
Dental Front Office / Treatment Coordinator (Dunwoody)



1730 Mt Vernon Rd Ste B, Dunwoody, GA 30338

We're a **family-owned, fee-for-service / out-of-network** dental practice in Dunwoody, GA , and we're building the kind of office where patients feel genuinely cared for — the type of place where people are happy they finally found you. We serve patients who often struggle to find providers elsewhere, and we focus on creating a warm, supportive, and meaningful experience from the moment they walk in.

Responsibilities

- Welcome patients and create a friendly, comfortable environment
- Manage scheduling and patient communication
- Present treatment plans clearly and confidently
- Support daily office flow and organization
- Help shape the patient experience as our office grows

Qualifications:

- Connects well with people and can confidently discuss treatment
- Brings positive, upbeat energy to the office
- Communicates clearly and kindly
- Is organized and reliable
- Has experience (minimum 1 year)

Pay: \$22 - \$30 an hour - Full-time

Hours: Monday–Thursday, 7:30 AM–4:00 PM

How to Apply (Read Carefully):

Please email **your resume** to: hello@atlsedationdentistry.com

We will begin reaching out for interviews by email.

[Apply Here](#)

Revenue Cycle Specialist I (Atlanta 30345)

EMORY

HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

The Revenue Cycle Specialist is responsible for managing all aspects of the revenue cycle, including the resolution of patient claims, ensuring accurate billing, and maximizing reimbursement. This role serves as a patient advocate, supports financial processes, and contributes to overall operational efficiency and quality improvement.

Responsibilities

- Manage patient accounts across the full revenue cycle, ensuring timely resolution of all claims.
- Verify, research, and complete required documentation to submit claims for reimbursement.
- Analyze payments, identify variances, and resolve complex reimbursement issues.
- Update and maintain accurate patient demographic and insurance information.
- Communicate financial policies to patients clearly and effectively.
- Collect and follow up on assigned accounts before, during, and after admission/discharge.

Qualifications:

- Bachelor's degree with two (2) years of relevant experience; **OR** Any equivalent combination of education and experience
- Strong analytical and problem-solving abilities
- Excellent verbal and written communication skills
- Proficiency in EMR systems, payer systems, and financial tools
- Ability to interpret and apply managed care contracts

Pay: \$21.88 - \$26.66 an hour - Full-time

[Apply Here](#)

Office Administrator (Peachtree Corners)



3200 Pointe Parkway, Peachtree Corners, GA 30092

Responsibilities

As our Office Administrator, you will manage the daily administrative operations of the clinic, ensuring a smooth, organized, and welcoming experience for all patients and a supportive environment for our clinical staff.

- **Patient Coordination:** Serve as the primary point of contact, greeting patients, managing check-in/check-out processes, and scheduling appointments effectively.
- **Administrative Management:** Answer and manage phone calls, emails, and general inquiries with professionalism and courtesy. Maintain and organize patient files (electronic and paper) in compliance with HIPAA guidelines.
- **Billing & Finance:** Handle patient billing, co-pay collection, processing payments, and managing insurance verification and claims submission.
- **Clinic Operations:** Maintain a clean, organized, and welcoming reception area. Manage and order office and clinical supplies, and assist with general office upkeep.

Qualifications:

- **Experience:** Proven experience in an administrative, front office, or customer service role, preferably within a healthcare or medical office setting (chiropractic experience is a plus!).
- **Skills:** Strong organizational skills and exceptional attention to detail. Proficiency with office software (MS Office Suite, Google Workspace) and experience working with electronic health records (EHR) or patient management systems.
- **Education:** High school diploma or equivalent.

Pay: \$21.81 - \$26.26 an hour - Full-time

[Apply Here](#)

Front Office Coordinator (Medical) (Alpharetta)



960 North Point Parkway, Alpharetta, GA 30005

PrimeHealthMD is a leader in medically supervised weight loss, hormone optimization, and anti-aging care.

Responsibilities

- Create a welcoming, high-energy environment for every patient
- Greet patients and build immediate rapport
- Answer phones and manage patient communication professionally and efficiently
- Schedule appointments and manage provider calendars
- Verify insurance and collect patient payments
- Support check-in and check-out workflows
- Maintain smooth daily front office operations

Training & Development

- You will be supported through our structured Front Office Coordinator Training Program, designed to set you up for success.

