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# Administrative Assistant 2 - Human Resources



**City of Sandy Springs**

1 Galambos Way, Sandy Springs, GA 30328

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This role provides comprehensive administrative support across human resources and risk management functions, while also serving as a key point of contact for employees, applicants, and the public.

## **Responsibilities**

- Provide a wide range of administrative and office support for the Human Resources Department
- Serve as the primary point of contact for the HR inbox, responding to and routing inquiries appropriately
- Coordinate meetings, training sessions, New Hire Orientation, and employee wellness events
- Maintain and audit personnel and electronic records in compliance with applicable regulations
- Process background checks, drug screenings, I-9 documentation, and employment verifications

## **Qualifications:**

- High school diploma or GED (or equivalent combination of education and experience)
- Two to five years of administrative or clerical experience
- Prior experience in a similar office environment (government, corporate, education, etc.)
- Ability to obtain a Notary Public commission within six months of hire

## **Preferred Qualifications**

- Associate's degree in business administration, office management, or a related field
- At least two years of administrative experience within a Human Resources department

**Pay:** \$27.60 - \$31.00 an hour - Full-time

[Apply Here](#)

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## Resident Manager I (Chamblee)



5070 Peachtree Blvd, Chamblee, GA 30341

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As the Resident Manager for Windsor Property Management Company, you will play a pivotal role in overseeing the smooth operation of our community.

### **Responsibilities**

- Ensure timely response to resolve or escalate resident issues appropriately.
- Lead resident package management efforts.
- Prepare move-in day documentation, Happy Co move-in inspections, white glove inspection, and any other necessary steps to guarantee a seamless move-in experience for incoming residents.
- Process monthly invoices in adherence to the Procurement Policy.
- Proactively monitors expenses and adjusts spending in accordance with monthly operating budgets.
- Assist in the management of Funnel CRM queue management.

### **Qualifications:**

- Candidate will have 2-3 years sales experience in a retail, hospitality, or multi-family environment, and Microsoft Office skills. Undergraduate degree is preferred.
- Three years related experience and/or training; or equivalent combination of education and experience.
- An equivalent combination of education and experience will also be considered.
- Experience working in a multifamily environment and/or property management operations.
- Knowledge of Funnel CRM preferred.
- Knowledge of Microsoft Office 365 required.
- Transferable apartment industry sales related experience preferred.

**Pay:** \$27.00 - \$38.03 an hour - Full-time

[Apply Here](#)

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## Area Leasing Consultant I (Norcross)



3341 Peachtree Corners Cir, Peachtree Corners, GA 30092

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### Responsibilities

- Become an expert in **our communities** and **the local market** to engage and convert prospects.
- Conduct personalized tours and use **persuasive selling techniques** to secure leases.
- Follow up with leads and **build lasting relationships** to drive repeat and referral business.
- Collaborate with teams across multiple properties (1-4 communities) to **maximize leasing success**.
- Get creative help implement **marketing strategies** and **social media outreach** to boost occupancy.

### Qualifications:

- **Proven Sales Success** – You have 1 to 3 years of experience meeting and exceeding quotas in a commission-driven environment.
- **Bonus-Driven Mentality** – You're motivated by performance-based incentives and thrive when your hard work translates into big rewards.
- **Front-Line Sales** – You have direct, first-hand experience closing deals with customers—not just answering questions.
- **Weekend availability** to capture peak leasing traffic.
- **Experience** – We're looking for salespeople from high-touch, customer-facing industries including: Automotive Sales (Luxury & General), Time Share & Vacation Ownership Sales, Real Estate Sales (New Homes, Leasing, Brokerage), Financial Services & Insurance Sales, Tech & SaaS Sales (High-Ticket Inside/Outside Sales), Medical Device & Pharmaceutical Sales, Recruitment & Staffing Sales.

