
Membership Services Specialist (Chamblee)

PAGE | PROFESSIONAL ASSOCIATION OF GEORGIA EDUCATORS
2971 Flowers Road South, Atlanta, GA 30341

The Professional Association of Georgia Educators (PAGE), the state's largest organization for educators, is seeking candidates for the position of Membership Services Specialist.

Responsibilities

Database management with a primary focus on payroll deduction reconciliation. Maintaining the database involves updating membership profiles to ensure it accurately reflect active memberships and payment statuses by keying data into the data warehouse.

- Reconciling payments received through payroll deduction
- Processing membership applications
- Creating new and updating current member accounts
- Maintaining accurate payroll deduction data
- Recording/posting check data in database
- Communicating with school district payroll clerks and Membership Services Representatives (MSRs)

Qualifications:

This is a full-time position for a positive, confident, detail-oriented individual with experience in high-volume, multi-client data entry and data management with a primary focus on payroll deduction reconciliation.

Pay: From \$40,000 a year - Full-time; Hours are Monday-Friday, 8:30 a.m. to 5:00 p.m.

To apply, email a letter of interest and a resume to: Ms. B.J. Jenkins, bjjenkins@pageinc.org
PAGE Director of Membership Services.

Application deadline: June 15, 2026; however, please note that review of applications and consideration of candidates will begin as they are received, and a selection may be made at any time.

[Apply Here](#)

Receptionist - Real Estate Closing Firm (Alpharetta)



131 Roswell Street, Alpharetta, GA 30009

Heritage Closing Firm is an innovative settlement company specializing in residential and commercial real estate closings.

Responsibilities

- Greet and welcome clients, real estate agents, lenders, and visitors with a positive, professional demeanor
- Answer and direct incoming phone calls, respond to inquiries, and take accurate messages
- Manage the front desk and maintain a clean, organized reception area
- Schedule appointments and coordinate calendars for the closing team
- Assist with administrative tasks including filing, scanning, data entry, and mail distribution

Qualifications:

- Previous receptionist or administrative experience (real estate or title company experience is a plus)
- Excellent verbal and written communication skills with a professional phone manner
- Strong customer service orientation and a friendly, approachable personality
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Highly organized with the ability to multitask and prioritize in a fast-paced environment
- High school diploma or equivalent required
- Notary public certification or willingness to obtain one is a plus

Pay: \$20 an hour - Full-time

[Apply Here](#)

Administrative Assistant (Doraville)



2480 Weaver Way, Doraville, GA 30340

Cemplex Group is a construction subcontractor serving primarily the multi-family housing and hospitality markets across the central and eastern United States.

Responsibilities

This position partners with corporate accounting and human resources to implement and maintain company practices and policies and serves as a liaison between the field and corporate office.

- Lead accounting duties for local office which includes weekly payroll certification, conducting credit applications for accounts receivable and accounts payable, managing credit card receipts and new credit request forms, and serving as the team member liaison for payroll forms such as time off requests, direct deposit changes, and injury forms
- Complete construction pre-qualification packets and assure certificates of insurance are obtained and maintained.
- Facilitate the field and CDL new hire process. Assist with the interview process, launch the pre-employment process, conduct onboarding, and ensure all new hire paperwork is complete and submitted accurately.

Qualifications:

Required:

- High school diploma and 3 years of experience in an administrative role with increasing responsibility OR
- Associate's degree and 2 years of experience in an administrative role with increasing responsibility OR
- Bachelor's or Master's degree and 1 year of experience in an administrative role with increasing responsibility

Preferred:

- 1 year of experience in the construction industry is preferred
- Bilingual in Spanish and English is strongly preferred

Pay: \$22.36 - \$33.55 an hour - Full-time; **HOURS:** Start time is between 5:30-6:00am.

[Apply Here](#)

Part-Time Administrative Assistant (Roswell)



THE ONE-TO-ONE SCHOOL

1230 Upper Hembree Road, Roswell, GA 30076

At the Brightmont Academy, we believe in redefining what it means to teach! Since 1999, we've helped students in grades 1-12 achieve their full potential through personalized one-to-one instruction.

Responsibilities

Our Administrative Assistants are the first to welcome all visitors by providing polite and professional assistance via phone, mail, and e-mail. As a support to the Campus Director, they handle all daily office tasks, assist in schedule maintenance and attendance, and provide a helpful and positive presence on the campus.