Qualifications:

- 1-3 years of customer service experience (preferred)
- 1-3 years of sales or patient-facing experience (preferred)
- Strong attention to detail and ability to multitask
- Comfortable working with systems and scheduling tools (medical experience preferred but not required)
- Excellent verbal and written communication skills
- Ability to work independently and stay organized
- Positive attitude and strong interpersonal skills

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

- Monday, Wednesday, Thursday, Friday: 7:00 AM – 2:00 PM

- Tuesday: 12:00 PM – 7:00 PM

[Apply Here](#)

Medical Claims Specialist (Alpharetta)



3050 Northwinds Parkway, Alpharetta, GA 30009

Responsibilities

We are seeking a detail-oriented and motivated Medical Claims Specialist to join our healthcare team. In this role, you will be responsible for managing medical claims processing, ensuring accurate coding, and facilitating smooth reimbursement procedures.

- Review and process medical claims using appropriate coding systems such as DRG (Diagnosis-Related Group), CPT (Current Procedural Terminology), ICD-9, and ICD-10.
- Ensure accuracy in medical coding by applying ICD coding standards and medical terminology correctly.
- Analyze medical records and documentation to verify claim details and support billing accuracy.
- Collaborate with healthcare providers to clarify or obtain additional information needed for claim submission.
- Maintain compliance with healthcare regulations and insurance requirements related to medical billing and collections.

Qualifications:

- Proven experience in medical billing, medical coding, or claims processing within a healthcare setting is preferred.
- Strong knowledge of DRG, CPT coding, ICD-9, ICD-10, and related coding standards.
- Familiarity with medical terminology, medical records management, and healthcare documentation practices.
- Experience working with EMR systems and EHR platforms for data entry and claims management.

Pay: \$40,000 - \$50,000 a year - Full-time

[Apply Here](#)

Office Manager / Business Development Coordinator (Buckhead)



lliance Center, 3550 Lenox Rd NE #3, Atlanta, GA 30326

Responsibilities

Peachtree Care Health Services (PCHS) is seeking a highly organized, motivated, and professional Office Manager to work directly alongside company leadership in supporting operational growth throughout Georgia.

- Work directly with company leadership on operational and strategic growth initiatives;
- Support statewide expansion efforts through organization, outreach coordination, and operational excellence;
- Help recruit, onboard, train, and coordinate community outreach representatives across Georgia counties;
- Oversee day-to-day office operations and administrative workflow;
- Coordinate schedules, meetings, marketing activities, and follow-up tasks;
- Support intake coordination and client onboarding processes;

Qualifications:

- Bachelor's Degree required;
- MBA or advanced business education strongly preferred;
- Healthcare industry experience preferred;
- Experience in administration, operations, business development, marketing, or bookkeeping preferred;
- Professional demeanor with leadership potential;
- Self-motivated with a growth-oriented mindset;
- Experience coordinating teams, projects, or operations is a plus;
- Comfortable working in an entrepreneurial, growth-focused environment.

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

[Apply Here](#)

Medical Front Office (Alpharetta)



3333 Old Milton Parkway, Alpharetta, GA 30005

Busy Interventional Pain Management Facility in Alpharetta is seeking a qualified Medical Front Office Assistant.

Responsibilities

- Greet and check-in patients, ensuring a positive and welcoming experience
- Schedule and confirm appointments, coordinating with patients and healthcare providers
- Maintain patient records and update necessary information in the EMR system
- Collect co-pays, deductibles and balance
- Handle phone calls, emails, and other forms of communication with patients and external parties
- Assist with insurance verification/follow up
- Follow HIPAA guidelines to ensure patient privacy and confidentiality
- Perform administrative tasks such as filing, faxing, and scanning documents
- Collaborate with healthcare providers to ensure smooth operations of the medical office

Qualifications:

- Strong administrative skills with the ability to multitask and prioritize tasks effectively
- Excellent customer service skills to provide exceptional patient care
- Experience working in a dental or medical office setting is preferred
- Knowledge of medical terminology and procedures is beneficial
- Familiarity with HIPAA regulations and compliance requirements.