**Pay:** \$19.48 - \$24.34 an hour - Full-time

[Apply Here](#)

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## Leasing Representative - The Ashford Apartments (Brookhaven)



1918 Johnson Ferry Road, Atlanta, GA 30319

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### Responsibilities

- Touring the community and apartment homes with prospective residents
- Assisting with applications and preparing move-in documentation
- Delivering exceptional service to both current and future residents
- Building rapport, following up with prospects, and helping turn leads into happy residents
- **Schedule:** Monday- Saturday

### Qualifications:

- **Experience:** One year of apartment leasing experience preferred (sales, hospitality, or customer service experience strongly considered)
- A confident communicator with a proven sales or service background
- A quick learner with a desire to grow your skills
- A team player with a positive, "can-do" attitude
- Professional, dependable, and customer-focused

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

[Apply Here](#)

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## Law Firm Manager (Chamblee)

### VAZQUEZ & SERVI, P.C. IMMIGRATION LAW

3190 Northeast Expressway, Atlanta, GA 30341

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We are a high-volume, fast-paced law office looking for a highly driven **Spanish-bilingual** Firm Manager to lead our administrative staff. This role is critical to ensuring our systems, processes, and team performance support the firm's continued growth and high standards of client service. The ideal candidate is an organized and proactive leader who thrives in a dynamic environment, enjoys improving systems, and is passionate about developing and supporting their team to perform at their best.

#### Responsibilities

- Lead and manage day-to-day office operations, ensuring efficiency, organization, and alignment with firm standards
- Supervise, support, and develop the administrative team, including setting expectations and coaching the team to meet performance standards
- Maintain professional relationships with clients, vendors, contractors, and service providers
- Evaluate and improve office policies, procedures, and workflows to enhance efficiency and consistency
- Monitor and support administrative budgets and operational expenses

#### Qualifications:

- 2+ years of prior management experience or similar work experience in an office environment
- Fluent in **Spanish and English** (required)
- Proficiency in Microsoft Office or similar systems
- Bachelor's Degree preferred
- Special consideration will be given to applicants with experience in operational or process improvement methodologies such as Lean Six Sigma, 4DX, Kanban, or Scrum
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**Pay:** \$50,000 - \$70,000 a year - Full-time

[Apply Here](#)

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## Receptionist/Client Services Representative (Sandy Springs)

DOVE + SHIELD  
LAW FIRM

1 Concourse Pkwy Suite 800, Atlanta, GA 30328

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### Responsibilities

- Answer all incoming calls promptly and professionally
- Screen and route calls appropriately
- Collect intake information from prospective clients and accurately log it in our case management system
- Schedule consultations and appointments
- Greet clients warmly and by name when they arrive
- Offer refreshments and ensure clients feel comfortable while they wait
- Prepare the conference room before every client meeting
- Create and organize physical client folders
- Send initial client communications including welcome emails and document request lists

### Qualifications:

- Warm, professional, and polished communication style in person and on the phone
- Natural hospitality: you genuinely enjoy making people feel welcome
- Reliable and punctual: we need someone who shows up and shows out every single day
- Discreet and trustworthy: you will handle sensitive and confidential client information
- Quick learner who takes initiative and doesn't wait to be told what to do twice
- Comfortable in a fast-paced environment
- Prior administrative, receptionist, customer service, or hospitality experience preferred but not required; we will train the right person

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

[Apply Here](#)

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## Administrative Assistant (Roswell)

**Swain Law Firm**

A Division of Elder Law *of Georgia*

515 East Crossville Road, Roswell, GA 30075

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### Responsibilities

- Greet visitors, clients, and vendors at the front desk with professionalism and warmth
- Answer multi-line phone systems promptly, directing calls accurately and courteously
- Manage calendar appointments, schedule meetings, and coordinate conference room bookings
- Perform data entry, filing, and maintain organized records using digital tools like Microsoft Office
- Proficient use of the firm's internal case management system to effectively and efficiently set-up new client files.