- Receive incoming calls from prospective and current families helping accordingly, and communicate messages to the Campus Director for prompt follow-up
- Answer questions politely and professionally, by phone and in person, in a positive, friendly, and solution-oriented manner
- Manage prospective families' information and contract renewals
- Support new students and new teachers on their first days on campus
- Assist with student lunch supervision and monitor student activity in the lounge, homework, and other group areas throughout the day

Qualifications:

- Equivalent experience or a Bachelor's degree preferred
- Regular and predictable attendance
- Ability to work a flexible schedule, mornings through afternoons, Monday through Friday
- Prior administrative experience
- Excellent computer skills, particularly in Google and Excel

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

[Apply Here](#)

Office Administrator (Sandy Springs)



850 Dunwoody Pl, Atlanta, GA 30350

Responsibilities

Provide leadership with strategic, positive thinking and exemplify excellent customer service in a fast paced, exciting environment. Ensure a quality team of properly trained and motivated employees. Ensure existing Job file information is accurately being documenting daily. Monitor compliance and risk management and any customer issues.

Qualifications:

- High school diploma/GED
- Xactimate® estimating experience a plus
- Office, accounting, or customer service management experience a plus
- Experience in building a strong team with tangible leadership skills
- Solid organization and planning capabilities, strong attention to detail
- Ability to keep track of metrics and steer the team in the right direction to meet the metrics
- Outstanding written and verbal communication skills, including proper pronunciation, grammar, and a consistently courteous and professional tone of voice at all times
- Very self-motivated and goal-oriented with ability to multi-task
- Capability to work in a fast-paced, team-oriented office environment
- Passionate about solving problem when they arise
- Experience in customer service industry environment a plus
- Personal assistant to ownership

Pay: \$20 an hour - Full-time

[Apply Here](#)

Front Desk Agent (Buckhead)



3300 Lenox Road NE, Atlanta, GA 30326

Responsibilities

The Guest Service Agent is responsible for ensuring smooth check-in and check-out procedures, maintaining accurate guest records, and providing outstanding guest services.

- Greet, register, and assign rooms to guests upon their arrival.
- Verify guest credit and establish payment methods for accommodation.
- Keep accurate records of room availability and guest accounts using property management systems.
- Compute bills, collect payments, and make change for guests.
- Perform basic bookkeeping tasks, such as balancing cash accounts.
- Issue room keys and provide necessary instructions to bell attendants.
- Review accounts and charges with guests during the check-out process.
- Post charges for rooms, food, beverages, and services to ledgers manually or via computer systems.
- Transmit and receive guest messages using telephones or switchboards.

Qualifications:

- Previous experience in a hotel front desk or guest service role preferred.
- Strong customer service and communication skills to interact effectively with guests and staff.
- Proficiency in using property management systems and basic office software (e.g., Word, Excel).
- Ability to handle cash transactions and perform basic bookkeeping tasks.
- Excellent problem-solving abilities to resolve guest issues efficiently.
- Strong organizational skills with attention to detail in managing guest reservations and records.

Pay: \$18.30 - \$19.30 an hour - Full-time

[Apply Here](#)

Front Desk Concierge (Johns Creek)



1930 Bobby Jones Drive, Johns Creek, GA 30097

Working at the Atlanta Athletic Club is an opportunity to learn from some of the best leaders in the private club industry.

Responsibilities

- Deliver exceptional, professional service to all members and guests while upholding the mission and core values of Atlanta Athletic Club.
- Serve as the primary point of contact at the front desk by managing incoming calls, emails, and in-person inquiries with accuracy and professionalism.
- Maintain thorough knowledge of Club events, hours of operation, and programming to provide timely and accurate information.
- Accurately update and maintain the event reservation system, ensuring all reservation details are confirmed and properly documented.
- Maintain and organize Banquet Event Orders (BEOs), event history files, and related documentation to support operational efficiency.
- Coordinate daily event communications, including updating the Club reader board and preparing event signage.

Qualifications:

- High school diploma or equivalent
- Previous experience in customer service, hospitality, or front desk operations is advantageous but not required
- Flexible schedule including mornings, afternoon, evenings, weekends and holidays
- Meticulous in record-keeping and administrative tasks
- Competent in using Microsoft Excel, PowerPoint, Word and other various computer systems and office equipment

Pay: \$18 an hour - Part-time; Applicants must have availability to work Tuesdays – Sundays and Holidays.