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

[Apply Here](#)

Integrated Care Assistant - Remote



1150 Lake Hearn Dr NeSte 100, Atlanta, Georgia, 30342

Responsibilities

DaVita Dialysis is looking for its next administrative assistant to guide and direct business initiatives from the ground up! We are looking for someone with proven excellence in an administrative role, and who is an articulate communicator both in person and electronically.

- Collect, verify, enter, and maintain data and medical record information in the DaVita Integrated Kidney Care medical management database including but not limited to patient, provider, and payer contact and referral information.
- Communicate with hospitals, track patient admissions/discharges
- Transcribe lab results, and follow up with providers for confirmation of services
- Monitors reports and data feeds, and communicates with the Integrated Care Team to ensure data is current and complete
- Attend team meetings, conferences, and training as required.

Qualifications:

- High School diploma or equivalent required
- Prior administrative experience required
- Proficiency in navigating MS Office applications and other databases
- Prior REMOTE work experience is a bonus
- Deals with confidential information using discretion and judgment
- Professional verbal communication and telephone etiquette
- Basic proficiency with the Medical Information System Technology (MIST) within 60 days of employment or position change required

Pay: \$17.50 - \$20.50 an hour - Full-time

- Full-time remote role, Monday - Friday
- Starting time between 7:00 and 8:30 am

[Apply Here](#)

After-School Partnerships Coordinator (Brookhaven)



1816 Briarwood Industrial Ct NE, Brookhaven, GA 30329

The Studios Brookhaven (TSB) is a performing arts and athletics studio serving roughly 600 children every week.

Responsibilities

- Serve as primary contact for current partner schools
- Propose class offerings each semester and coordinate scheduling
- Field parent inquiries and resolve issues as they arise during the semester
- Coordinate instructor coverage when teachers are absent or unavailable
- Identify and reach out to schools across metro Atlanta that would be a good fit for our program
- Lead virtual (and occasional in-person) meetings with school administrators

Qualifications:

- Excellent written and verbal communication skills
- Strong organizational skills and ability to manage multiple school relationships simultaneously
- Comfort with proactive outreach to schools we're not yet partnered with

Preferred

- Background in education (former teacher, school administrator, or education-adjacent role)
- Experience managing client or partner relationships
- Familiarity with the metro Atlanta school landscape (independent schools, public schools, preschools)
- Comfort with email, scheduling tools, and basic CRM-style organization

Pay: \$22 - \$25 an hour – Contract

This is a 1099 contract role with seasonal hours. Expect 15–20 hours per week during peak planning periods (June–August, Dec–Jan) and a lighter load during active semesters.

Start date: Training begins June 2026; full school communication ramps up in July

[Apply Here](#)

Document Specialist (Sandy Springs)



5901 Peachtree Dunwoody Rd NE building c suite 60, Atlanta, GA 30328

One of the largest independent right of way and land services companies in the nation, Contract Land Staff (CLS) provides a combination of service solutions for electric transmission and distribution, utility, public infrastructure, wind and solar, rail, pipeline, and telecommunications clients since 1985. CLS is looking for an experienced Document Specialist local to Atlanta, GA. This position is responsible for data management and document related activities on projects.

Responsibilities

- Creates and manages Project Permanent files.
- Runs reports, performs data entry.
- Prepare and perform due diligence.
- May research relevant information to assist the Supervisor regarding project scopes and specific aspects of projects.
- Compose correspondence including letters and emails as directed by Supervisor.
- Performs all project related duties requested by Supervisor.
- May be responsible for review and approval of project representative's activity notes.

Qualifications:

- Must have 1-3+ years of administrative support experience.
- High School Diploma Required. College Degree a plus
- Must have strong Microsoft Office skills.
- Ability to read and understand title searches and legal descriptions.
- Ability to write clearly and concisely.
- Proficient with common mathematical terms and calculations.
- Prefer knowledge of pipeline, electric and/or utilities ROW records, administrative support documents and records

Pay: \$20 - \$30 an hour - Full-time, Contract

[Apply Here](#)

Commercial Broker Coordinator (Atlanta 30341)

Staffing agency: BGSF, 3355 Lenox Rd NE #750, Atlanta, GA 30326

Responsibilities

The Brokerage Coordinator supports a team of 6–8 commercial real estate brokers, providing day-to-day assistance with marketing, transaction coordination, and administrative tasks.