### Qualifications:

- Proven experience in an office environment or administrative role with strong clerical skills
- Proficiency in Microsoft Office Suite (Word, Excel, Teams)
- Strong computer literacy including familiarity with multi-line phone systems and office management software like QuickBooks
- Previous experience as a receptionist or personal assistant is advantageous but not required
- Demonstrated ability to handle confidential information discreetly while providing outstanding customer support
- Experience in a law firm is preferred;
- Proficiency with excel and other Microsoft products;
- Lawmatics and LEAP experience preferred, but not required.

**Pay:** \$15 - \$25 an hour - Full-time

[Apply Here](#)

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## Client Experience Coordinator (Doraville)



4171 Winters Chapel Rd, Atlanta, GA 30360

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Join Davey Tree, one of the largest employee-owned companies in the nation! We are currently looking to add a dynamic Client Experience Coordinator to our passionate team of tree care professionals.

### **Responsibilities**

- Be the first point of contact and triage the needs of the clients, the office and our field employees
- Field current and prospective client calls
- Proposal production and contract initiation
- Set client appointments and update client information
- Answer phones, emails and client concerns
- Process employee time sheets
- Maintain various databases and spreadsheets
- Payroll assistance
- Order and maintain office supplies
- Invoice, manage accounts receivable, and maintain files

### **Qualifications:**

- Minimum two-years of experience in office processes and office administration procedures
- Outstanding telephone and communication skills
- Experience in accounts receivables preferred but not required
- Proficient in Microsoft Outlook, Word, and Excel
- Preferred: Associate degree or higher in related field
- Preferred: prior working experience with CRM and SAP systems
- Preferred: bilingual in Spanish and English
- Typing speed and cognitive test to be taken before offer is made

**Pay:** \$24 - \$26 an hour - Permanent, Full-time

[Apply Here](#)

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## Automotive Billing Clerk (Chamblee)



5855 Peachtree Blvd, Atlanta, GA 30341

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### Responsibilities

- Bill all New and Used car deals for Volvo and Mazda.
- Pulls and submits all contracts and UPS to the banks.
- Verifies all down payments have been collected before processing.
- Verifies that all required docs are in the file.
- Figure commission based on the current pay plan. Submit to payroll on Tuesdays
- Make all adjustments on reserves in current month. Prior month adjustments recorded in chargeback accounts T&Z 9101/9201.
- Post all reserve statements and maintain schedule (T&Z 786) report any aged or non-payments to the VP of HR.
- Keep track of chargebacks by finance manager for end of the month.
- Runs rebate schedule once a month and reports aged to GM and VP of HR. Schedule (T&Z 713)

### Qualifications:

- High school diploma or equivalent preferred
- Must be authorized to work in the US
- Must have a valid Driver's License
- Minimum of 18 years of age to be able to drive for the company
- Excellent communication and customer service skills
- Ability to add, subtract, multiply and divide
- Ability to calculate figures and amounts
- Prior Automotive accounting experience preferred

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

[Apply Here](#)

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## Dental Office Lead (Sandy Springs)



8097 Roswell Rd Bldg B, Atlanta, GA 30350

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As Office Lead, you will help guide the daily flow of the practice while supporting both patients and team members. .

### **Responsibilities**

- Oversee the day-to-day flow of the office with a focus on organization and efficiency
- Thoughtfully manage and optimize the schedule to support both patient care and team success
- Support and collaborate with the front desk/reception team
- Present treatment plans in a clear, supportive, and patient-focused manner
- Follow up with patients who have not yet scheduled, offering guidance and encouragement
- Maintain and order office and clinical supplies
- Answer phones and ensure every interaction reflects a warm, professional experience

### **Qualifications:**

- A natural leader who values teamwork and positive communication
- Strong organizational skills with attention to detail
- A calm, solution-oriented mindset in a fast-paced environment
- Experience in a dental or healthcare setting preferred
- Someone who genuinely enjoys building relationships with patients and supporting their care journey

