
Relationship Banker II (Cambridge Sq. Branch, Brookhaven)



1960 Johnson Ferry Rd NE, Brookhaven, GA 30319

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.

Responsibilities

- 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

Qualifications:

- High School Diploma or GED
- Ability to work Saturdays as needed
- Ability to handle cash and process cash transactions
- Ability to communicate in person, on the phone, and through electronic channels
- 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](#)

Member Engagement Representative (Peachtree Corners)



5070 Peachtree Industrial Boulevard, Peachtree Corners, GA 30071

Excel Federal Credit Union is in its 74th year of providing superior service to our members. The Member Engagement Representative drives participation in programs, resolving inquiries, and supporting retention by delivering personalized communication and excellent service including distribution of correspondence and redirecting phone calls.

Responsibilities

- Professionally greet and assist members/non-members/potential members in person and via phone.
- Appropriately answer and direct incoming calls.
- Perform account file maintenance for daily reports assigned.
- Receive, sort and distribute all incoming mail and deliveries.
- Collect and prepare outgoing mail for credit union.
- Assists in account research and members follow up as assigned.
- Basic teller transactions assigned
- Open member and business member accounts online and in person.

Qualifications:

- A high school education or GED
- 1 year of similar or customer service related work experience required
- Excellent people skills including a positive, pleasant, courteous and professional demeanor.
- Proficiency with computer equipment (printer, scanner, fax, postage machine) and working knowledge of Microsoft Word, Excel, Outlook
- Maintain current knowledge of credit union's member service policies and procedures
- GA notary public a plus
- Bilingual a plus.

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

[Apply Here](#)

Special Project Coordinator (Chamblee)



4120 Presidential Pkwy #200, Atlanta, GA 30340

The Special Projects Coordinator assists in special projects as needed. These include but are not limited to, assistance with general office, marketing, and program activities, and assisting with special projects, such as Walks, Georgia Events, and Affiliates. This position will fill in during staff transitions and help onboard and train new staff.

Responsibilities

- Project management and implementation for assigned special projects
- Manage office activities to build up organizational effectiveness and facilitate sustainable progress towards achieving the organization mission priorities as set by the Board
- Make use of creative, social media, and other marketing technologies, including the internet, to facilitate communications, services, and programs within the organization and to affiliates and community stakeholders
- Oversee coordination of office and program projects

Qualifications:

- Proven success at managing and growing a project that involved fundraising, publicity, staff management, and maintenance of long-term volunteer and sponsor relationships
- Experience being accountable for timelines, managing competing priorities, and openness to cross-functional collaboration (as needed) to achieve key organizational goals, requiring strong analytical, problem-solving skills
- Experience and comfort with office software: Word, Excel, Outlook/Sharepoint, online newsletters, and email. Test at 90% software knowledge
- Ability to travel and work evenings and weekends
- Ability to supervise and train development staff/volunteers effectively.

Pay: \$21.63 - \$26.44 an hour - Temporary, Full-time (up to 30 hours)

[Apply Here](#)

Sponsor Funded Educational Program Specialist (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

The TRIO Student Support Services (SSS) programs are federally funded by the United States Department of Education. Through specialized services, their goal is to increase the retention and graduation rates of college students who demonstrate academic need and who are either first-generation, and/or low-income, and/or have a documented disability. The **Educational Program Specialist** is responsible for the provision of services to the TRIO SSS (Student Support Services) participants.

Responsibilities

- Identify and recruit eligible participants for TRIO SSS Program
- Maintain a caseload of students and meet regularly with students to provide academic, career, social/personal, financial, and transfer/graduate/professional school advisement.
- Develop, plan, and facilitate seminars and workshops for program participants
- Coordinate academic, cultural, and educational services/activities to meet objectives.
- Maintain detailed and accurate records of program data required for federal reporting purposes.
- Generate monthly reports and assist Director with annual performance reporting.

Qualifications:

Bachelor's degree and one year of related experience; or a combination of education and related experience.

Preferred Hiring Qualifications:

Master's degree and two years' experience counseling low-income academically under-prepared high school or college students in either a postsecondary educational or community-based human service agency.

Pay: \$43,100 a year - Full-time

[Apply Here](#)

Relationship Management Partner 1 (Atlanta 30339)



2300 Windy Ridge Parkway SE, Atlanta, GA 30339

The Relationship Management Partner is responsible for managing and strengthening relationships with financial professionals while collaborating closely with Osaic leadership, the Advisor Engagement team, Relationship Leaders, internal business partners, and external channels.