- Support 6–8 brokers with daily needs and client deliverables
- Prepare tour packages, proposals, LOIs, and lease documents
- Organize and manage transaction files (leases, contracts, listings, etc.)
- Assist with lease abstraction and reporting
- Create and update marketing materials (flyers, presentations, brochures)
- Perform data entry for property listings and internal systems
- Maintain CRM and databases, ensuring accurate and updated information
- Schedule meetings, coordinate logistics, and assist with broker calendars

Qualifications:

- Bachelor's degree preferred (Business, Marketing, Communications, or related)
- 3+ years of professional or administrative experience
- Commercial real estate experience
- Experience supporting multiple stakeholders or executives is a plus
- Experience with Adobe InDesign, Photoshop, or Salesforce is a plus
- Proficiency in Microsoft Word and Excel.

Pay: \$24 - \$29 an hour - Full-time; Contract-to-Hire

[Apply Here](#)

Maintenance Coordinator / Field Inspector (Customer Service Focused) (Alpharetta)



700 Abbey Court, Alpharetta, GA 30004

A Residential Property Management Firm in Alpharetta, GA is seeking a **customer-focused Maintenance Coordinator / Field Inspector** to join our growing team.

Responsibilities

- Serve as a primary point of contact for residents and owners regarding maintenance and property-related needs
- Provide timely, friendly, and professional updates on all maintenance requests
- Conduct move-in and move-out inspections and prepare detailed reports with photos
- Perform routine and drive-by inspections to assess property condition and tenant compliance
- Check vacant properties for security, cleanliness, and move-in readiness
- Identify maintenance needs proactively and communicate recommended solutions
- Coordinate and schedule repairs with vendors for open work orders
- Meet vendors on-site and oversee repair work as needed
- Review completed work to ensure quality and satisfaction

Qualifications:

- High School Diploma or equivalent (preferred)
- 2+ years in property management, maintenance coordination, or residential repairs
- 3+ years in customer service or client-facing roles
- Strong customer service background with a professional, upbeat demeanor
- Tech-savvy and able to use mobile apps for inspections and reporting
- Working knowledge of residential maintenance and repairs preferred

Pay: \$20 - \$21 an hour - Full-time

[Apply Here](#)

Quote Specialist, Employee Benefits (Alpharetta)



The Hartford

3655 North Point Pkwy Ste 350, 500, Alpharetta, GA 30005

The Hartford's Group Benefits segment is a market leader in life and disability insurance and an expanding suite of voluntary products and services, providing businesses with the employee benefits solutions necessary to attract and retain top talent.

Responsibilities

- Analyzes initial Requests for Proposal (RFPs), underwriting guidelines, state requirements and product offerings to identify if offer can be made; completes and responds effectively to all RFPs by partnering with internal and external business partners.
- Proficiency in manual rating for all products sold in PA space (ex: STD, LTD and Life, Voluntary products)
- Systematically scrubs data- both RFP, Census and Experience data, for completeness and in accordance with minimum data requirements
- Understanding of plan designs to sets up and builds plan designs in the Hartford's rating platform(s).
- Must understand account structure to complete the rating.
- Reviews rating reports for accuracy and reasonability; understands variances.

Qualifications:

- High Knowledge of employee benefits products; must be able to review and understand prior carrier booklets.
- Understands organizational processes, methods and systems.
- Solid working knowledge of products and operational parameters.
- Effective writing and communication skills.

Pay: \$49,920 - \$74,880 a year - Full-time

[Apply Here](#)

Discovery Clerk (Buckhead)



Atlanta, GA 30326

Ekspert Counsel is seeking a detail-oriented Discovery Clerk to join its Property & Casualty team in the Atlanta office.

Responsibilities

- Assist attorneys and litigation staff with all phases of the discovery process.
- Draft, organize, and manage discovery requests and responses, including interrogatories, requests for production, and requests for admission.
- Maintain and track discovery deadlines to ensure timely responses and compliance.
- Review, organize, and summarize incoming discovery materials and records.
- Coordinate document collection, production, and formatting in accordance with firm and client standards.
- Manage and maintain accurate case files within the firm's document management system.
- Handle high-volume data entry and document uploads related to discovery.

