
Universal Banker II (Alpharetta)



5825 Windward Pkwy, Alpharetta, GA 30005

The Universal Banker II combines the roles of a teller and seller to provide exceptional service to both members and potential members.

Responsibilities

- Greet members in a welcoming manner and ensure they feel valued and connected to Georgia's Own Credit Union, whether in person, over the phone, or digitally.
- Receives and processes financial transactions including deposits, withdrawals, check cashing, loan/credit card payments and loan advances, issuing savings/cashier's checks, and redeeming savings bonds.
- Personally, maintains a balancing record in accordance with the balancing standards.
- Must be familiar with Credit Union policies and procedures in order to effectively handle/direct problems, complaints, and special situations while remaining compliant.

Qualifications:

- High school diploma and equivalent years of experience. Bachelor's degree preferred.
- Three years' experience in a financial branch environment or experience comparable within the financial industry or a retail sales environment
- Experience with the loan application process and standard or typical internal operating policies and procedures.
- Demonstrates the ability to interpret and apply financial information (e.g., credit scores, debt, assets, balances, payments, interest rates, etc.) and perform math functions (e.g., addition, subtraction, multiplication, division, percentages, ratios, etc.).
- Working knowledge of Microsoft Word, Excel and Power Point software applications.

Pay: \$25 an hour - Full-time

[Apply Here](#)

Private Wealth Resources Specialist (Buckhead)



Atlanta, GA 30326

Private Wealth Resources is a 'Center of Excellence' within the United Community (UC) Private Wealth business unit supporting client activities, department growth, and the associated functional internal controls.

Responsibilities

- Act as a central point of contact for the Private Wealth team to access wealth management tools and resources.
- Assist in onboarding new clients, including gathering documentation and ensuring regulatory compliance.
- Open new accounts, including asset funding, documents, files, statement, compliance and CIP guidelines, checklist and other special requirements.
- Respond promptly to inquiries and resolve issues efficiently.
- Assist in the daily processing of the Wealth Management accounts.
- Process daily reports, reconciliation, and settlement.
- Stay up to date on internal systems, investment products, financial strategies, and compliance guidelines.

Qualifications:

- Bachelor's degree in Finance, Business Administration, Economics, or a related field or equivalent experience can be substituted.
- 1-3 years of experience in wealth management, financial services, or a related role.
- Client-focused mindset with a passion for delivering exceptional service.
- Proficiency in financial systems, CRM tools, and portfolio management software.
- Attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Commitment to maintaining confidentiality and professional integrity.

Pay: \$49,972 - \$127,989 a year - Full-time

[Apply Here](#)

Tax Examining Technician (Seasonal)- Direct Hire, TERM (Chamblee)

DEPARTMENT OF THE TREASURY
Internal Revenue Service

4800 Buford Hwy NE, Chamblee, GA 30341

Responsibilities

- Responds to taxpayer's inquiries regarding preparation of a variety of tax returns, related schedules, and other documentation.
- Resolves account inquiries; advises taxpayers of enforcement actions; and manages sensitive case problems designated as requiring special case handling.
- Analyzes and resolves tax processing problems.
- Adjusts taxpayer accounts; prepares and issues manual refunds; performs multiple credit transfers; and computes tax, penalty, and interest (including restricted interest).
- Secures payment of delinquent taxes and filing of delinquent returns.

Qualifications:

- Education: A college or university degree
- Experience: Applicants must meet one of the following:
At least one (1) year of specialized experience equivalent to the next lower grade level (GS-04) in the Federal government. This may be paid or non-paid experience. To be qualified for this position, experience must include: experience performing a variety of miscellaneous tasks involving researching and processing financial documents, reviewing information and determining corrective action on accounts, researching for missing/unclear accounting information and reviewing financial documents submitted.
OR You may substitute education for specialized experience as follows: A Bachelor's degree or four years of education above high school in any field of study from an accredited business, secretarial or technical school, junior college, college or university.
OR Have a combination of education and experience equivalent to one year of specialized experience.

Pay: \$19.52 - \$27.96 an hour - Seasonal, Full-time

[Apply Here](#)

Assembly Studios Office Coordinator (Doraville)



NBCUniversal

2582 Assembly Boulevard, Doraville, GA 30341

NBCUniversal is one of the world's leading media and entertainment companies. We create world-class content, which we distribute across our portfolio of film, television, and streaming, and bring to life through our global theme park destinations, consumer products, and experiences.