[Apply Here](#)

Food & Beverage Supervisor (Roswell)



2500 Club Springs Dr, Roswell, GA 30076

Country Club of Roswell is a private, corporate-owned club community with over 730 active members.

Responsibilities

The F&B Supervisor will primarily be responsible for managing the Club's dining and event business in addition to assisting with other outlets.

- Greet all members, guests, and employees in a warm, friendly, service-oriented manner.
- Maintain high standards of personal appearance and grooming, which include wearing the proper uniform and nametag when working.
- Assist Management with the hiring of qualified staff.
- Be knowledgeable of and comply, at all times with the Club's standards, policies, and regulations to encourage safe and efficient operations.
- Maintain regular attendance in compliance with Club standards, as required by scheduling which will vary according to the needs of the Club.

Qualifications:

- A high school diploma or GED is required.
- Minimum of 1 year experience in a restaurant, hotel, or related field.
- Must be able to work flexible schedule including mornings, evenings and holidays.
- Proven track record in successfully assisting all types of banquet functions and events.
- Knowledgeable of utilizing POS systems
- Food safety and alcohol beverage certification.
- Must be able to effectively hire, train, and discipline employees.

Pay: \$22 - \$25 an hour - Full-time

[Apply Here](#)

Benefits Specialist (Brookhaven)



4004 Summit Blvd Ste 1600, Atlanta, GA 30319

Responsibilities

- Provides day-to-day administrative support, and benefits coordination, for FlatironDragados benefits plans.
- Administers various employee benefit programs, such as medical, dental, and life insurance, to ensure compliance with all State and Federal laws and insurance regulations.
- Processes employee leaves of absence including FMLA, STD, parental leave, etc. Administers Company policies in conjunction with State/Federal programs.
- Resolves employee concerns and answer questions regarding benefits.
- Processes enrollments and maintains employee benefit files and enrollment rosters for health & welfare and retirement plans.
- Assists in the training of job site administrative personnel; work with field personnel to explain benefits.

Qualifications:

- 1+ years in Benefits, Human Resources or related experience required.
- High school diploma or equivalent required.
- Bachelor's Degree in a related field preferred.
- High level of ethics and integrity required.
- Ability to be approachable and welcoming to questions from business support administration, HR field team and employees at all levels of the company.
- Strong attention to detail and time management skills. Bi-lingual in English/Spanish is highly preferred.
- Leave of absence administration experience is strongly preferred.

Pay: \$27 - \$38 an hour - Full-time

[Apply Here](#)

Bilingual Assistant Community Manager – Norcross



5830 Buford Hwy, Norcross, GA 30071

Summerfield Property Management (SPM) is a growing property management firm dedicated to providing exceptional living experiences for our residents.

Responsibilities

- Bilingual in both English and Spanish is required for this position
- Maintaining accurate resident records, including rent, deposits, and fees.
- Issuing notices for late payments, evictions, and returned checks.
- Understanding financial goals and assisting with budget planning.
- Resolving resident concerns in a timely and professional manner.
- Distributing important community notices.
- Implementing resident retention programs (events, newsletters, etc.).
- Assisting with marketing strategies to attract new residents.
- Inspecting the community, reporting maintenance needs, and inspecting units as needed.
- Complying with all Fair Housing laws and ordinances.
- Greeting and assisting prospective residents and handling leasing duties.
- Managing lease renewals and terminations.

Qualifications:

- 2+ years' experience in residential community management (preferred).
- Experience with Yardi, AvidXchange, Net Vendor & Rent Café (preferred).
- Proficiency in Microsoft Office and basic computer skills.
- Valid driver's license and car insurance; personal transportation may be required.
- Pre-employment drug test and background check required.

Pay: \$24 - \$26 an hour - Full-time

[Apply Here](#)

Relationship Banker II (Sandy Springs Branch)



6343 Roswell Rd NE, Atlanta, GA 30328

Responsibilities

At Regions, the Relationship Banker II is responsible for meeting with customers and prospects both in person and on the phone to determine their financial needs, and meeting those needs by proactively offering appropriate products, services, and guidance to achieve their financial goals.

- Achieves branch targets and goals by identifying customer needs and providing appropriate guidance and perspective about Regions' solutions
- Conducts outbound phone calls using generated customer and prospect lead lists to expand existing customer relationships and acquire new ones
- Educates and advises customers on Regions' Consumer and Business products and services, including all loan and deposit types
- Educates customers on emerging technology and digital solutions such as mobile, online, and ATM offerings, all designed to make banking easier
- This position requires registration with the Nationwide Mortgage Licensing System and Registry (NMLS). Please refer to <https://fedregistry.nationwidelicingsystem.org> for more information.