Qualifications:

- Prior experience in a law firm setting (litigation support, legal assistant, or discovery clerk experience preferred).
- Experience with Property & Casualty or insurance litigation matters (highly preferred).
- Strong understanding of the discovery process and litigation timelines preferred.
- Ability to manage a high-volume workload and meet strict deadlines.

Pay: \$24 - \$28 an hour – Contract

[Apply Here](#)

Administrative Assistant - CPA Firm (Alpharetta)



30000 Mill Creek Avenue, Alpharetta, GA 30022

Responsibilities

The Administrative Assistant provides detailed, task-oriented, operational support to the Accounting Department and Managing Partner of the Firm. This role ensures the department workflows run smoothly, and that the team focuses on its highest impact priorities.

- **Executive Assistant Activities** Email management, meeting management, special projects, and communicating in organized, timely, and professional manner.
- **Workflow, Document Management, Data Management** Setup projects in workflow software, maintaining accuracy of client and project information, troubleshooting software, preparing reports
- **Intake and Onboarding** Setup client files, calls and correspondence with new clients, coordinate client meetings
- **Billing and Processing** Draft invoices, delivering returns to clients, and handling client billing inquiries

Qualifications:

- **Administrative support experience** in a fast-paced professional services environment (CPA, legal, consulting preferred).
- **Project coordination skills** with demonstrated ability to manage multiple workstreams, deadlines, and follow-ups.
- **Strong communication abilities** including drafting emails, summarizing meetings, and preparing documents with high accuracy.
- **Advanced proficiency in tools** like Microsoft Office, Google Workspace, AI Agents, scheduling platforms, task management software, and virtual communication tools.
- **Process-driven mindset** ideally familiar with EOS or similar operating systems, with experience maintaining metrics, policies and procedures, and meeting cadences.

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

[Apply Here](#)

Operations Processing Specialist (Atlanta 30067)



2300 Windy Ridge Parkway SE, Atlanta, GA 30067

Customer Service Opportunity in Financial Services New Graduates Will Be Considered

Responsibilities

We are seeking a detail-oriented Processing Specialist to join our Financial Services team, supporting the efficient and accurate handling of brokerage account documentation.

- Process brokerage account documents with a high degree of accuracy and within established service level timelines
- Review incoming documentation for completeness, ensuring all required fields, signatures, and supporting materials are present
- Interact with financial advisors, clearing firms, custodians, and other external partners on routine and complex account transfer requests.
- Provide timely and accurate status updates within contact management and workflow systems.
- Maintain a strong understanding of clearing firm processes and policies and how they align or differ from internal procedures.

Qualifications:

- High School Diploma or equivalent (GED) required
- New Graduates Will Be Considered
- Proficient with Windows Microsoft Excel, Word, Outlook and Internet

Preferred Requirements:

- For new graduates: internship, co-op experience, prior work experience
- 1 years' experience of brokerage experience
- Completion of the FINRA SIE exam

Pay: \$43,000 - \$48,000 a year - Full-time

[Apply Here](#)

Administrative Assistant (Roswell)



Roswell, GA 30075

Responsibilities

This position provides administrative support to Avonlea Financial Group. The Administrative Assistant reports to and is employed by 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

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

[Apply Here](#)

Recruiter (Roswell)



570 Colonial Park Dr, Roswell, GA 30075

East West Staffing, Inc. (EWS) is currently seeking an experienced **Recruiter**. This role is responsible for meeting with managers to discuss and research needs, interviewing applicants, coordinating schedules, and completing related results as needed.

Responsibilities

- Establishes requirements by meeting with managers to discuss and research needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using Social Media and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

Qualifications:

- Bachelor's degree preferred with related work experience.
- Computer proficiency and technical aptitude with the ability to use MS Word, Excel, PowerPoint.
- Project and team management/leadership skills and experience. Proven ability to work effectively in a team environment. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Excellent communication and organization skills

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

[Apply Here](#)

Customer Service Representative – Bilingual (Dunwoody)

Global Trans Services

1 Dunwoody Park, Dunwoody, GA 30338

Global Trans Services Inc. is one of the leading providers of pre-arranged, non-emergency medical transportation and language services in the United States.