Responsibilities

NBCUniversal is looking for an Office Coordinator of studio, grounds and building operations to join our studio management team in Doraville, GA.

- Answer phones, greet visitors/vendors, take and deliver messages
- Keep calendars current, schedule meetings, coordinate travel schedules, confirm appointments, and prepare reports of various types
- Escort guests and visitors around the studio as needed from time to time
- Process vendor and visitor access requests/passes in collaboration with Security as needed.
- Interface with on-site workers, vendors, and clients
- Vendor relationship support and coordination including scheduling and billing.

Qualifications:

- High school diploma or equivalent
- 2+ years of prior experience in relevant capacity

What Would Make You a Stand-out:

- Ability to proactively anticipate needs and drive improvements
- Ability to work in a team environment in a helpful and positive demeanor to strengthen relationships and project enthusiasm for the job
- Working knowledge of general facilities operations
- Project management experience
- Strong written and verbal communication skills

Pay: \$48,000 - \$51,000 a year - Full-time

[Apply Here](#)

Branch Office Administrator (Buckhead)



Edward Jones

3353 Peachtree Rd Ne Suite 140, Atlanta, GA 30326

Responsibilities

Branch Office Administrators (BOAs) team up with financial advisors to help clients achieve their long-term financial goals. The primary role of the BOA is to provide administrative support to a financial advisor or a team of multiple financial advisors.

- Delivering exceptional personalized service to ensure clients feel understood and informed
- Taking an active role in the annual business planning process to assist in developing strategies for the upcoming year
- Actively listen for situations in the clients' lives that may indicate a need for additional services
- Driving marketing activities such as planning and executing events

Qualifications:

- **Account Management:** Aptitude to learn and understand the financial services industry. Includes account opening, handling account transfers and other requests at the direction of the financial advisor. Process account transactions, prepare documentation, and maintain accurate client records.
- **Administrative & Operational Support:** Strong ability to work independently at the direction of the financial advisor. Handle various administrative tasks, including scheduling appointments, preparing materials for client meetings, managing correspondence and supporting marketing initiatives. Streamlining processes with updating SOPs and strategically execute on the branch business plan.
- **Technology:** Strong computer literacy with willingness to learn new technology and programs such as MoneyGuide, Salesforce, Microsoft Office products and other firm-provided software.

Pay: \$23.85 - \$25.82 an hour - Full-time

[Apply Here](#)

Marketing and Social Media Assistant (Norcross)

Puntier Law Firm, LLC

5300 Oakbrook Parkway, Norcross, GA 30093

Responsibilities

We are seeking a motivated, skilled part-time Marketing and Social Media Assistant to join our team. The Marketing and Social Media Assistant is responsible for developing, managing, and executing all marketing, advertising, and digital content initiatives for Puntier Law.

- Assist with short-form video content, reels, and behind-the-scenes footage.
- Create, schedule, and manage social media content and advertisements across platforms, including but not limited to Instagram, Facebook, and other approved channels.
- Design and write marketing content for promotions, monthly specials, events, and campaigns.
- Assist with digital marketing initiatives (SEO, email campaigns).
- Update and maintain law firm website, including landing pages, and promotional content.
- Gather and curate daily content from staff, attorneys, and office operations to reflect authentic brand presence.

Qualifications:

- Proven experience or strong interest in social media marketing, digital marketing, or related fields.
- Proficiency in graphic design.
- Experience managing social media platforms, understanding of Facebook Advertising is a plus.
- Basic photography skills and video editing experience are desirable.
- Ability to multitask efficiently in a fast-paced environment while maintaining creativity and enthusiasm.

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

[Apply Here](#)

Bilingual Receptionist and Legal Assistant (Sandy Springs)

WALKER ESTATE PLANNING

6075 Barfield Rd, Atlanta, GA 30328

Walker Estate Planning is a full-service Trusts and Estates Law Firm headquartered in Atlanta, GA.

Responsibilities

Our Atlanta office is seeking a Bilingual Receptionist and Legal Assistant to provide well-organized support to our rapidly growing firm.