Responsibilities

- Partner with internal teams and advisors to strengthen retention and demonstrate strategic value.
- Identify retention risks and proactively build trust and credibility with financial professionals
- Escalate high-risk issues and trends through appropriate channels
- Enhance the overall advisor experience by delivering tailored support, insights, and resources.
- Support growth initiatives by connecting advisors with resources, insights, and strategic opportunities.

Qualifications:

- Bachelor's degree preferred, high school diploma (or equivalent) in combination with significant practical experience will be considered in lieu of degree. Minimum of high school diploma or equivalent is required.
- Highly organized with the ability to manage work across multiple systems and platforms
- Proficiency in Microsoft 365 (Outlook, Teams, Excel, PowerPoint, SharePoint)

Preferred Requirements:

- 3-5+ years of relevant industry experience
- Experience with Salesforce and/or other CRM systems
- Proven ability to build and maintain relationships with business partners and financial professionals
- Experience supporting initiatives related to advisor experience, retention, and growth

Pay: \$55,000 - \$64,000 a year - Full-time

[Apply Here](#)

Long Term Disability Analyst (Alpharetta)



The Hartford

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

We're determined to make a difference and are proud to be an insurance company that goes well beyond coverages and policies. This role is responsible for investigating and managing long-term disability claims to make timely, accurate, and customer-focused benefit determinations.

Responsibilities

- Investigate and manage long-term disability claims by gathering and evaluating information from claimants, employers, and medical providers.
- Analyze medical, vocational, financial, and claim-related information to support accurate initial and ongoing benefit determinations.
- Guide customers through the disability and recovery process, focusing on functional abilities, clear expectations, and supportive communication.
- Maintain professional written and verbal communications with internal and external partners to deliver timely, customer-centered outcomes.
- Apply critical thinking, sound judgment, and analytical reasoning to assess risk, resolve issues, and make consistent claim decisions.

Qualifications:

- High School Diploma or GED required; Associate or Bachelor's degree preferred but not required.
- 1+ years of customer service experience preferred but not required.
- Medical, clinical, or vocational background is a plus but not required.
- Proficiency with Microsoft Office and the ability to navigate multiple systems simultaneously.
- Strong time management and organizational skills, with the ability to manage competing priorities.
- Ability to work effectively in a structured and collaborative team environment.

Pay: \$48,071 - \$72,107 a year - Full-time

[Apply Here](#)

Case Status Agent (Sandy Springs)



5009 Roswell Rd Suite 202, Sandy Springs, GA 30342

Injury Bridge is growing — and we are adding Case Status Agents to our Revenue Cycle team. This role sits within one of three specialized sub-departments inside Revenue Cycle and serves as a critical link in the recovery pipeline.

Responsibilities

- Maintain an active, up-to-date understanding of every assigned file's legal status.
- Conduct regular outreach to law firms and legal partners via phone and email to obtain status updates.
- Track key case milestones (withdrawal, settlement, disbursement, etc.) and log all updates accurately.
- Identify files that are stalled or require action and escalate appropriately.
- Ensure no file goes dormant without a clear next step or responsible owner.
- Assess each file's current stage and determine which internal department should receive it next.
- Route cases to the appropriate team (e.g., Negotiations, Withdrawal Department) in a timely and accurate manner.

Qualifications:

- 1+ year of experience in medical billing, legal case management, accounts receivable, personal injury, or a related field (preferred)
- Strong verbal and written communication skills — comfortable on the phone and in email daily
- Experience working with law firms, legal staff, or healthcare preferred
- Bilingual (English & Spanish) preferred
- Proficiency in Microsoft 365; ability to learn case management systems quickly
- Knowledge of HIPAA regulations and experience handling sensitive patient information

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

[Apply Here](#)

Staff Accountant (Dunwoody)



1637 Mount Vernon Road, Dunwoody, GA 30338

SDA CPA Group helps small business owners reduce financial stress through proactive accounting, payroll, tax planning, and organized financial systems. We're hiring a detail-oriented Staff Accountant to join the Client Accounting Services team. You'll work with multiple small business clients preparing monthly financial statements, reconciling accounts, assisting with sales tax filings, and helping clients keep accurate books and understand their numbers. This is a bookkeeping and client accounting role, not a tax preparation position.