Responsibilities

- Ensure customer satisfaction and provide professional customer support.
- Process daily requests / Data Entry
- Responding promptly to customer inquiries
- Update and maintain databases with latest client information
- Perform other clerical related duties
- Communicating with customers/contractors through various channels

Qualifications:

- **Energetic, friendly and strong customer service/interpersonal skills**
- High School diploma or equivalent
- Customer service experience is a plus
- Self-starter with ability to work independently and interact effectively with diverse personas
- Effective oral and written communication
- Intermediate Computer skills including databases, Microsoft Word, Excel, Outlook
- Some Spanish Required. Fluent Preferred.

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

[Apply Here](#)

Front Office Manager (Norcross)



Hampton Inn Norcross

5655 Jimmy Carter Boulevard, Norcross, GA 30071

Responsibilities

- Supervise front desk staff, including training, scheduling, and performance management to ensure top-tier guest service
- Oversee check-in and check-out procedures, ensuring accuracy and efficiency while maintaining a friendly demeanor
- Manage guest inquiries, complaints, and special requests with professionalism and promptness
- Coordinate with housekeeping, maintenance, and other departments to address guest needs swiftly and effectively
- Handle night audit responsibilities, reconciling accounts and preparing financial reports for the next day's operations
- Maintain accurate records of reservations, guest information, and billing details using multi-line phone systems and hotel management software

Qualifications:

- Experience - Hotel front office: 1 year. Proven experience in hospitality management or hotel front desk operations with a strong background in guest services
- Excellent customer service skills with the ability to handle challenging situations gracefully
- Multilingual or bilingual abilities are highly desirable to serve diverse guest populations effectively
- Knowledge of hotel management systems, night audit procedures, and multi-line phone systems is essential
- Previous experience working in resort or hotel environments is preferred; hospitality management certification is a plus.

Pay: \$18 - \$20 an hour - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Fine Dining Server | **Restaurant Host/Hostess (Sandy Springs)**
\$35 - \$45 an hour Part-time, Full-time | \$17 - \$18 an hour - Part-time, Full-time

[Apply Here](#)

[Apply Here](#)

il Giallo Osteria & Bar | 5920 Roswell Rd B-118, Sandy Springs, GA 30328

Server (Dunwoody) | **Bartender (Dunwoody)**
\$900 - \$1,200 a week - Part-time, Full-time | \$800 - \$1,000 a week - Part-time, Full-time

[Apply Here](#)

[Apply Here](#)

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

QSR Sales Lead / Catering Manager (Sandy Springs)

\$20 - \$25 an hour - Part-time, Contract

Tin Drum Asian Kitchen - Sandy Springs | 5840 Roswell Road, Atlanta, GA 30328

[Apply Here](#)

Lead Line Cook - Crowne Plaza Atlanta Perimeter at Ravinia (Dunwoody)

\$20 an hour - Full-time

Crowne Plaza Perimeter at Ravinia | 4355 Ashford Dunwoody Rd NE, Atlanta, GA 30346

[Apply Here](#)

Customer Service Representative (Norcross)

From \$20 an hour - Full-time

Engelman's Bakery | 6185 Brook Hollow Pkwy, Norcross, GA 30071

[Apply Here](#)

Sous Chef / Line Cook (Buckhead)

\$19 - \$25 an hour - Full-time

Le Bon Nosh | 65 Irby Ave NW Suite 103, Atlanta, GA 30305

[Apply Here](#)

Food service and Hospitality hiring (2)

Night Attendant (Chamblee)

Up to \$19 an hour - Part-time, Full-time

HomeTowne Studios & Suites by Red Roof | 2050 Peachtree Ind Ct, Chamblee, GA 30341

[Apply Here](#)

Chef de Partie (Buckhead)

\$18 - \$23 an hour - Full-time

Koshu Club | 99 West Paces Ferry Road NW, Atlanta, GA 30305

[Apply Here](#)

Line Cook (Alpharetta)

\$18 - \$20 an hour - Part-time, Full-time

The Butcher and Bottle - Alpharetta | 45 Roswell Street, Alpharetta, GA 30009

[Apply Here](#)