- Act as a point of contact between the attorneys, paralegals, and internal/external clients
- Undertake the tasks of answering calls, scheduling consultations, taking messages, and routing correspondence
- Handle requests and queries appropriately
- Print and bind legal documents
- Maintain calendar, arrange meetings and appointments and provide reminders
- Monitor office supplies and research advantageous deals or suppliers
- Greet clients and seat them in conference rooms
- Mail, UPS, and FedEx to courts and clients
- Develop and carry out an efficient documentation and filing system
- Scan documents into electronic filing system

Qualifications:

- Experience - Office Administration: 2 years (Required)
- Fluent English and Spanish (written and spoken) (Required)
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office
- Exemplary planning, and time management skills
- Ability to work autonomously in a fast-paced environment
- Up-to-date with advancements in office gadgets, softwares and applications
- Discretion and confidentiality

Pay: \$18 - \$22 an hour - Part-time

[Apply Here](#)

Outreach and Housing Navigator (Sandy Springs)



Atlanta, GA 30358

At Mend Culture Inc., we believe meaningful change happens when compassion meets action. As a nonprofit committed to cultivating an inclusive community environment, we recognize our greatest strength lies in our people.

Responsibilities

The Outreach and Housing Navigation Case Manager conducts street outreach to identify and support unhoused community members by connecting them to housing resources, partnering agencies, and the Coordinated Entry System.

- Conducts daily outreach within assigned encampments using trauma-informed strategies
- Enrolls eligible clients in Coordinated Entry
- Ensures up-to-date housing assessments are entered in HMIS; completes within 48 hours when needed
- Completes VI-SPDAT for clients without a current assessment in ClientTrack
- Maintains accurate client files, case notes, and documentation in accordance with program requirements

Qualifications:

- Bachelor's degree in Social Work, Human Services, Psychology, or related field preferred; equivalent experience considered
- Experience working with individuals experiencing homelessness strongly preferred
- Knowledge of housing programs, Coordinated Entry systems, and HMIS data management
- Strong understanding of trauma-informed care and harm-reduction principles
- Ability to work both independently and collaboratively
- Cultural competency and sensitivity when working with diverse population.

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

[Apply Here](#)

Data Integrity Specialist (Atlanta 30345)

EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

Responsibilities

- Manages and executes patient identity tasks including patient updates, demographic updates and reconciliation of patient Monitors and replies to all communication sent to Making Data Healthy team in-basket and Service Now queue.
- Communicates with customers, utilizing e-mail, phone calls, in-basket messaging and Service Now updates.
- Responsible for maintaining assigned daily Epic work queues keeping tasks within established metrics.
- Maintains EMPI work queues by facilitating potential and linked patient records.
- Accesses patient legacy records using repositories to research patient encounter history and identity documentation.

Qualifications:

- High school diploma or equivalent and three years experience in Health Information Management or health care environment.
- HIM Credential may be accepted in lieu of experience.
- Must have previous experience with health information management systems such as Cerner, Epic, Sovera, Healthquest or Sectra

Pay: \$24.12 - \$29.39 an hour - Full-time

[Apply Here](#)

Patient Access Engagement Specialist (Atlanta 30345)

EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

Responsibilities

- Acts as a first point of contact within the Scheduling Department for new and reoccurring patients and physician offices scheduling various outpatient/inpatient appointments across Emory Healthcare. Answer inbound calls in high volume call center environment.
- Greets callers in an enthusiastic manner providing exceptional customer service and positive attitude at all times.
- Enters all patient demographic, medical and financial information accurately into Epic scheduling system.

Qualifications:

- Prior Minimum 6 months of medical office experience, scheduling environment or call center required.
- AS/BS degree in Business Administration, Healthcare or medical office experience, scheduling environment or call center is preferred.
- Preferred scheduling knowledge in various specialties including mammography and bone density.
- ADDITIONAL REQUIREMENTS: Previous experience in imaging scheduling, including but not limited to ultrasound, general diagnostic, and MRI, is preferred.
- Experience in registration aspects is also preferred, along with the ability to navigate multiple applications effectively.
- Strong computer, writing, and customer service skills are essential.
- Additionally, applicants may be required to work various scheduled hours/shifts, including evenings, nights, weekends, and holidays to support the needs of the operations to ensure excellent patient care.