**Pay:** \$24.91 - \$30.00 an hour - Full-time

### **Schedule**

- Monday – Thursday: 6:30 AM – 3:30 PM
- Friday: 6:30 AM – 2:30 PM

[Apply Here](#)

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## Dental Front Office & Financial Coordinator (Johns Creek)



4640 Valais Court, Johns Creek, GA 30022

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Alpharetta Dental Care is a modern, privately owned dental practice focused on delivering high-quality care with an exceptional patient experience.

We are currently looking for a detail-oriented and financially driven **Insurance & Billing Coordinator** to take ownership of our insurance processes, collections, and patient financial communication. This is a **front-office, finance-focused role** — ideal for someone who enjoys working with numbers, insurance systems, and helping patients understand their treatment investments.

### Responsibilities

- Verify and breakdown dental insurance benefits with accuracy
- Submit and track insurance claims from start to payment
- Follow up on outstanding claims and resolve denials
- Present treatment plans and clearly explain patient financial responsibilities
- Manage accounts receivable and assist with collections
- Post insurance payments and patient payments accurately
- Communicate with patients regarding balances and financing options
- Maintain organized and up-to-date financial records within the system
- Check patients in and out and collect payments

### Qualifications:

- Experience with dental insurance and billing required
- Strong understanding of PPO plans, claim submission, and EOBs
- Confident communicator when discussing finances with patients
- Highly organized and detail-oriented
- Comfortable working independently and taking ownership of systems
- Experience with Open Dental and Dental Intelligence software is a plus

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

[Apply Here](#)

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## Patient Engagement Specialist (Brookhaven)



2556 Apple Valley Rd # 100, Brookhaven, GA 30319

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We're a fast-paced, high-standard practice where patient experience comes first, and every relationship with a new patient starts with a single phone call.

### **Responsibilities**

As our Patient Engagement Specialist, you are the first impression of Atlanta Dental Spa. You're building trust, easing concerns, and turning curious callers into loyal, long-term patients. What you'll do:

- Answer inbound calls and convert new patient inquiries into booked appointments
- Guide callers to the right provider with confidence and care
- Follow up on potential opportunities and proactively nurture interest
- Reach out to patients who are overdue or at risk of going inactive
- Document call outcomes and patient interactions accurately in Carestack
- Partner with clinical and marketing teams to keep new patient onboarding seamless

### **Qualifications:**

- A polished communicator who makes every caller feel heard and confident
- Organized, proactive, and consistent — you follow through without being asked
- Calm and composed, even on high-volume days
- Experienced in a dental or healthcare setting
- Comfortable with scheduling software and patient management systems (Carestack a plus)
- Energized by growth — yours and the practice's

**Pay:** \$22 - \$26 an hour - Full-time

[Apply Here](#)

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## Patient Care Coordinator (Atlanta 30345)

# Topple Diagnostics

2200 Century Parkway NE, Atlanta, GA 30345

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Topple Diagnostics is a growing, dynamic, customer-focused organization that provides comprehensive vestibular (dizziness/imbalance) testing within ENT offices across 10 states. We are seeking a highly organized, patient-focused Patient Care Coordinator to support our growing multi-state operations.

### Responsibilities

- Conduct patient confirmation calls in a timely and professional manner, ensuring patients are informed and prepared for scheduled testing.
- Respond to patient inquiries regarding testing procedures, appointment details, and insurance benefits with accuracy and professionalism.
- Actively manage and optimize technicians schedules by filling open appointment slots with patients scheduled for future dates to maximize operational efficiency.
- Maintain primary responsibility for an assigned territory while providing support to other regions and team members as needed.