Responsibilities

- Prepare monthly financial statements
- Reconcile bank and credit card accounts
- Record payroll, depreciation, and other journal entries
- Assist with sales tax preparation and filing
- Process client bill pay and invoicing
- Communicate with clients regarding bookkeeping and QuickBooks Online questions
- Maintain accurate and timely work within SDA workflows and deadlines

Qualifications:

- 2+ years of bookkeeping, accounting, or client accounting experience
- 2+ years of QuickBooks Online experience
- Experience in preparing financial statements and account reconciliations
- Strong attention to detail and organizational skills
- Ability to manage multiple clients and deadlines
- Georgia resident with authorization to work in the United States

Pay: \$25 an hour - Full-time

Georgia residents may work remotely, in a hybrid arrangement, or from our Dunwoody office.

[Apply Here](#)

Senior Leasing Consultant-The Drexel Collective(Dunwoody)



100 Drexel Point Atlanta GA 30346

At Equity Residential, we're dedicated to creating thriving communities, and we invite you to be part of our team. The Senior Leasing Consultant utilizes proven sales techniques and customer service skills to manage the sales process, from start to finish; presenting Equity Residential communities in a compelling way, overcoming objections, building rapport with prospects and residents, and providing a high level of customer service to support lease renewals.

Responsibilities

- Proactively responds to all sales leads including eLeads and referrals.
- Promotes the community based on the prospective resident's needs.
- Invites and schedules the prospective resident to tour the community. Cross-sells sister communities if the community is not a fit for the prospective resident's needs.
- Employs effective selling techniques to close the sale and utilizes the appropriate marketing materials. The Senior Leasing consultant will continue to cultivate a relationship with the prospective resident if no immediate apartment is identified at that time.

Qualifications:

- Customer Service and Sales experience required.
- Residential or commercial property management, hospitality, or retail experience required.
- High School diploma or equivalent.
- Computer literacy and effective communication skills. Must be able to effectively communicate both orally and in writing in English for all work-related purposes.
- Knowledge of federal and state apartment housing laws
- Availability to work a flexible schedule, including weekends

Pay: \$24.58 - \$30.04 an hour - Full-time

[Apply Here](#)

Administrative Assistant (Roswell)



20 Mansell Ct Ste 375, Roswell, GA 30076

Since 2012, we've grown to become one of the leading single-family rental companies and homebuilders in the country, recently recognized as a top employer by Fortune and Great Place To Work®. At AMH, our goal is to simplify the experience of leasing home through professional management and maintenance support, so our residents can focus on what really matters to them, wherever they are in life.

Responsibilities

- Greet guests, visitors, and callers, route and resolve information requests from internal/external customers within scope. Guide and direct more complex customer inquiries to the appropriate staff member and/or management for resolution.
- Coordinate day-to-day tenant transactions; maintain, audit, and report all fund management pertaining to move-in, move-out, initial rent, deposits, and outstanding funds for move-in. Assist property management team with unlicensed activity.
- Assist with tenant access and Rently process as directed by management.
- Prepare and maintain data entry requests to include paper/electronic document filing/archiving within various database systems. Review, prepare, and deliver various routine and ad-hoc reports for management.

Qualifications:

- High School Diploma/GED is required.
- Minimum of 2 years' experience in an administrative support function is beneficial.
- Experience working in the leasing, real estate, property management, and/or related industry is preferred.
- Intermediate knowledge of Microsoft Office is essential.
- Solid verbal, written, and presentation skills.
- Can interact effectively at all levels.
- Can be an effective member of project teams.

Pay: \$21 - \$22 an hour - Full-time

[Apply Here](#)

Leasing Consultant, Multifamily (Part-Time) (Atlanta 30329)



3108 Briarcliff Rd NE, Atlanta, GA 30329

As a Leasing Consultant, you manage your own success by attaining leasing goals, such as occupancy and rent growth, and by building rapport with prospects and residents.

Responsibilities

- Generate interest in the community by touring the property with prospects as you answer questions about the numerous amenities, local community, and beautiful grounds.
- Drive the sale by highlighting the quality of the community and the lifestyle of an apartment home.
- Assist prospects in qualifying for an apartment home by collecting appropriate information and initiating background checks.
- Ensure apartments are prepared for move-in.
- Deliver unmatched service to residents to exceed their expectations, while maintaining resident retention.