LITTLE REY SERVICE TEAM – \$18/hr. & UP (Northcreek)

\$18 an hour - Part-time

Rocket Farm Restaurants LLC | Atlanta, GA 30327

[Apply Here](#)

Pastry Cook (Roswell)

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

The Mission Bakery | Roswell, GA 30075

[Apply Here](#)

Pastry Cook (Atlanta 30340)

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

The Porchetta Group | 3795 Presidential Parkway, Atlanta, GA 30340

[Apply Here](#)

Barista (Doraville)

\$15 - \$22 an hour - Part-time, Full-time

Common Coffee & Cocktails | 5677 Buford Hwy NE Suite 101, Doraville, GA 30340

[Apply Here](#)

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

Family in Dunwoody is looking for a full-time nanny for four-month-old

\$28 an hour - Full-time

Nainoa Nannies | Dunwoody, Georgia

[Apply Here](#)

Pet Sitter/Dog Walkers Wanted! (Peachtree Corners)

\$20 - \$38 an hour - Part-time

Zen Dog Pet Care | 4468 Parkspring Terrace NW, Peachtree Corners, GA 30092

[Apply Here](#)

Private Duty – Compassionate PCA for Active Professional SCI Man (Johns Creek)

\$20 - \$23 an hour - Full-time

Fidelis investments, LLC | 3150 Old Alabama Road, Johns Creek, GA 30022

[Apply Here](#)

Medical Assistant/Front Office (Alpharetta)

\$19 - \$21 an hour - Part-time

Atlanta Cardiology Consultants | 3905 Brookside Pkwy Suite 202, Alpharetta, GA 30022

[Apply Here](#)

Experienced Chef - Assisted Living (Sandy Springs)

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

Avenly Senior Living | 5413 Northland Drive, Atlanta, GA 30342

[Apply Here](#)

Veterinary Assistant and Technician (No Weekends!) (Alpharetta)

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

Haynes Bridge Animal Hospital | 10155 Haynes Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Part-Time Caregiver / Companion (Sandy Springs)

\$18 - \$20 an hour - Part-time

GoldenPeach Companions | Sandy Springs, GA 30342

[Apply Here](#)

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

Experienced CNAs and Caregivers for Weekend Shifts (Alpharetta)

\$18 an hour - Part-time

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

[Apply Here](#)

Baby Imaging Specialist (Sandy Springs)

\$17.50 - \$18.00 an hour - Full-time

Cranial Technologies | 5901 Peachtree Dunwoody Rd NE Ste. A-155, Atlanta, GA 30328

[Apply Here](#)

Components Lab Technician (Dunwoody)

\$17.25 - \$18.97 an hour - Full-time

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

[Apply Here](#)

Medical Assistant (Alpharetta)

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

TenderCare Pediatrics | 5755 North Point Pkwy STE 215, Alpharetta, GA 30022

[Apply Here](#)

Dental Front Office (Roswell)

\$15 - \$27 an hour - Full-time

SSD | Roswell, GA 30075

[Apply Here](#)

Caregiver (Buckhead)

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

Greater Choice Care | 3380 Peachtree Rd NE, Atlanta, GA 30326

[Apply Here](#)

Others hiring

Residential House Cleaner – Independent Contractor (Roswell)

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

CJ Cleaning Services | Roswell, GA

[Apply Here](#)

Backroom Associate (Buckhead)

\$21.80 - \$22.50 an hour - Full-time

Wlev8 Ideas Inc | 4279 Roswell Road NE, Atlanta, GA 30342

[Apply Here](#)

Short-Term Rental Cleaner (Roswell)

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

Bluebird Capital LLC | Roswell, GA 30075

[Apply Here](#)

Store Manager Starting at \$20/hr. (Dunwoody)

From \$20 an hour - Full-time

SE Co-Brand Ventures LLC | 4400 Ashford Dunwoody Road, Atlanta, GA 30346

[Apply Here](#)

Operations Manager (Brookhaven)

\$19 - \$29 an hour - Full-time

CVS Health | 2910 BUFORD HWY NE, Brookhaven, Georgia, United States

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\$15 - \$40 an hour - Part-time, Contract

iAMMI LLC | 2900 Chamblee Tucker Road, Atlanta, GA 30341

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