### Qualifications:

- Prior experience working in a ENT practice is a plus
- Bilingual (Spanish) is preferred.
- Strong knowledge of medical terminology to accurately interpret patient records and communicate effectively with healthcare professionals
- Proven ability to provide excellent medical administrative support in a fast-paced environment
- Office experience demonstrating proficiency with scheduling software, electronic health records (EHR), and general office tools
- Experience working specifically in a dental office is a valuable asset but not required; training will be provided for the right candidate
- Bachelor Degree preferred

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

[Apply Here](#)

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## Patient Services Representative-Atlanta (Buckhead)



3333 Piedmont Road NE, Atlanta, GA 30305

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26Health is a non-profit 501c3 organization that provides care for underserved and underinsured communities. .

### **Responsibilities**

- Provide a courteous, professional working environment
- Maintain effective communication with patients, coworkers, and manager
- Maintain efficient patient flow Update patient demographics interview patient for sliding fee scale services and update eligibility
- Verify insurance and set eligibility dates in system
- Call and remind patients to bring missing information to their appointment
- Collect payments and patient-responsible balances
- Post charges to patient accounts
- Scan and import demographic and clinical documentation into patient charts
- Schedule appointments as needed

### **Qualifications:**

- High School Diploma or equivalent required;
- Minimum of one (1) year of experience in healthcare, patient services, pharmacy, or outreach coordination.
- Strong interpersonal and communication skills, especially via phone and written outreach.
- Proficiency in Microsoft Office (Excel, Outlook, Word) and electronic health record (EHR) systems.
- Bilingual (English/Spanish or English/Creole) a plus.

**Pay:** \$20 - \$28 an hour - Full-time

[Apply Here](#)

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## Medical Receptionist (Alpharetta)



3400 Old Milton Parkway, Alpharetta, GA 30005

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As the nation's premier physician-led vein center, we at Center for Vein Restoration (CVR), combine cutting-edge, outpatient vascular treatments with compassion, integrity, and trust to make a meaningful difference in the communities we serve.

### **Responsibilities**

- Patient Service Representatives greet patients in a friendly and professional manner and check in/out
- Ensure that all CVR policies and procedures are distributed, understood, and implemented by all assigned center staff members
- Ensure compliance in all assigned centers that all patient charts are up to date, HIPAA compliant, proper input of demographics, procedures, payments into NextGen
- The Patient Service Representatives will review scheduling and financial responsibilities and referrals with each patient throughout care.

### **Qualifications:**

- Minimum 1 year administrative or customer service experience, preferably in a medical setting
- Must have reliable transportation to clinics that may not be accessible by public transportation
- Must be able to travel to CVR Alpharetta, Canton, and Sandy Springs Clinics

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

**Schedule and Locations:**

- Tuesday - CVR Sandy Springs
- Thursday - CVR Canton
- Wednesday & Friday - CVR Alpharetta
- 7 AM - 5:30 PM
- Four 10-hour shifts

[Apply Here](#)

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## Specialty Referral Coordinator (Atlanta 30345)

# EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

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### Responsibilities

- Responsible for the coordination of all aspects of the referral process of new patients to (sub)specialty services of The Emory Clinic, starting from the point at which the TEC registration function is complete (Global Patient Registration).
- Requests and tracks patient records and prepares charts for review by a nurse (navigator) or other knowledgeable clinician.
- Distributes charts/clinical data per departmental procedures.
- Communicates with patients and physician offices as needed to secure additional information or records.
- Scans records for multi-disciplinary appointments.
- Orders and tracks outside images or specimens, such as pathology slides, as directed by the clinical team.
- Submits images/specimens/etc. as applicable for review by an Emory Clinic expert (e.g. Pathology).

### Qualifications:

- Bachelor's degree with two years of healthcare experience, or 6 years experience in a healthcare environment will be considered in lieu of a bachelor's degree.
- Prefer experience in a specialty or subspecialty clinic.
- Computer skills including IDX, Cerner Powerchart/Millennium, MS Word and Excel are needed.
- Must have effective interpersonal and customer service skills and the ability to work as part of a team.