Qualifications:

- Effective communication and customer service skills
- Basic computer skills in a Windows environment
- Be well organized and be able to meet deadlines
- Follow all company policies and procedures
- Be professional and a team player
- **EDUCATION:** High School Diploma, GED, Trade, Technical, or Vocational school
- **IMPORTANT EXPERIENCE:** 1+ years of related experience
- Bilingual (English/Spanish) preferred

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

[Apply Here](#)

Medical Insurance & Financial Specialist (Sandy Springs)



6105 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

We are a world-renowned gynecologic surgical practice located in Sandy Springs. We are seeking a detail-oriented and patient-focused professional to assist with insurance authorizations, provide patients with surgical cost estimates, and guide them through their financial responsibilities prior to surgery.

Responsibilities

- 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 surgical cost sheets to each patient based on the recommended surgical plan.
- Communicate insurance coverage and financial responsibility clearly, addressing patient questions regarding billing, estimates, and financial assistance.

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.
- Ability to clearly explain insurance benefits and coverage details to patients.
- 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

[Apply Here](#)

Front Office Medical Assistant (Roswell)



Wellness | Beauty

1250 Upper Hembree Road, Roswell, GA 30076

Nexclin Medicine offers comprehensive care for the total wellness of our patients. We provide family medicine services for the internal health and aesthetic services for the external beauty of our patients.

Responsibilities

- Checking patients in/out
- Document insurance and demographic information in chart
- Verification of insurances and benefits
- Checks voicemails throughout the day
- Insurance and account balance verification collection
- Payment processing of co-pays, balances, payment plans, cash-pay services, supplements, memberships, and posting payments.

Qualifications:

- 2 years of experience working in the front office in a medical practice.
- Proficiency in medical terminology, anatomy, and physiology is required.
- Strong communication skills and the ability to interact effectively with patients and healthcare team members.
- Confidence in collecting payments
- Must have a basic understanding of medical terminology and medical billing
- Knowledge of insurance verification process
- Able to work in a high-volume, fast-paced environment
- Must communicate professionally at all times with patients and providers
- Dependable, punctual, organized, and flexible

Pay: \$21 - \$24 an hour - Full-time

[Apply Here](#)

Medical Assistant (Alpharetta)



Alpharetta, GA

Geode Health is a rapidly growing, national provider of outpatient mental health services. Our Mission is to “Transform mental health by making it more accessible, affordable and effective”.

Responsibilities

- The Medical Assistant is a key member of the patient care team by supporting the providers with the delivery of high-quality health care to ambulatory patients
- Medical Assistants are vital to the effective operations of a fast-paced practice
- Handling vital signs, such as weight, height, temperature, pulse, uranalysis and respiration rate
- Secures patient information and maintains patient confidence by completing and safeguarding medical records
- Serves and protects the practice by adhering to professional standards
- Respond to verbal and electronic requests for information and assistance using proper policies, reference tools and provider instructions

Qualifications:

- At least one year of experience working in a medical office and/or mental health is (preferred)
- Experience working with patients who are suffering from anxiety and depression (preferred)
- Excellent communication skills and ability to work well with a team
- Excellent computer skills

Education and Experience Requirements:

- Associates or bachelor’s degree (preferred)
- Some experience in healthcare settings (preferred)
- Knowledge of working at a clinical setting (preferred)

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

[Apply Here](#)

Medical Receptionist (Alpharetta)



Pediatric Physicians, PC

1111 Alderman Drive, Alpharetta, GA 30005

We're looking for an energetic Medical Receptionist with the desire and compassion to work with kids in a fast-paced pediatric office.

Responsibilities will include greeting patients, checking in and checking out patients, utilizing an electronic health record system, answering phone calls, and being able to multitask and work well in a team environment.

Pay: \$17.50 - \$22.00 an hour - Full-time

[Apply Here](#)

Patient Service Representative (Atlanta 30327)



Atlanta, GA 30327

Integrated Therapy is the largest provider of Aquatic Physical Therapy in the Southeast with clinics throughout Georgia, Florida, and North Carolina. We are actively looking for an energetic, compassionate, and dedicated Administrative Assistant to join our team.

This role provides the opportunity to interact with clinicians to provide day-to-day support operations and ensure high-quality customer service to our patients. If you believe you can excel in an offsite medical call office environment including communication with insurance companies, patients, and your team members, please apply now.