Qualifications:

- High School Diploma or GED
- Ability to work Saturdays as needed
- Ability to handle cash and process cash transactions
- Ability to use a computer on a frequent basis, including typing and sustained attention to a monitor.

Preferences:

- Bachelor's degree
- Life Insurance License
- One (1) year of cash-handling, banking, and/or customer service experience

Pay: \$48,426.21 - \$57,918.00 a year - Full-time

[Apply Here](#)

Mortgage Loan officer Assistant (Roswell)



995 Canton St Ste 200, Roswell, GA 30075

Responsibilities

- Assist loan officers with the preparation and organization of loan documentation, including contracts and disclosures in accordance with TILA (Truth in Lending Act) regulations
- Support the loan origination process by gathering borrower information, verifying financial data, and performing credit analysis using FNMA (Fannie Mae) guidelines
- Help process loans through underwriting by reviewing application details, ensuring compliance with Fair Housing regulations, and supporting mortgage servicing activities
- Maintain accurate records of escrow accounts, loan processing steps, and related contracts while ensuring adherence to banking standards
- Conduct basic math calculations for loan amounts, interest rates, and payment schedules using 10-key typing skills and math proficiency
- Coordinate with escrow companies and title agencies to facilitate smooth closing processes

Qualifications:

- Prior experience as a loan officer assistant or in a similar financial services role preferred
- Knowledge of FNMA guidelines, underwriting processes, and mortgage servicing practices
- Familiarity with loan origination procedures and processing steps
- Understanding of Fair Housing laws and their impact on lending practices
- Strong skills in credit analysis, contract review, and basic math calculations
- Proficiency in TILA disclosures, escrow procedures, and banking operations
- Ability to perform 10-key typing accurately and quickly; solid understanding of math fundamentals

Pay: \$45,000 - \$55,000 a year - Full-time

[Apply Here](#)

Project Coordinator (Atlanta 30345)

EMORY HEALTHCARE

4800 Briarcliff Road, Atlanta, GA 30345

The Project Coordinator manages and supports projects by coordinating strategic planning activities and monitoring progress toward achieving defined project goals. This role assists with budget development and oversight, prepares operational reports, and facilitates communication across project teams and leadership. The position also supports project implementation, logistical planning, and administrative coordination to ensure successful project execution.

Responsibilities

- Manage and support assigned projects, ensuring alignment with strategic priorities and project objectives.
- Coordinate the strategic planning process and monitor progress toward achieving project goals.
- Participate in project planning and implementation activities.
- Assist in developing, administering, and monitoring project-related budgets.
- Support the development of team budgets for the fiscal year.
- Develop and generate operational and statistical reports related to project activities.
- Serve as a liaison for project teams by coordinating and distributing team communications.
- Coordinate logistical arrangements for meetings, conferences, conventions, and related events.

Qualifications:

- Bachelor's Associate's Degree required.
- Two (2) years of relevant project support or coordination experience required.
- Bachelor's Degree preferred.
- An equivalent combination of education, training, and experience may be considered in lieu of the stated degree requirement.

Pay: \$26.60 - \$32.41 an hour - Full-time

[Apply Here](#)

Experienced Dental Front Desk (Roswell)

Roswell Dental Studio

355 South Atlanta Street, Roswell, GA 30075

Responsibilities

This is an experienced-only role.

- Present and explain treatment plans clearly and compassionately — patients should leave understanding their care
- Verify insurance benefits, submit claims, and manage insurance appeals through to resolution
- Build and maintain accurate treatment plans in the practice management system
- Work and monitor aging/AR reports, following up proactively on outstanding balances
- Manage day-to-day front desk operations — scheduling, check-in/out, patient communications
- Set the tone for every patient interaction — warm, professional, and reassuring

Qualifications:

- Experience: Dental Front Office: 3 years (Required)
- Proven experience in dental front office — treatment presentation, insurance, billing, and appeals
- Solid knowledge of dental terminology and CDT codes
- Experience working aging reports and AR follow-up
- Language: Fluent Spanish and Fluent English (Preferred)
- Exceptional communication skills — you naturally make patients feel at ease
- Ability to work 40 hours per week (Monday-Friday schedule)
- A warm, professional demeanor that reflects well on the practice in every interaction

Pay: \$26 - \$30 an hour - Full-time

[Apply Here](#)

Case Manager (Alpharetta)



10425 Old Alabama Rd Connector #101, Alpharetta, GA 30022

Responsibilities

- Conduct thorough assessments of clients' needs and circumstances to develop tailored service plans.
- Meet with clients to engage in aftercare/discharge planning.
- Provide ongoing support through motivational interviewing techniques to encourage client engagement and empowerment.
- Implement crisis intervention strategies to address immediate client needs and stabilize situations effectively, ensuring the safety and well-being of clients.
- Supervise and mentor clients in various programs skill areas, including childcare initiatives and workforce development efforts.