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

[Apply Here](#)

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## Medical Office Receptionist (Roswell)



11111 Houze Road, Roswell, GA 30076

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At LifeStance Health, we strive to help individuals, families, and communities with their mental health needs.

### **Responsibilities**

- Create a positive work environment; be a culture carrier and support in-office clinician and staff engagement activities to promote LFST culture, engagement, and connection.
- Conduct schedule prep process for all patients to ensure all paperwork and documentation is complete, credit card on file is current, demographics are accurate, and patient chart is prepared.
- General office duties, cleanliness, and appeal, such as sorting office mail, scanning documents, e-faxes, shared office email and office upkeep, to ensure the practice is running smoothly and prepared for patients and clinicians.
- Manage front desk responsibilities including greeting and checking patients in/out in a courteous manner.
- Provide general clinician support – assist clinicians with administrative questions and/or duties such as sending letters, faxes, etc.

### **Qualifications:**

- High School or equivalent required, associates/bachelor's degree, preferred.
- 1+ years of experience in healthcare operations, customer service, or similar role or setting preferred.
- Proficient in using Computer Software Applications (Microsoft Office & EMRs)
- Comfortable handling sensitive and confidential Information (HIPAA)

**Pay:** \$19 - \$20 an hour - Full-time

[Apply Here](#)

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## Medical Benefits Coordinator (Sandy Springs)



5445 Meridian Mark Rd, NE Suite 430. Atlanta, GA 30342

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### **Responsibilities**

This position is responsible for greeting patients, obtaining and verifying all insurance information, answering multiple phone lines, scheduling appointments, having all appropriate forms completed and signed prior to visit with the medical provider, entering demographic and insurance information into the computer system, accepting and processing payments for the office visit, and balancing the accounts and preparing deposit information on a daily basis. We seek an articulate, cheerful, customer focused individual who enjoys the challenge of a busy desk.

### **Qualifications:**

Our ideal candidate will possess the ability to multi-task, have a clear, friendly telephone manner, be team oriented and be able to work with minimal supervision. If you are a healthcare professional who is interested in joining a dynamic team where high performance and excellence in patient care are recognized and rewarded, please contact us for immediate consideration..

**Pay:** From \$19 an hour - Full-time; \$3,000 Retention Bonus  
Work schedule M-Th 7:30-4:15pm, Fridays 7:30am-2:30pm

[Apply Here](#)

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## Medical Appointment Scheduler (Part Time) (Roswell)



20 Mansell Court East, Roswell, GA 30076

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With three locations and plans to expand in the future, this is a very exciting time to join Olansky Dermatology & Aesthetics.

### **Responsibilities**

Olansky Dermatology is looking for a dynamic, customer service-oriented professional with call center or high-volume medical office experience to join our medical scheduling team. The ideal candidate applies to this job with 2 years' experience, strong customer service acumen, and the ability to multi-task in a fast-paced environment all while maintaining a positive outlook.

- Responding to requests to book appointments for new and established patients
- Scheduling procedures, appointments, follow-ups and telehealth appointments for physicians, estheticians, PAs, and other medical professionals.

### **Qualifications:**

- Minimum high school diploma or GED equivalency
- Proven success in handling high-volume calls
- Excellent Customer Service Skills
- Experience in call center environment is a plus
- Exceptional communication skills, both verbal and written
- Time management and punctuality
- Computer Competency
- Medical Records experience a plus; double points if you've worked with ModMed/EMA

**Pay:** From \$18 an hour - Part-time, Mon-Fri (10AM - 2PM)

[Apply Here](#)

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## Food service and Hospitality hiring

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### **Banquet Captain (Chamblee)**

**\$27.80 - \$33.36 an hour - Full-time**

Atlanta Marriott Northwest at Galleria | 200 Interstate N PKWY Southeast, Atlanta 30339