Responsibilities

- Answer and respond to all communications through phone and email services
- Consult patients for case demographics prior to appointments
- Assist patients with initial paperwork
- Verify insurance coverage and authorizations
- Accurately update and maintain patients' health records
- Schedule and coordinate appointments
- Record payments, inform patients of credit card declines, and other billing issues.

Qualifications:

- Professional and courteous disposition
- Medical office experience a plus
- 2+ years of administrative experience
- Excellent communication and time management skills
- Familiarity with medical and insurance legislation
- Excellent attention to detail
- Customer-oriented communication skills

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

[Apply Here](#)

Care Coordinator Needed (Norcross)



5855 Jimmy Carter Blvd, Peachtree Corners, GA 30071

A&C Private Home Care has been a trusted provider of home health services to medically fragile adults and children since 2015. We are currently seeking a dynamic **Home Healthcare Care Coordinator** who excels in verbal and interpersonal communication skills.

Responsibilities

- Screen, hire, and onboard new caregivers
- Schedule caregivers with clients and organize client visits
- Document and resolve issues reported by clients, caregivers, and case managers
- Conduct daily check-ins with clients
- Ensure caregivers fully understand their expectations and responsibilities
- Review and reinforce company policies and procedures with caregivers
- Rotate on-call weekends with a designated day off during the week
- Provide direct home care services when a caregiver is unavailable

Qualifications:

- Current CPR/First Aid certification and a recent TB Skin Test
- Proficiency in Microsoft Office and general computer knowledge
- Previous experience as a caregiver
- Familiarity with Medicaid Elderly and Disabled Waiver Program (EDWP), Independent Care Waiver Program (ICWP), and Georgia Pediatric Program (GAPP)

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

[Apply Here](#)

Recruiter - Entry Level (Buckhead)



3560 Lenox Rd NE #1275, Atlanta, GA 30326

Join our company today to become a full-desk Tech Recruiter and learn how to grow a successful tech placement portfolio with the support of a dedicated team. As a full-desk recruiter, you'll work with clients to find the right candidates to fill their open positions.

Responsibilities

- This is a Sales + Recruiting position where you will be running your own full desk, working with clients and candidates to be successful in your role!
- Target new candidates and clients using Motion's market research and sourcing programs.
- Open new client accounts using proven sales best practices and the positive foundation of Motion's brand and reputation.
- Build trustworthy and valuable relationships with customers leveraging the collective information pool and deep expertise of a dedicated local market team beside you.
- Facilitate positive process outcomes from start (sourcing) to finish (hiring) using Motion's extensive library of placement guides and advice from experienced team members.

Qualifications:

- Formal recruiting experience is preferred but is not a requirement, and other types of professional business experience will be considered.
- The ideal applicant must however be able to share their own experiences and examples of working successfully on a team, leading and influencing others, solving problems, and building relationships.
- Our most successful hires have excellent communication skills and are highly ambitious, hard-working and goal-driven individuals looking for a career in sales.
- A 4-year college degree or honorable discharge from the military is preferred for this role.

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

[Apply Here](#)

Human Resources Support Specialist (Brookhaven)



4004 Summit Blvd Ste 1600, Atlanta, GA 30319

FlatironDragados is part of the ACS Group, one of world's leading infrastructure companies. Our industry-leading engineers, experienced project managers, highly skilled craft workers and other professionals are singularly focused on delivering the best solutions for clients. As a Human Resources Coordinator, you will coordinate new hire onboarding activities and provide support for division-level recruiting efforts.

Responsibilities

- Provide administrative support for employment-based immigration cases
- Track case progress and maintain accurate records in excel
- Assist with preparation and collection of required documentation for immigration filings.
- Maintain organized digital filing systems.
- Monitor deadlines and escalate time-sensitive matters as needed.
- Respond to employee inquiries related to immigration processes.
- Ensure confidentiality and secure handling of sensitive personal and legal information.

Qualifications:

- High school diploma or equivalent required (Associate's or Bachelor's degree preferred).
- 1-3 years of administrative experience, preferably in HR, legal, or immigration support.
- Proficiency in Microsoft Office Suite (Word, Excel*, Outlook).
- Familiarity working with immigration case management systems.
- Familiarity with U.S. immigration processes and terminology (e.g., H-1B, L-1, PERM).

Pay: \$25 - \$28 an hour - Temporary, Full-time

This is a temporary position intended to support increased workload or project-based immigration activity. Employment duration may be extended based on business needs.