Qualifications:

- Experience working with individuals with substance use and mental health disorders, preferred.
- Experience working in partial hospitalization (PHP) and intensive outpatient (IOP) programs, preferred.
- Must have care coordination skills to assist individuals with accessing/linkage to additional resources and services within the organization and/or community.
- Excellent communication skills for building rapport with clients, families, and community partners.
- Strong organizational skills to manage multiple cases efficiently while maintaining attention to detail.
- Competent in the use of technology, including Microsoft Office, Outlook, and EHR systems.

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

[Apply Here](#)

MEDICAL AR REVENUE BILLING SPECIALIST (Alpharetta)



3180 North Point Parkway, Alpharetta, GA 30005

Responsibilities

In this role, you will be responsible for managing the full cycle of medical billing and accounts receivable processes, ensuring accurate and timely reimbursement from insurance companies, government programs, and patients.

- Review and process medical claims using industry-standard coding systems such as CPT (Current Procedural Terminology), ICD-9, ICD-10, and DRG (Diagnosis-Related Group) classifications to ensure accurate billing.
- Verify patient insurance coverage, eligibility, and benefits through EMR (Electronic Medical Records) and EHR (Electronic Health Records) systems before submitting claims.
- Submit clean claims electronically or via paper to insurance payers, government agencies, or third-party vendors while adhering to strict deadlines.
- Follow up on unpaid or denied claims by analyzing rejection reasons, appealing denials, and resubmitting claims to maximize reimbursement.

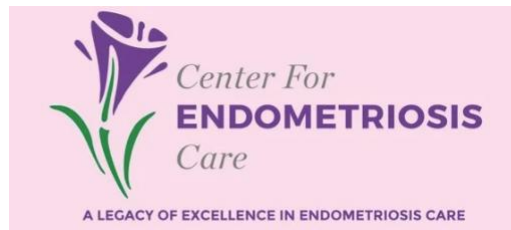
Qualifications:

- Proven experience in medical billing with a strong understanding of DRG, CPT coding, ICD-9/10 coding systems, and medical terminology.
- Demonstrated ability to manage medical collections effectively while maintaining excellent customer service skills.
- Familiarity with EMR/EHR systems used for billing and record keeping in a healthcare setting.
- Prior work experience in a medical office environment or healthcare revenue cycle management is required.
- Knowledge of medical records management and the importance of accuracy in coding for proper reimbursement.

Pay: \$23 - \$25 an hour - Full-time

[Apply Here](#)

Prior Authorization & Patient Financial Specialist (Sandy Springs)



6105 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

Responsibilities

We are a world-renowned gynecologic surgical practice seeking a detail-oriented, patient-focused professional to guide patients through their financial responsibilities prior to surgery.

- Submit and track prior authorization requests for all patients on the surgical schedule, ensuring approvals are obtained prior to surgery.
- Obtain retroactive authorizations when necessary.
- Prioritize workload based on authorization timelines, payer requirements, and clinical urgency, including urgent (STAT) requests.
- Prepare and present patient cost sheets based on the recommended surgical plan.

Qualifications:

- Minimum of 2 years of experience in a medical office setting (specialty surgery experience preferred).
- Bilingual (English/Spanish) preferred.
- Strong working knowledge of insurance plans, including commercial and marketplace plans, out-of-network benefits, retroactive authorizations, and basic CPT/ICD-10 coding.
- Demonstrated experience with prior authorizations is required.
- Proficiency in Microsoft Word, Excel, Outlook, and Adobe; strong general computer skills required.
- Experience with EHR/Practice Management systems.

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

Monday & Friday: 7:00 AM - 3:30 PM; Tuesday l Thursday: 9:00 AM - 5:30 PM; No weekends

[Apply Here](#)

Bilingual Intake Specialist – Personal Injury Law Firm (Sandy Springs)



200 Sandy Springs Place, Atlanta, GA 30328

Spartan Law is a fast-growing, high-performing personal injury law firm committed to delivering exceptional legal representation and a best-in-class client experience.