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

[Apply Here](#)

Office Manager Gerente de oficina(Peachtree Corners)



4046 Wetherburn Way, Peachtree Corners, GA 30092

Success On The Spectrum (SOS) is the largest and fastest-growing autism treatment franchise in the U.S., founded by an autism mom and fueled by purpose.

Responsibilities

- Receptionist duties (answer phones, send/receive faxes, respond to emails, client check in/out)
- Client Intake Procedures (give tours, review admissions forms, schedule assessments)
- Insurance Correspondence (benefit verification, preauth requests)
- Purchasing duties (Stock office supplies)
- Scheduling (Create client/staff daily schedules, track cancellations)
- Cleaning Duties (keep lobby and conference room clean and orderly)
- Plan Client Field Trips (accept permissions slips, arrange transportation)
- Staff Onboarding (prepare locker/uniforms, review employee handbook with them)
- Event Planning (Plan Quarterly Autism Community Social Events)

Qualifications:

- Work at the front desk Monday through Friday, 7:30 AM – 4:30 PM
- All managers get two weeks of initial training from our corporate office - for this, you may have to travel to Houston for 1 week
- You are a core team member, utilizing your multitasking, organization, and communication skills daily.
- It will be critical for you to understand a sense of urgency and prioritize tasks quickly.

Pay: \$42,000 - \$55,000 a year - Full-time

[Apply Here](#)

Insurance Administrative Assistant (Dunwoody)



1040 Crown Pointe Parkway, Atlanta, GA 30338

The **Insurance Administrative Assistant** provides essential administrative support to our Insurance and Risk Management Department.

Responsibilities

- Set up new workers' compensation claims and maintain claim records.
- Submit claims and related documents to TPA/insurance carriers as needed.
- Track and report open and closed claim activity on a regular basis.
- Process and distribute incoming mail, faxes, and emails.
- Respond to inquiries and direct calls to appropriate team members.
- Assist with scheduling facility risk assessments and insurance carrier visits.
- Provide general administrative support to the Insurance Coordinator.
- Participate in team efforts to achieve departmental and client goals.

Qualifications:

Education & Experience:

- One-year certificate from a college or technical school, OR 3-6 months of related experience/training.
- Prior experience in insurance, healthcare, or administrative support preferred.

Skills & Requirements:

- Proficiency with Microsoft Excel and other MS Office programs.
- Excellent organizational and multitasking abilities.
- Strong written and verbal communication skills.
- Self-motivated, dependable, and able to work independently.
- Professional, courteous, and team-oriented demeanor.
- Strong analytical and math skills, with the ability to compute ratios, percentages, and interpret data reports.

Pay: \$18.25 - \$24.00 an hour - Full-time

[Apply Here](#)

Assistant Community Manager (Lease-Up) (Sandy Springs)

FAIRFIELD.

7260 Roswell Rd, Sandy Springs, GA 30328

We are a leader in the multifamily housing industry and we're passionate about creating exceptional apartment living.

Responsibilities

Accounting & Reporting

- Collect and post rent, process invoices, and prepare financial reports
- Complete bank deposits and account reconciliations
- Use Yardi software for property accounting

Customer Service & Leasing

- Lease apartments and promote resident satisfaction
- Respond to resident inquiries and resolve service issues promptly

Team Collaboration

- Mentor leasing team and support Community Manager
- Ensure compliance with fair housing laws

Qualifications:

- High school diploma or equivalent required
- Minimum of one year of residential leasing, sales, and/or property management experience required
- Experience in leadership and supervising a staff preferred
- Experience using Yardi or other related property management accounting software
- Strong knowledge of Microsoft Outlook, Word, and Excel
- Understanding of financial statements (budget, financial reports, accounting information, etc.)
- Strong understanding of federal, state, and local fair housing laws and provisions
- Ability to work a flexible schedule to include weekends, evenings, and some holidays

Pay: \$25.11 - \$28.08 an hour - Full-time

[Apply Here](#)

Industrial Property Associate (Buckhead)



3344 Peachtree Rd NE Suite 1200, Atlanta, GA 30326

Jones Lang LaSalle (JLL), together with its subsidiaries and affiliates, is a leading global provider of real estate and investment management services.