[Apply Here](#)

Office Administrator (Alpharetta)



2520 Northwinds Parkway, Alpharetta, GA 30009

ThreadKore: Home Builder Software Built for the Entire Home Building Lifecycle. We are seeking a dynamic and highly organized Office Administrator to join our team! In this vital role, you will be the backbone of our daily operations, ensuring the office runs smoothly and efficiently.

Responsibilities

- Manage front desk operations, greeting visitors and directing them appropriately with professionalism and warmth
- Maintain filing systems, both physical and digital, ensuring easy access to documents and records
- Perform data entry tasks using inhouse systems.
- Assist with calendar management, scheduling appointments, meetings, and coordinating events efficiently
- Support office management tasks such as ordering supplies, maintaining office equipment, and overseeing general administrative duties
- Provide clerical support including proofreading documents, managing correspondence, and handling phone etiquette with professionalism

Qualifications:

- Proven office experience with strong organizational skills and attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic computer literacy
- Strong customer service orientation with professional phone etiquette and interpersonal skills
- Previous experience as a receptionist or personal assistant is advantageous
- Familiarity with office management practices such as filing systems, data entry, calendar management, and time management techniques

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

[Apply Here](#)

HR Manager of People & Culture (Roswell)



Accounting & Business Solutions

1297 Hembree Road, Roswell, GA 30076

HURF Enterprises is a growing management firm supporting a portfolio of small to medium-sized businesses across a variety of industries. We provide strategic and operational support in areas such as people management, payroll, compliance, operations, property oversight, and administrative infrastructure. We are seeking a **Human Resources Manager of People & Culture** to help us shape and elevate the employee experience across all of our business entities.

Responsibilities

- Serve as a trusted advisor to leadership on HR policies, employee relations, and compliance.
- Manage and maintain accurate employee records (digital and physical).
- Lead the recruitment process from job posting through onboarding.
- Support and coordinate performance review processes and employee development plans.
- Oversee orientation and training programs; maintain employee lifecycle documentation.
- Administer employee benefits and assist with open enrollment and related inquiries.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field (required).
- 2+ years of HR experience, with demonstrated growth in responsibility.
- Strong knowledge of employment law, compliance, payroll coordination.
- Proven experience managing employee relations and conflict resolution.
- High proficiency in Google Workspace and MS Office (especially Excel and PowerPoint).
- Experience with HRIS systems and digital onboarding platforms a plus.

Pay: \$40,000 - \$48,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Head Chef – Starlight Lounge (Sandy Springs)

\$850 - \$1,100 a week - Temporary, Full-time, Contract, Internship

Starlight Lounge | 8610 Roswell Rd Suite 690, Sandy Springs, GA 30350

[Apply Here](#)

Lead Bartender (Roswell)

\$800 - \$1,400 a week - Full-time

Truth Be Told | 1104 Canton Street, Roswell, GA 30075

[Apply Here](#)

Shopper and Operations Associate (Sandy Springs)

\$19 - \$24 an hour - Part-time

Added Touch Catering | 8601 Dunwoody Place, Sandy Springs, GA 30350

[Apply Here](#)

Line Cook (Roswell)

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

Zest Sushi and Small Plates | 957 Canton Street, Roswell, GA 30075

[Apply Here](#)

Lead Server (Alpharetta)

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

Mansions Management Company | 3700 Brookside Parkway, Alpharetta, GA 30022

[Apply Here](#)

Broiler (Buckhead)

\$18 an hour - Full-time

Ruth's Chris Steak House | 3285 Peachtree Road NE, Atlanta, GA 30305

[Apply Here](#)

Restaurant Server (Chamblee)

\$17 - \$22 an hour - Part-time

Meghna Foods & Catering Services Inc | 3302 Shallowford Rd NE, Atlanta, GA 30341

[Apply Here](#)

Food service and Hospitality hiring (2)

Host (Dunwoody)

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

Hawkers Asian Street Food | 1230 Ashford Crossing, Atlanta, GA 30346

[Apply Here](#)

Barista (Alpharetta)

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

Shibam Coffee Co | 4000 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

Line Cook - Full-Time, Pakistani Cuisine Training (Norcross)

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

Dua Karahi & Grill | Norcross, GA 30093

[Apply Here](#)

Dishwasher (Alpharetta)