Responsibilities

You will play a key role in converting leads into clients, gathering essential case information, and ensuring every interaction reflects our commitment to compassion, professionalism, and excellence.

- Serve as the first point of contact for prospective clients via phone, email, and online inquiries.
- Conduct detailed intake interviews to assess case eligibility and guide clients through the onboarding process.
- Clearly and confidently explain the firm's services, legal process, and fee structure with empathy and professionalism.
- Collect, review, and organize key documentation including police reports, medical records, insurance information, and signed retainers.
- Accurately enter client and case information into the firm's case management system.

Qualifications:

- 2+ years of customer service, client intake, call center, or legal support experience (personal injury experience preferred but not required).
- High level of organization, attention to detail, and time management.
- Comfortable working in a performance-driven, fast-paced environment.
- Proficiency with Microsoft Office and CRM or case management systems.
- Proficiency in both English and Spanish is required.

Pay: From \$50,000 a year - Full-time; Work Schedule 10:00 AM – 7:00 PM

[Apply Here](#)

Customer Service Representative (Chamblee)



3711 Clairmont Road, Atlanta, GA 30341

Responsibilities

This is a full-time role working closely with the owner/agent who has been in the insurance business for over 20 years.

- Answer inbound calls professionally and route to appropriate agents; handle routine customer questions about policy coverage, claims status, and payment options
- Schedule agent appointments and customer consultations; manage calendar logistics
- Data entry into agency management system (policy information, customer updates, renewals)
- Gather information from new prospect inquiries and compile in agency management system

Qualifications:

- 1-3 years of customer service experience in an insurance agency, insurance broker office, or similar customer-facing role
- Working knowledge of personal auto insurance (coverage types, limits, deductibles) or willingness to learn quickly
- Proficiency with insurance agency management systems (e.g., Salesforce, HubSpot, AgencyBloc, or similar CRM platforms)
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and general computer literacy
- High school diploma or equivalent; some college or college degree preferred

Preferred Qualifications

- Georgia insurance license (or willingness to obtain within 90 days of hire)
- Experience with independent insurance agencies or brokers
- Experience with online quote systems and policy rating platforms
- Bilingual capability (English/Spanish/Arabic) a plus

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

[Apply Here](#)

Mail Processing Assistant (Insurance Notices) (Alpharetta)



10000 Avalon Blvd Ste 200, Alpharetta, GA 30009

This is your opportunity to join AXIS Capital – a trusted global provider of specialty lines insurance and reinsurance. We stand apart for our outstanding client service, intelligent risk taking and superior risk adjusted returns for our shareholders.

Responsibilities

- Prepare, sort, and mail outgoing insurance notices, including policy documents, billing statements, cancellation and non-renewal notices, regulatory correspondence, and customer communications
- Ensure all mailings meet internal quality standards and applicable regulatory and contractual requirements
- Operate and maintain office equipment such as printers, scanners, mail meters, folding and inserting machines
- Verify accuracy of recipient information, mailing addresses, and document completeness prior to mailing
- Track and log mailed notices in appropriate systems or logs, ensuring accurate record retention

Qualifications:

- High school diploma or equivalent required
- Prior clerical, mailroom, or administrative experience preferred; insurance experience a plus
- Strong attention to detail and ability to follow written procedures
- Basic computer skills, including familiarity with Microsoft Office and document management systems
- Ability to handle repetitive tasks while maintaining accuracy and consistency
- Good organizational and time-management skills
- Ability to work independently and as part of a team
- Professional demeanor and commitment to confidentiality

Pay: \$35,000 - \$45,000 a year - Full-time

[Apply Here](#)

Spanish Part-Time Teacher (Contract) (Roswell)



800 Old Roswell Lakes Pkwy Suite 340, Roswell, GA 30076

Responsibilities

- Teach Spanish language classes to students of various levels
- Prepare lesson plans and learning materials
- Provide constructive feedback and support to students

Qualifications:

- Proficiency in Spanish (native or fluent speakers)
- English proficiency required
- Previous teaching experience
- Strong communication and interpersonal skills
- Bachelor's degree in Spanish Studies or a related field preferred; certification in Teaching Spanish as a Foreign or Second Language is also desirable.
- Prior experience teaching Spanish.
- Cultural sensitivity and enthusiasm for working with diverse communities.
- Familiarity with immersive and communicative teaching methods.
- Passion for language and cultural exchange.