Responsibilities

- Provide exceptional customer service to tenants by responding to inquiries, processing service requests, and coordinating resolution of maintenance issues
- Support property management team with administrative tasks including data entry, document preparation, and maintenance of property records and databases
- Process Accounts Payable (AP) and Accounts Receivable (AR), certificates of insurance (COIs), code invoices and complete other financial tasks
- Assist with vendor coordination and work order management to ensure timely completion of maintenance and repair activities
- Help prepare monthly reports, financial summaries, and property performance updates for senior management and clients
- Support lease administration activities including tenant move-in processes, document filing, and communication coordination

Qualifications:

- Bachelor's degree in Business, Real Estate, Communications, or related field
- 1-2 years of work experience in an office environment, preferably in commercial real estate or property management
- 1-2 years of work experience in a customer service or customer-facing position
- Strong written and verbal communication skills
- Excellent organizational skills with ability to manage multiple tasks and prioritize effectively in a fast-paced environment

Pay: \$22 - \$29 an hour - Full-time

[Apply Here](#)

Bookkeeper/Administrative Assistant (Norcross)



5755 Goshen Springs Rd, Norcross, GA 30071

Responsibilities

Join Our Team as a Bookkeeper/Administrative Assistant for a Construction Company in Norcross, GA!

- Manage all financial transactions, including accounts payable and accounts receivable
- Prepare and maintain financial records using bookkeeping software
- Assist with payroll processing and employee time tracking
- Coordinate with vendors and clients to ensure timely payments and receipts
- Provide administrative support to the management team as needed.

Qualifications:

- Proven experience as a Bookkeeper/Administrative Assistant or similar role
- Proficiency in QuickBooks Online
- Strong attention to detail and accuracy
- Excellent communication and organizational skills
- Ability to multitask and prioritize tasks effectively

Pay: \$21.50 - \$28.00 an hour - Full-time

[Apply Here](#)

Bookkeeper Assistant (Doraville)



5774 New Peachtree Road, Atlanta, GA 30340

Responsibilities

We are looking for an accounting assistant who has flexibility and adaptability, multitasks, works as a team, and works with deadlines. Spanish and English speaking. QuickBooks is a plus.

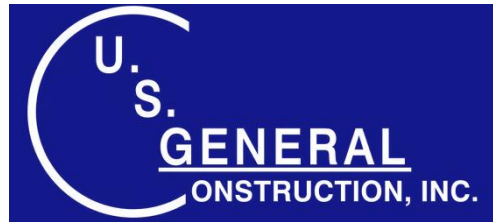
Qualifications:

- Pregunta(s) de postulación: Quickbooks entry level?
- Escolaridad: High school or equivalent (Obligatorio)
- Spanish and English speaking

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

[Apply Here](#)

Front Desk Administrator (Alpharetta)



11245 Old Roswell Rd, Alpharetta, GA 30009

Responsibilities

Outside Metro Atlanta Construction Company is hiring a part-time, front desk administrator to join our team. This is a permanent, onsite (not remote) position.

Qualifications:

- 1+ years construction industry experience – preferred
- Experience: Customer service: 1 year (Required)
- Excellent communication skills
- Ability to multi-task and prioritize responsibilities while also meeting deadlines
- Excellent planning and organization skills
- Able to work well independently with minimal supervision - after initial training
- Proficient with Microsoft Word, Excel, and Outlook

Pay: \$25 - \$30 an hour - Part-time

[Apply Here](#)

Administrative Assistant (Alpharetta)

thrivent[®]

Alpharetta, GA 30022

Responsibilities

This position provides administrative support to Avonlea Financial Group.

- Handles incoming telephone calls to Avonlea Financial Group and responds to requests for information
- Performs routine administrative duties such as maintaining office supplies and processing mail
- Prepares or coordinates the preparation of routine correspondence, reports, and special projects typically of a routine nature
- Supports projects, administration of various programs, and processing functions as needed
- Drive client/member facing activity in the practice by scheduling meetings with client/members and community events on behalf of the practice's Financial Advisors
- Update the contact management system with client/member contact and preference information
- Assist Financial Advisors in the preparation and follow up for the client/member meetings

Qualifications:

- Previous administrative/secretarial experience desired
- Strong technical computer aptitude and knowledge of business tools (e.g., Microsoft Word, Excel, PowerPoint) or ability to learn
- Ability to handle multiple tasks and maintain a high quality of work while experiencing frequent interruptions
- Ability to maintain integrity of sensitive/confidential information
- Basic understanding of Avonlea Financial Group, our products and services, and Thrivent Financial

Pay: \$20 - \$25 an hour - Part-time

This position is part time, working approximately 20 hours a week (Monday through Thursday, 9 am to 2:00pm).

