be advantageous for managing optical sales or product recommendations.

**Pay:** \$20 - \$23 an hour - Full-time

[Apply Here](#)

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## Office Coordinator - Beal Wellness (Roswell)



Roswell, GA 30075

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At Beal Wellness, our work is guided by our core values of **Happiness, Excellence, Attention, and Love**. We strive to create a positive, supportive environment for both our patients and our teams.

### **Responsibilities**

- Greet patients and visitors warmly, both in person and over the phone; address inquiries or direct questions appropriately
- Schedule and confirm appointments to optimize patient satisfaction and provider efficiency
- Retrieve, organize, and maintain accurate patient records and documentation
- Keep appointments on schedule and communicate delays to providers and patients
- Assist patients in completing forms and required documentation
- Provide support to ill, elderly, or distressed patients with professionalism and compassion
- Handle incoming and outgoing mail, deliveries, and phone communications
- Open and close the office daily

### **Qualifications:**

- High school diploma or equivalent required
- Experience in a medical, wellness, or similar office setting required
- Medical office training or certification is a plus
- Prior experience in a similar multi-functional role (front desk, office management, or coordination) required
- Strong organizational and multitasking abilities
- Excellent interpersonal skills with a warm, professional demeanor

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

[Apply Here](#)

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## Customer Service Representative (Sandy Springs)



4920 Roswell Road, Atlanta, GA 30342

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We are an innovative physical therapy facility that bypasses traditional approaches to care. We work together, using the most modern technology and cutting-edge tools to provide our patients with the individualized care they need and deserve.

### **Responsibilities**

- Handle patient scheduling, appointments, multi-phone line
- Gather new patient data; keep track of all patient referrals
- Disseminate information to patients; act as a go-between for patients and physicians
- Send and keep a log of all reports sent to doctors
- Collect all payments; insurance verification
- Collect/open mail; distribute mail to proper areas/people
- Send benefits paperwork to billing companies
- Handle all scheduling and ensuing communication
- Answer phones, act as a patient liaison, answer any questions from potential or current patients
- Schedule patients; coordinate evaluations, re-evaluations, appointment reminders and cancellations

### **Qualifications:**

- High school diploma or equivalent
- Valid driver's license and reliable transportation
- Great communicator and multitasker, detail-oriented
- Positive attitude, good work ethic, integrity and empathetic toward people that are in pain
- Excellent at handling details, communicating and multitasking
- Great demeanor, strong integrity and compassion

**Pay:** \$18 - \$24 an hour - Full-time

[Apply Here](#)

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## Front Desk Coordinator (Roswell)



1600 Macy Dr, Roswell, GA 30076

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### **Responsibilities**

- Greet and check in patients in a friendly and professional manner
- Schedule and confirm appointments
- Answer and route incoming calls
- Verify insurance and collect copays
- Maintain accurate patient records in EMR system
- Coordinate patient flow and communicate with clinical staff
- Ensure front office area remains organized and welcoming

### **Qualifications:**

- Minimum of 1-2 years of front desk or medical office experience required
- Strong customer service and communication skills
- Ability to travel between locations as needed
- Experience with EMR systems preferred
- Knowledge of insurance verification and collections is a plus
- Strong organizational and multitasking abilities
- A team player with a positive and professional attitude
- Dependable and detail-oriented
- Ability to handle a high-volume environment with efficiency
- Flexible and adaptable to changing needs and locations

**Pay:** \$18 - \$22 an hour - Full-time

[Apply Here](#)

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## Executive Assistant to Lead Pastor (Johns Creek)



2850 Old Alabama Road, Johns Creek, GA 30022

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### Responsibilities

- The Executive Assistant exists to provide high-level administrative leadership, relational coordination, and strategic support to the Lead Pastor in service of Mount Pisgah's mission of taking the hope of the Gospel to our neighbors.
- This role ensures that the Lead Pastor is prepared, prioritized, and meaningfully connected to the people and initiatives that matter most. The Executive Assistant serves as a central coordination point across staff, lay leadership, and governance structures helping the church operate with clarity, alignment, and momentum.
- This role is not simply task oriented. It requires anticipation, discretion, relational intelligence, and the ability to manage complexity in a dynamic ministry environment.

### Qualifications:

- 4+ years of experience in administrative, executive support, ministry, or related field
- Bilingual (Spanish/English) Preferred
- Experience supporting senior leaders or pastors strongly preferred
- Experience within a church or nonprofit environment is highly valued
- High relational intelligence and emotional awareness
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams, OneNote)
- Familiarity with church management systems (Planning Center, etc.) preferred
- Strong alignment with the mission, identity, and direction of Mount Pisgah Church

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

[Apply Here](#)

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## Facilities Manager (Dunwoody)



5676 Roberts Drive, Atlanta, GA 30338

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### Responsibilities

Do you have a heart for serving and a knack for keeping things running smoothly? We're searching for a full-time Facilities Manager who takes pride in their work and wants to use their skills in a place that truly matters. As our Facilities Manager, you'll play a vital behind-the-scenes role — making sure our campus is safe, well-maintained, and ready to welcome our congregation and community every single day. From managing vendors and maintenance schedules to supporting Sunday services and special events, your work will directly support our mission.