[Apply Here](#)

### **Manager (Brookhaven)**

**\$52,000 - \$57,000 a year - Full-time**

FOX BROOKHAVEN | 4058 Peachtree Road, Brookhaven, GA 30319

[Apply Here](#)

### **Assistant Manager (Sandy Springs)**

**\$23 - \$26 an hour - Full-time**

Panda Restaurant Group | 5600 Roswell Rd Ste B120, Sandy Springs, GA 30342

[Apply Here](#)

### **Dishwasher (Atlanta 30345)**

**\$21.99 - \$26.48 an hour - Part-time, Full-time**

Cryonix Digital | 1942 Shalimar Dr NE, Atlanta, GA 30345

[Apply Here](#)

### **Bartender (Dunwoody)**

**\$21.23 - \$25.56 an hour - Part-time, Full-time**

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

[Apply Here](#)

### **FOOD SERVICE WORKER (FULL TIME) (Alpharetta)**

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

Eurest (part of Compass Group) | 12380 Morris Road, Alpharetta, GA 30005

[Apply Here](#)

### **Server/Cashier (Roswell)**

**\$19.93 - \$20.00 an hour - Part-time**

Sushi Hut | 915 Woodstock Rd Ste 130, Roswell, GA 30075

[Apply Here](#)

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

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### **Nanny Needed for Toddler in Brookhaven - June Start (Brookhaven)**

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

Signet Nannies | Atlanta, GA 30319

[Apply Here](#)

### **Site Director at High Point Elementary - After School Program (Sandy Springs)**

**From \$23 an hour - Full-time**

Kindercare Learning Companies | 520 Greenland Rd NE, Sandy Springs, GA 30342

[Apply Here](#)

### **Professional Groomer (Alpharetta)**

**\$800 - \$1,200 a week - Part-time**

Woof Gang Bakery & Grooming Milton | 12650 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

### **Caregiver (Sandy Springs)**

**Up to \$19 an hour - Part-time**

FirstLight Home Care of Sandy Springs | 6065 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

### **Preschool Teacher- Alpharetta GA (Alpharetta)**

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

Bright Horizons | 2655 Northwinds Pkwy, Alpharetta, GA 30009

[Apply Here](#)

### **Veterinary Receptionist (Roswell)**

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

Happy Tails Holistic Veterinary | 40 E Crossville Rd, Roswell, GA 30075

[Apply Here](#)

### **Bilingual Front Office Receptionist (Atlanta 30345)**

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

Daffodil Pediatrics | 4166 Buford Hwy NE, Suite 1102 Atlanta, GA 30345

[Apply Here](#)

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## Others hiring

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### **Maintenance Assistant (Sandy Springs)**

**\$23 - \$28 an hour - Full-time**

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

[Apply Here](#)

### **Janitorial Area Manager (Doraville)**

**From \$40,000 a year - Full-time**

CleanNet of Atlanta | 3299 Northcrest Road, Atlanta, GA 30340

[Apply Here](#)

### **Automotive Assistant & Service Managers (Alpharetta)**

**\$40,000 - \$65,000 a year - Full-time**

Mavis Tire Supply | 1525 Mansell Rd, Alpharetta, GA 30009

[Apply Here](#)

### **Lead Generator Water Filtration Associate - Roswell GA**

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

Coolray Heating & Air | 870 Woodstock Road, Roswell, GA 30075

[Apply Here](#)

### **Custodian - IRS (Full Time) (Chamblee)**

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

Goodwill Industries North GA | 4800 Buford Hwy, Atlanta, GA 30341

[Apply Here](#)

### **Bilingual -Customer Service Call Center Specialist - Remote 1099**

**\$17.10 an hour - Full-time**

Inktel Contact Center Solutions | Georgia Remote

[Apply Here](#)

### **Men's Locker Room Attendant (Buckhead)**

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

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

[Apply Here](#)