[Apply Here](#)

Administrative Assistant (Peachtree Corners)



6981 Peachtree Industrial Blvd, Norcross, GA 30092

American Guardian, founded in 1985, is now interviewing candidates for our new fun, action packed, part time Administrative Assistant position. American Guardian is a family owned commercial and residential security company based in Peachtree Corners.

Responsibilities

- Field inbound customer calls.
- Create and manage customer files.
- Enter New Customers in Probill Database.
- Schedule New Homebuilder work.
- Some Social Media Posting.
- Interface with ADT Security's Dealer Support Team.
- Employ the American Guardian "White Glove" approach.
- Help draft communications and letters for the President.
- Assist the President in written presentations.
- Assist in monthly customer billing.

Qualifications:

- Personable, friendly warm and professional telephone skills.
- Proficiency in Windows, Microsoft Office, Word and Excel.
- Be a self-starter and a quick study.
- Type 40 wpm.
- Have strong organizational skills.
- Have the ability to work well with team members.

Pay: \$18 - \$26 an hour - Part-time

[Apply Here](#)

Customer Service Representative (Sandy Springs)

Atlant Moving 1987

<https://atlantmoving1987.com>

8735 Dunwoody Place, Atlanta, GA 30350

Responsibilities

- Greet customers promptly and professionally at the front desk, providing excellent customer service with a warm and welcoming attitude
- Manage multi-line phone systems to answer inquiries, direct calls, and handle customer requests efficiently
- Assist with data entry, filing, and maintaining accurate records using Microsoft Office, Google Workspace, and other office management tools
- Support administrative tasks such as calendar management, appointment scheduling, and proofing documents to ensure accuracy and professionalism
- Handle clerical duties including typing correspondence, proofreading materials, and managing office supplies to keep operations running smoothly
- Provide bilingual support when needed to serve a diverse customer base effectively

Qualifications:

- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace applications
- Experience with QuickBooks or similar bookkeeping software is a plus
- Previous office experience or clerical experience demonstrating attention to detail and accuracy in data entry and proofreading
- Familiarity with multi-line phone systems, office management procedures, and administrative support functions
- Bilingual abilities are highly desirable to enhance communication across diverse client populations
- Knowledge of medical or dental receptionist duties such as calendar management or patient check-in processes is advantageous

Pay: \$22.85 - \$27.52 an hour - Full-time

[Apply Here](#)

Customer Service Representative/Dispatcher (Norcross)



6399 Jimmy Carter Boulevard, Norcross, GA 30071

At Chen Plumbing, we've proudly served the Atlanta area since 1998. We've built our reputation through genuine care for both customers and team members. As we continue to grow at a rapid pace, we're looking for a sharp, dependable CSR / Dispatcher to join our team.

Responsibilities

- Answer inbound calls and customer texts professionally and warmly
- Schedule service appointments and gather key job details
- Dispatch technicians and manage the daily schedule board
- Keep customers updated on arrival times, delays, and changes
- Solve problems calmly and professionally
- Proactively outbound call and text to our customer base to schedule new jobs
- Enter accurate notes and job details into our system
- Support the team and help keep daily operations running smoothly

Qualifications:

- 2+ years of customer service experience
- Dispatch or home service experience is a plus
- Strong communication skills and professionalism
- Able to stay calm under pressure and multitask
- Detail-oriented and dependable
- Comfortable using computers and scheduling software
- Reliable transportation to our Norcross office
- Someone who takes pride in doing things the right way

Pay: \$19 - \$24 an hour - Full-time

[Apply Here](#)

Veterinary Receptionist (Alpharetta)



11545 Wills Rd Suite 120, Alpharetta, GA 30009

VSGA is a state-of-the-art **specialty and emergency veterinary hospital** dedicated to providing advanced medical care with compassion and excellence.