### Qualifications:

- Experience in facilities or property maintenance
- Hands-on skills (HVAC knowledge, minor repairs, grounds care)
- Strong communicator and self-motivated
- Shared commitment to Christian values

**Pay:** \$38,000 - \$44,000 a year - Full-time

[Apply Here](#)

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## Site Supervisor - Corporate Office and Hospitality (Buckhead)



Atlanta, GA 30326

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IST Management was founded in 1997. Today we have operations in 38 cities across the US, with 1800 employees nationwide. We provide Facilities and Office Services Management, e-Discovery services.

### **Responsibilities**

The Site Supervisor - Corporate office and hospitality will lead operations for our team on site in Atlanta GA, performing general offices services work and facilities management work in a corporate setting. Ideal candidates will have previous experience in a front desk position and/or in facilities management.

- Professional and friendly customer service; verbal and written interaction with internal and external clients
- Supervise and cover front desk; receptionist
- Office services support including mailroom services and shipping and receiving; facilities support and vendor management; conference room services; related administrative support and tasks as assigned
- Consistently adhere to business procedure guidelines; take direction from Operations Manager
- Participate in cross-training; maintain all logs and reporting documentation; adhere to all safety procedures

### **Qualifications:**

- High School Diploma or GED required; authorization to work for any employer in the US required
- Microsoft Office proficiency required
- Excellent communication skills both verbal and written required
- Ability to effectively work individually or in a team environment; willingness to cross-train for other job functions required

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

[Apply Here](#)

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## Customer Experience Coordinator - Alpharetta



100 North Point Center East, Alpharetta, GA 30022

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Trusted by some of the largest and smallest companies around, we provide flexible workplace solutions and have created a national network of safe, comfortable, well designed, and professional work environments for businesses of all types and sizes to call their own.

### Responsibilities

- Providing a warm and professional welcome to visitors and users of the lab at reception.
- Effectively handling phone and in person requests for assistance.
- A keen attention to detail to anticipate Member needs.
- Opening and closing the lab location so that its ready for business and meeting our brand standards.
- Properly stocking and maintaining the appearance of the lab including reception, meeting rooms, Café, Member and common areas.
- Light cleaning duties with strong attention to detail to ensure the Lab is always up to brand standard for our Members.
- Assisting in delivering Meeting & Events booked into the lab including set-up, catering, and clean-up.

### Qualifications:

- Demonstrate a positive, pleasant, and professional demeanor with exceptional customer service skills
- Experience in delivering a high level of hospitality and handling customer service request
- Knowledge of Microsoft Office suite, including Word, Excel and Outlook
- Planning, managing, and executing events or meetings
- High School Diploma or equivalent
- Minimum 1 year experience in a hospitality position

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

[Apply Here](#)

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## Food service and Hospitality hiring (1)

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### **Bartender (Sandy Springs)**

**\$20.25 - \$28.80 an hour - Temporary, Part-time**

Cutting Edge Elite | Atlanta, GA 30328

[Apply Here](#)

### **Server (Alpharetta)**

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

Siena Restaurant | 124 Devore Rd, Alpharetta, GA 30009

[Apply Here](#)

### **Server (Dunwoody)**

**\$20 - \$25 an hour - Part-time**

Nai Thai Cuisine | 5486 Chamblee Dunwoody Rd #13, Dunwoody, GA 30338

[Apply Here](#)

### **Store Supervisor (Sandy Springs)**

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

Honey Baked Ham | 1165 Perimeter Center West, Atlanta, GA 30338

[Apply Here](#)

### **DISHWASHER (FULL TIME) (Sandy Springs)**

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

FISD (FLIK Independent School Dining) | 510 Mount Vernon Highway NE, Atlanta, GA 30328

[Apply Here](#)

### **Front Desk Agent (Sandy Springs)**

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

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

[Apply Here](#)

### **Dishwasher/Food Prep (Alpharetta)**

**\$16 - \$21 an hour - Part-time, Full-time**

Taste the Flavor Brunch Bar | 5325 Windward Parkway, Alpharetta, GA 30004

[Apply Here](#)

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## Food service and Hospitality hiring (2)

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### **Evening Team Lead (Dunwoody)**

**\$16 - \$18 an hour - Part-time, Full-time**

[Apply Here](#)