\$2,800 a month - Full-time

Monkey 68 Sushi and Bar | 160 North Main Street, Alpharetta, GA 30009

[Apply Here](#)

Room Attendant (Peachtree Corners)

\$15.50 - \$16.50 an hour - Full-time

Courtyard by Marriott Peachtree Corners | 3209 Holcomb Bridge Road, Norcross, GA 30092

[Apply Here](#)

Server (Peachtree Corners)

\$15 - \$35 an hour - Part-time

Vanak Restaurant | 6385 Spalding Drive, Peachtree Corners, GA 30092

[Apply Here](#)

Front Desk Agent (Alpharetta)

From \$15 an hour - Full-time

Comfort Suites Alpharetta | 1005 Kingswood Place, Alpharetta, GA 30009

[Apply Here](#)

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

Pharmacy Operations Manager (Brookhaven)

\$22.50 - \$31.00 an hour - Full-time

Walgreens | 2154 Johnson Ferry Rd NE, Brookhaven, GA 30319

[Apply Here](#)

Director/ Assistant Director (Peachtree Corners)

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

Kids R Kids Learning Academy | 3180 Medlock Bridge Rd, Peachtree Corners, GA 30071

[Apply Here](#)

Caregiver (Norcross)

From \$17 an hour - Part-time, Full-time

Amada Senior Care Cumming GA | Norcross, GA 30092

[Apply Here](#)

Med Care Manager (Sandy Springs)

\$16.40 - \$20.55 an hour - Part-time

Sunrise Senior Living | 8480 Roswell Road, Sandy Springs, GA 30350

[Apply Here](#)

Medical Assistant (Sandy Springs)

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

Gynfertility Specialists | 755 Mount Vernon Highway NE, Sandy Springs, GA 30328

[Apply Here](#)

Lead Teacher – Infant (Alpharetta) | Toddler Lead Teacher (Alpharetta)

\$16.00 - \$20.80 an hour - Full-time | \$16.00 - \$20.80 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Cadence Academy Preschool | 225 Park Bridge Parkway, Alpharetta, GA 30005

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

Front Desk Sales/Wellness Rep Part Time (Dunwoody)

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

AMMA Development Group | Dunwoody, GA 30338

[Apply Here](#)

Dog Daycare Customer Experience Specialist (Brookhaven)

\$16 an hour - Full-time

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

[Apply Here](#)

Medical Receptionist / Patient Intake & Sales Support (Milton)

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

OlympusMD Wellness | 12635 Crabapple Road, Milton, GA 30004

[Apply Here](#)

Customer Service Associate - Temporary (Roswell)

\$15.00 - \$17.50 an hour - Full-time

Walgreens | 695 West Crossville Road, Roswell, GA 30075

[Apply Here](#)

Social Media Marketing & Leadership Support Specialist (Roswell)

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

Ivy Kids Roswell West | 10650 Houze Rd, Roswell, GA 30076

[Apply Here](#)

PCA Personal Care Assistant (Norcross)

\$15 an hour - Full-time

1st Option Home Care | Norcross, GA 30071

[Apply Here](#)

Front Desk Receptionist (Norcross)

From \$15 an hour - Full-time

Smile with Confident | 5284 Jimmy Carter Blvd, Norcross, GA 30093

[Apply Here](#)

Others hiring

Residential Cleaner (Norcross)

\$20 - \$30 an hour - Contract

Clean As A Thistle LLC | Norcross, GA 30071

[Apply Here](#)

Aquatic Manager (Sandy Springs)

\$40,000 - \$45,000 a year - Full-time

Aqua-Tots Swim School | Atlanta, GA 30328

[Apply Here](#)

Test Day Invigilator (Sandy Springs)

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

BITTS Testing Services USA | 1117 Perimeter Center West, Sandy Springs, GA 30338

[Apply Here](#)

Security Officer Screening Operations (Norcross)

\$16.33 an hour - Full-time

Allied Universal | Norcross, GA 30071

[Apply Here](#)

Front Desk Assistant Part Time (Dunwoody)

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

The Emily Program | 41 Perimeter Center East, Dunwoody, GA 30346

[Apply Here](#)

BILLER (Roswell)

\$15 - \$20 an hour - Full-time

Carl Black Automotive Group | 11225 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Custodian I (Alpharetta)

\$15.00 - \$17.01 an hour - Full-time

Georgia State University | 3775 Brookside Pkwy, Alpharetta, GA 30022

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