Pay: \$21 - \$27 an hour - Part-time, Contract

Schedule:

- Morning and evening availability preferred
- Saturday availability

[Apply Here](#)

ESL Instructor (Chamblee)



5303 New Peachtree Rd, Chamblee, GA 30341

Interactive College of Technology is currently seeking part-time Instructors for the English as a Second Language Department at the Chamblee Campus.

Responsibilities

- Instructs all classes as outline within the course syllabus and lesson plans, ensuring the total classroom environment is conducted in English only.
- Maintains a professional, well managed classroom within the policies of the institution and begins all classes on time.
- Maintains up to date gradebooks and regularly posts student progress and engagement to student tracking logs.
- Promptly notifies the student's advisor of any concerns that may affect student success and the likelihood of graduation.
- Interacts with the program supervisor regarding the progress of the class including discussions regarding overall participation rates and any concerns.
- Refers students to their advisor, manager, and/or media services for individual assistance as needed.

Qualifications:

- Must possess a minimum of a Bachelor's Degree in a relevant area.
- Experience teaching adults in a structured environment.

Pay: \$20 - \$28 an hour - Part-time

[Apply Here](#)

Pre-Esl Instructors: Interactive College of Technology (ICT) is currently accepting resumes also for Pre-Esl Instructors in our English as a Second Language Department at our Chamblee campus.

Pay: \$18 - \$25 an hour - Part-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Full-Time Main Bar Bartender (Buckhead) | Banquet Bartender (Buckhead)

\$23.50 an hour - Full-time

| \$22.50 an hour - Part-time

[Apply Here](#)

[Apply Here](#)

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

Server Assistant (Buckhead)

\$21.45 - \$25.83 an hour - Part-time, Full-time

Hal's on Old Ivy | 30 Old Ivy Rd NE, Atlanta, GA 30342

[Apply Here](#)

Server (Roswell)

\$20 - \$45 an hour - Part-time, Full-time

North End Kitchen & Bar | 1170 Canton Street, Roswell, GA 30075

[Apply Here](#)

Restaurant Bartender (Peachtree Corners)

\$20 - \$45 an hour - Part-time, Full-time

Golestan Peachtree Corners | 5173 Peachtree Parkway, Peachtree Corners, GA 30092

[Apply Here](#)

Customer Service Representative (Norcross)

From \$20 an hour - Full-time

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

[Apply Here](#)

Cook (Peachtree Corners)

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

First Watch Restaurants Inc | 5230 Town Center Boulevard, Peachtree Corners, GA 30092

[Apply Here](#)

Bartender Barista (Buckhead)

\$20 an hour - Full-time

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

[Apply Here](#)

Food service and Hospitality hiring (2)

Men's Grill Server/Bartender (Brookhaven)

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

Capital City Club | 53 W Brookhaven Dr NE, Atlanta, GA 30319

[Apply Here](#)

Cook -Full Time (Treatment Program) (Dunwoody)

\$18.75 - \$19.50 an hour - Full-time

NANA Healthcare Management | Dunwoody, GA 30338

[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](#)

Prep Cook (Buckhead)

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

Postino WineCafe | 3655 Roswell Rd NE, Atlanta, GA 30342

[Apply Here](#)

Housekeeper (Buckhead)

\$18 an hour - Full-time

Marriott International | 2960 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

PBX Operator (Buckhead)

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

JW Marriott | 3300 Lenox Road NE, Atlanta, GA 30326

[Apply Here](#)

Dishwasher (Roswell)

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

North End Kitchen & Bar | 1170 Canton Street, Roswell, GA 30075

[Apply Here](#)

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

Private Caregiver (Buckhead)

\$22.60 - \$27.22 an hour - Part-time, Contract

Richard home care | 212 Peachtree Rd NE, Atlanta, GA 30305

[Apply Here](#)

Nanny/Housekeeper (Peachtree Corners)

\$42,993.98 a year - Full-time

Phoenix Chiropractic | 3200 Pointe Parkway, Peachtree Corners, GA 30092

[Apply Here](#)

Client Service Supervisor (Brookhaven)

\$19 - \$20 an hour - Full-time

Help at Home | 2970 Clairmont Road NE, Atlanta, GA 30329

[Apply Here](#)

Optical Lab Technician (Brookhaven)