4350 Ashford Dunwoody Rd, Dunwoody 30346 |  
Chick-fil-A

### **Morning Team Lead (Sandy Springs)**

**\$16 - \$18 an hour - Part-time, Full-time**

[Apply Here](#)

5925 Roswell Rd, Atlanta, 30328

### **Host PENDOLINO Chastain Park (Sandy Springs)**

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

Pendolino | 4600 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

### **Dishwasher (Dunwoody)**

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

Culinary Dropout | 1231 Ashford Crossing, Dunwoody, GA 30346

[Apply Here](#)

### **Experience Barback (bilingual)-Preferred (Chamblee)**

**\$15 - \$18 an hour - Full-time**

Rreal Tacos | 5070 Peachtree Industrial Boulevard, Atlanta, GA 30071

[Apply Here](#)

### **Restaurant Server (Sandy Springs)**

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

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

[Apply Here](#)

### **Restaurant Host/Hostess (Alpharetta)**

**\$15 - \$16 an hour - Part-time, Full-time**

Siena Restaurant Alpharetta | 124 Devore Rd, Alpharetta, GA 30009

[Apply Here](#)

### **Gelato Server/Barista \$15/hr (Roswell)**

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

Amorino Gelato | 1025 Alpharetta Street, Roswell, GA 30075

[Apply Here](#)

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

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### **Respite Care Provider (Roswell)**

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

Lapapoe | Roswell, GA 30076

[Apply Here](#)

### **Assistant Infant Teacher – Dunwoody**

**\$16 - \$19 an hour - Full-time**

Endeavor Montessori Dunwoody | 48 Perimeter Center East, Atlanta, GA 30346

[Apply Here](#)

### **Caregiver Needed – Chamblee, GA**

**\$15.50 an hour - Part-time**

FIRST CHOICE HOME CARE AGENCY LLC | Chamblee, GA 30341

[Apply Here](#)

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

**\$15 - \$20 an hour - Part-time, Full-time, PRN, Contract**

Building Bridges Between Families LLC | Atlanta, GA 30358

[Apply Here](#)

### **Toddler Assistant Teacher (Roswell)**

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

Village Montessori School | 1610 Woodstock Rd, Roswell, GA 30075

[Apply Here](#)

### **Dog Daycare Attendant (Brookhaven)**

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

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

[Apply Here](#)

### **Dog Daycare Attendant (Alpharetta)**

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

Puppy Haven | 2854 Holcomb Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

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## Tech hiring

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### **Content Writer - AI Trainer (Johns Creek)**

**\$25 an hour - Contract**

Data Annotation | Remote position | Johns Creek, GA

[Apply Here](#)

### **AT&T Sales Associate (Dunwoody)**

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

NewDay Network | Dunwoody, GA 30338

[Apply Here](#)

### **AT&T Sales Associate (Sandy Springs)**

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

Praxis Management Group | Sandy Springs, GA 30342

[Apply Here](#)

### **AT&T Sales Specialist (Roswell)**

**\$48,000 - \$59,000 a year - Full-time**

BH Management Group | Roswell, GA 30076

[Apply Here](#)

### **Sales Development Representative (Georgia Remote)**

**\$18.00/hour base pay (W-2)- Full-time**

Momentum Solar | Georgia Remote

[Apply Here](#)

### **Content Creator & Media Coordinator (In-House) (Sandy Springs)**

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

Just Peachy Home Care - North | 227 Sandy Springs Pl NE STE 402, Atlanta, GA 30328

[Apply Here](#)

### **Home Care Office Tech (Sandy Springs)**

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

Just Peachy Home Care - North | 227 Sandy Springs Pl NE STE 402, Atlanta, GA 30328

[Apply Here](#)

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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

[Apply Here](#)

### **Experienced Pool Cleaning Technician (Sandy Springs)**

**\$22 - \$27 an hour - Part-time, Full-time**

Good Boy Pool Services | Sandy Springs, GA

[Apply Here](#)

### **Assistant Store Manager – Georgia (Buckhead, Sandy Springs, others)**

**From \$17.50 an hour - Full-time**

Sukoshi Mart | 3393 Peachtree Rd NE #4061B, Atlanta, GA 30326

[Apply Here](#)

### **Front Counter Attendant (Sandy Springs)**

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

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

[Apply Here](#)

### **Office Administrator and Event Coordinator (Peachtree Corners)**

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

Atlanta Tech Park | 107 Technology Parkway, Peachtree Corners, GA 30092

[Apply Here](#)

### **Host - Roaring Social Alpharetta (Alpharetta)**

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

Roaring Social Alpharetta | 35 Milton Avenue, Alpharetta, GA 30009

[Apply Here](#)

### **Customer Service Rep/ Receptionist (Peachtree Corners)**

**\$15.50 an hour - Full-time**

Closets By Design Atlanta | 3165 Corners North Court, Peachtree Corners, GA 30071

[Apply Here](#)