Responsibilities

- Be the **first point of contact** for pet owners during stressful and emotional situations.
- Answer high-volume phone calls, triage client inquiries, and schedule appointments.
- Accurately check in and discharge patients, ensuring all records are updated.
- Handle payments, billing, and insurance claims (if applicable).
- Communicate effectively with veterinarians, specialists, and technicians to ensure seamless patient care.
- Maintain a calm, professional, and compassionate demeanor—even in emergencies.
- Support the team by keeping the front desk and waiting areas organized and welcoming.

Qualifications:

- **Previous veterinary or medical receptionist experience** strongly preferred (emergency or specialty background is a plus).
- Exceptional multitasking skills in a **fast-paced environment**.
- Outstanding communication and customer service skills.
- Ability to remain compassionate and professional in stressful situations.
- Comfortable with technology and veterinary practice management software.
- Flexible schedule, including nights, weekends, and holidays.

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

[Apply Here](#)

Food service and Hospitality hiring (1)

Host (Alpharetta)

\$25 an hour - Part-time

Pru Thai Kitchen and Bar | 2685 Old Milton Parkway, Alpharetta, GA 30009

[Apply Here](#)

Wait Staff (Roswell)

\$21 - \$28 an hour - Part-time, Full-time

Keke's Breakfast Cafe - Swan Group | 580 East Crossville Road, Roswell, GA 30076

[Apply Here](#)

Bartender (Dunwoody) | Server (Dunwoody)

\$800 - \$1,000 a week - Part-time, Full-time | \$700 - \$1,200 a week - Part-time, Full-time

[Apply Here](#)

| [Apply Here](#)

Joey D's Oakroom Restaurant | 1015 Crown Pointe Parkway, Atlanta, GA 30338

Fine Dining Server (Buckhead)

\$20 an hour - Full-time

LENBROOK SQUARE FOUNDATION INC | 3747 Peachtree Road NE, Atlanta, GA 30319

[Apply Here](#)

Experience Server Patrones Taqueria & Bar (Dunwoody)

\$18 - \$30 an hour - Full-time

Patrones | 4705 Ashford Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

Dishwasher/Utility (Milton)

\$18 an hour - Full-time

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

[Apply Here](#)

Bartender (Roswell)

\$16 - \$20 an hour - Part-time

Country Club of Roswell | 2500 Club Springs Dr, Roswell, GA 30076

[Apply Here](#)

Food service and Hospitality hiring (2)

Server (Chamblee)

\$16 - \$19 an hour - Part-time

Galla's Pizza | 4849 Peachtree Road, Atlanta, GA 30341

[Apply Here](#)

Part Time/On Call Front Desk Agent (Alpharetta)

\$16 an hour - Part-time

Aloft by Marriott Alpharetta | 7895 North Point Pkwy, Alpharetta, GA 30022

[Apply Here](#)

Night Auditor (Buckhead)

\$16 an hour - Part-time

Hampton Inn Atlanta - Buckhead | 3398 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Cinnamon Roll Baker / Pastry Chef (Sandy Springs)

\$15 - \$18 an hour - Part-time, Full-time

Sugar Shane's | 1110 Hammond Dr Suite 30, Sandy Springs, GA 30328

[Apply Here](#)

Server Assistant (Johns Creek)

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

Marlow's Tavern | 3719 Old Alabama Road, Johns Creek, GA 30022

[Apply Here](#)

Breakfast Agent/ Houseman (Roswell)

From \$15 an hour - Part-time, Full-time

Holiday Inn Express Alpharetta/Roswell | 2950 Mansell Road, Alpharetta, GA 30022

[Apply Here](#)

Part Time Expo (Weekend Mornings Only) (Roswell)

\$15 an hour - Part-time

Flying Biscuit Cafe – Roswell | 10779 Alpharetta Hwy #210, Roswell, GA 30076

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring (1)

Full-Time Live-In Nanny/Mommy's Helper (Sandy Springs)

\$30 - \$35 an hour - Full-time

Sterling Nest Nanny Agency | Atlanta, GA 30350

[Apply Here](#)

Toddler Teacher - Atlanta 30339

\$18.75 - \$22.90 an hour - Full-time

[Apply Here](#)

Associate Teacher- Atlanta 30339

\$16.85 - \$20.95 an hour - Full-time

[Apply Here](#)