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

Brookleigh Family Eyecare | 3575 Durden Dr NE # 303, Brookhaven, GA 30319

[Apply Here](#)

Caregiver (Sandy Springs)

Up to \$18 an hour - Part-time

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

[Apply Here](#)

Optician/Sales Associate (Alpharetta)

\$16 - \$23 an hour - Full-time

Windward Eye Care | 5315 Windward Pkwy suite f, Alpharetta, GA 30004

[Apply Here](#)

Physical Therapy Aide (Roswell)

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

Reid Cline Sports Physical Therapy & Spine | 11660 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

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

Customer Service Representative | Veterinary Assistant (Dunwoody)
\$16 - \$19 an hour - Part-time, Full-time | \$16 - \$19 an hour - Part-time, Full-time
[Apply Here](#) | [Apply Here](#)

All Creatures Animal Hospital | 2482 Mount Vernon Road, Atlanta, GA 30338

Toddler Lead Teacher (Alpharetta)
\$16 - \$17 an hour - Full-time
Happy Children's Day Care | 5075 Abbotts Bridge Road, Alpharetta, GA 30005
[Apply Here](#)

Experienced Veterinary Receptionist (Brookhaven)
From \$16 an hour - Part-time
Brookhaven Animal Hospital | 205 Town Boulevard, Atlanta, GA 30319
[Apply Here](#)

Administrative Assistant (Home Care) (Buckhead)
\$16 an hour - Part-time
enTouch Home Care Services of Atlanta | 3343 Peachtree Rd NE Suite 145, GA 30326
[Apply Here](#)

Dental Assistant (Sandy Springs)
\$15 - \$25 an hour - Full-time
Seabreeze Dental Clinic | 8097 Roswell Road, Atlanta, GA 30350
[Apply Here](#)

Dental Assistant (Chamblee)
\$15 - \$20 an hour - Part-time
The Right Smile Center | Chamblee, GA 30341
[Apply Here](#)

Others hiring (1)

Admissions Advisor (Roswell)

\$22 - \$26 an hour - Full-time

Paul Mitchell Schools | 1003 Mansell Road, Roswell, GA 30076

[Apply Here](#)

Security Officer Part Time Patrol Partner (Atlanta 30342)

\$20.78 an hour - Part-time

Allied Universal | Atlanta, GA 30342

[Apply Here](#)

Summer Camp Bus Driver (Alpharetta)

\$20 - \$22 an hour - Part-time

Carrington Academy | 2945 Webb Bridge Road, Alpharetta, GA 30009

[Apply Here](#)

Sales Associate – Floral & Gift Boutique (Dunwoody)

Up to \$20 an hour - Full-time

Boutique Florist | Atlanta, GA 30338

[Apply Here](#)

Groundskeeper (Porter) (Sandy Springs)

\$19 an hour - Full-time

Westdale Asset Management | 6500 Aria Boulevard, Sandy Springs, GA 30328

[Apply Here](#)

Customer Service Consultant - Atlanta (Remote)

\$18.00 - \$26.70 an hour - Full-time

CarMax | Norcross, GA 30092

[Apply Here](#)

Front Office Receptionist (Atlanta 30342)

\$18 an hour - Part-time

ATG Learning | 5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

[Apply Here](#)

Others hiring (2)

Janitor (Alpharetta)

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

Chemence Medical | 1121 Alderman Drive, Alpharetta, GA 30005

[Apply Here](#)

Housekeeper (Sandy Springs)

From \$17 an hour - Full-time

Two Maids | 500 Sugar Mill Road, Atlanta, GA 30350

[Apply Here](#)

Test Day Invigilator (Sandy Springs)

\$16.70 - \$18.00 an hour - Part-time

BITTS Testing Services USA | Atlanta, GA 30338

[Apply Here](#)

Part-Time Front Desk Receptionist (Sandy Springs)

From \$16.50 an hour - Part-time

Stresser & Associates | 8505 Dunwoody Pl, Atlanta, GA 30350

[Apply Here](#)

Administrative Professional (Peachtree Corners)

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

Northwest Exterminators | 3158 Process Drive, Peachtree Corners, GA 30071

[Apply Here](#)

House Cleaner / Housekeeper – Cleaning & Home Organization (Weekly Pay) Portuguese or Spanish speak (Sandy Springs)

\$600 - \$1,100 a week - Full-time

TyGlow Cleaning Services | Atlanta, GA 30328

[Apply Here](#)