Bright Horizons | 3175 Windy Hill Road SE, Atlanta, GA 30339

Childcare Teacher- Alpharetta GA

\$18.75 - \$22.90 an hour - Full-time

Bright Horizons | Alpharetta, GA 30009

[Apply Here](#)

Patient Experience Coordinator / Chiropractic Tech *30-35 hrs/ wk (Dunwoody)

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

Compass Family Chiropractic / Genesis Back & Neck | 1745 Old Spring House Ln,
Dunwoody, GA 30338

[Apply Here](#)

Brain Trainer (Buckhead)

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

LearningRx - Atlanta-Buckhead | 5180 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

Veterinary Assistant (Chamblee)

\$17 an hour - Full-time

LifeLine Animal Project | 3280 Chamblee Dunwoody Road, Chamblee, GA 30341

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring (2)

Administrative Assistant / Receptionist dental office, PreDental Encouraged, Part-Time (Buckhead)

\$16 - \$19 an hour - Part-time

Charles W. Poole, DMD, PC | 3098 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Closing Manager (Sandy Springs)

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

Caterpillar International Academy | 270 Hilderbrand Drive, Atlanta, GA 30328

[Apply Here](#)

Direct Support Professional (Alpharetta)

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

DAUFY ACS | 401 S Main St UNIT A6, Alpharetta, GA 30009

[Apply Here](#)

Resident Assistant (Alpharetta)

\$16 an hour - Full-time

Arbor Terrace Crabapple / 12200 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

Dental Receptionist/Dental Assistant (Roswell)

\$15 - \$25 an hour - Part-time, Full-time, Internship

K SMILES DENTAL | 1096 Alpharetta Street, Roswell, GA 30075

[Apply Here](#)

Optometric Tech (Alpharetta)

\$15 - \$19 an hour - Full-time

Alpharetta Eye Clinic | 2725 Old Milton Pkwy # B, Alpharetta, GA 30009

[Apply Here](#)

Others hiring (1)

Fitness Coach (Chamblee)

\$25 - \$65 an hour - Full-time

Orangetheory - Franchise #0324 | 4260 N Peachtree Rd, Atlanta, GA 30341

[Apply Here](#)

Spa Manager (Alpharetta)

From \$47,000 a year - Full-time

The Salt Center: Float & Wellness Spa | 2650 Holcomb Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Event Bartender (Johns Creek)

\$21 an hour - Part-time

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

[Apply Here](#)

Service Coordinator (Norcross)

From \$20.20 an hour - Full-time

Radio One, Inc | 4405 International Blvd NW suite 118, Norcross, GA 30093

[Apply Here](#)

House Cleaner (Alpharetta)

\$20 an hour - Contract

Total Eco Clean | Alpharetta GA

[Apply Here](#)

MONITORING OFFICER (Atlanta 30339)

\$19.95 an hour - Full-time

Remote Security Solutions | 2110 Powers Ferry Road SE, Atlanta, GA 30339

[Apply Here](#)

Scale Clerk (Doraville)

From \$18 an hour - Full-time

Metro Green Recycling | 4351 Pleasantdale Rd, Doraville, GA 30340

[Apply Here](#)

Others hiring (2)

**Part-Time Property Runner / Field Assistant (11AM–3PM, Mon–Fri)
(Buckhead)**

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

Luxury City Living | 3380 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

AM Full-Time Fitness Housekeeping Attendant (Buckhead)

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

Cherokee Town & Country Club | 155 West Paces Ferry Road NW, Atlanta, GA 30305

[Apply Here](#)

UGA2 Janitorial Operative (Brookhaven)

From \$16.50 an hour - Full-time

ABM Industries | 4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

[Apply Here](#)

Summer Camp Lead (Roswell)

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

Country Club of Roswell | 2500 Club Springs Dr, Roswell, GA 30076

[Apply Here](#)

Service Tech Assistant (Alpharetta)

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

LESLIES POOLMART INC | 12850 GA-9 Ste 1900, Alpharetta, GA 30004

[Apply Here](#)

**Packing and Shipping Store Clerk (with U-Haul Truck Rentals)
(Sandy Springs)**

From \$16 an hour - Part-time

PakMail | 8725 Roswell Road, Sandy Springs, GA 30350

[Apply Here](#)