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## Legal Executive Assistant / Attorney Liaison (Buckhead)

### SARAH FLACK LAW

Sarah Flack Law LLC, 3355 Lenox Rd NE #750, Atlanta, GA 30326

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Sarah Flack Law, LLC — The Golden Lawyer — is a fast-growing boutique personal injury and criminal defense firm headquartered in Buckhead, Atlanta. We are looking for our person. Not just an assistant — a right hand. Someone who moves with our attorney, keeps her organized, shields her time, and makes every client and colleague feel like they are the most important person in the room.

#### Responsibilities

- Attend court appearances and hearings alongside the attorney — you are her support in the room
- Manage the attorney's calendar — scheduling, reminders, and keeping her on time and on track
- Screen and triage all incoming calls and text messages — route client inquiries to the appropriate case manager so the attorney can stay focused on legal work
- Serve as the first point of contact for clients, potential clients, referral partners, and court personnel — with warmth, professionalism, care
- Coordinate logistics for court appearances, meetings, and events — including driving around metro Atlanta as needed

#### Qualifications:

- Exceptional people skills — the kind that make people feel genuinely welcomed and cared for (think Chick-fil-A, Publix, Delta customer service)
- Highly organized with strong attention to detail
- Calm under pressure — court days are fast and unpredictable
- Tech-comfortable — you will be provided a firm phone and laptop

#### Bonus Points For

- Prior experience in a law firm, personal injury, or criminal defense setting
- Experience in customer-facing hospitality, retail, or service roles
- Familiarity with case management software
- Notary certification (or willingness to obtain)

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

[Apply Here](#)

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# Receptionist & Client Services Coordinator (Norcross)



3105 Medlock Bridge Road, Norcross, GA 30071

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A law firm in Buckhead, Georgia, is seeking a warm, highly responsive receptionist and client services coordinator to serve as the first point of contact for prospective and current clients. This individual plays a critical role in shaping the client's first impression of the firm by ensuring every interaction is professional, welcoming, and handled with care. Job address: 3105 Medlock Bridge Road, Norcross 30071

## **Responsibilities**

- Serve as the primary point of contact for all incoming calls, emails, and visitors
- Provide a warm, professional, and empathetic experience for prospective and existing clients
- Gather initial client information and assess needs to route inquiries appropriately
- Ensure all client interactions reflect the firm's commitment to service and professionalism
- Support the full client intake process, from initial inquiry through onboarding
- Collect, verify, and organize client information and documentation
- Assist with opening new client files and transferring relevant materials

## **Qualifications:**

- High school diploma or equivalent required
- Prior experience in a professional office, law firm, or administrative setting preferred
- Experience operating a multi-line phone system, transferring calls, and managing front desk reception is required
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel) required
- Familiarity with legal software such as Orion or Applega is a plus
- Excellent organizational skills and attention to detail

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

**[Apply Here](#)**

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## Tax Bookkeeping Specialist (Peachtree Corners)



3740 Davinci Court, Peachtree Corners, GA 30092

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Baker Tilly is a leading advisory, tax and assurance firm, providing clients with a genuine coast-to-coast and global advantage in major regions of the U.S. and in many of the world's leading financial centers – New York, London, San Francisco, Los Angeles, Chicago and Boston.

### Responsibilities

- Work closely with multiple small and mid-sized business clients with a variety of bookkeeping services, including but not limited to:
  - Reconcile bank statements and other balance sheet accounts
  - Enter adjusting journal entries
  - Clean-up of client accounts for preparation of the tax return
  - Provide reports to the client and the tax preparation team
  - Collaborate with clients and respond to client requests and inquiries
  - Onboarding and setting up bookkeeping accounts in QuickBooks Online
  - Assisting the tax team with year-end reporting of 1099s
  - Handling special projects as needed

### Qualifications:

- Associate's degree in accounting, finance, or a related field.
- 0 to 3 years of experience in bookkeeping or accounting.
- Proficiency in QuickBooks Online and Microsoft Excel.
- Familiar with Microsoft Office (Outlook, Word)
- Ability to work independently and as part of a team.
- An understanding of professional services and client service.
- Strong interpersonal skills with an approachable and professional demeanor

**Pay:** \$20.44 - \$33.00 an hour - Full-time

[Apply Here](#)

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## Bookkeeper/Tax Administrative Assistant (Sandy Springs)



4651 Roswell Rd ste g-602, Sandy Springs, GA 30342

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### Responsibilities

- Record monthly financial transactions in clients' books and records using QuickBooks Desktop/Online.
- Prepare clients monthly bank reconciliations.
- Prepare and file payroll reports.
- Maintain payroll accounts include deposit payments and correspondence.
- Prepare and file sales tax report.
- Communicate with clients.
- Prepare and file 1099's.
- Manage calendar appointments, schedule meetings, and coordinate office events to optimize time management
- Perform data entry, filing, and proofreading tasks to ensure all documents are accurate and well-organized
- Provide excellent customer support via phone, email, and in person, addressing inquiries promptly and professionally
- Assist with office management duties including supply ordering, maintaining cleanliness, and overseeing general administrative operations
- Support personal assistant tasks such as calendar management and travel arrangements for staff members when needed

### Qualifications:

- Staff accountant, or bookkeeper experience.
- Immediate to advanced level of skill with QuickBooks Desktop, QuickBooks Online.
- Good level of skill with Excel
- Ability to communicate clearly and concisely, both verbally and in writing.
- Dependable, driven, willing to grow with young and motivated company.

**Pay:** \$18 - \$25 an hour - Full-time

[Apply Here](#)

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## Bilingual (English & Spanish) Front Desk / Office Coordinator – Paid Insurance Career Training (Roswell)



1085 Holcomb Bridge Road, Roswell, GA 30076

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We are looking for a reliable, high-energy **Front Desk/ Office & Client Coordinator** to join our local Roswell insurance agency. No prior insurance experience is required! If you have a background in retail, hospitality, or front-desk reception and want a professional office career with a unique schedule that lets you avoid morning traffic, we will fully fund your training and pay for your state licensing exams.

### Responsibilities

- **Greet & Assist:** Serve as the friendly face of our office, welcoming walk-in clients and managing inbound phone calls.
- **Client Support:** Help current policyholders with servicing their policy's needs (payments, changes, etc.).

### Qualifications:

- Language: English and Spanish (Required)
- **High Reliability:** A proven track record of showing up on time every day— with a positive, professional attitude.
- **Great Phone Presence:** A warm, clear, and professional speaking voice with a desire to help people in our local community.
- **Basic Tech Skills:** Comfortable navigating computers, typing efficiently, and learning new software programs.

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

- **Monday to Friday:** 10:00 AM – 5:30 PM (Sleep in or beat the morning rush hour traffic!)
- **No Weekends! no late nights, and no holidays!**

[Apply Here](#)

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## Child Placement Case Manager 2026 (Atlanta 30341)



3094 Mercer University Dr #200, Atlanta, GA 30341

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**Georgia Agape, Inc.** is a faith-based, nationally accredited, not-for-profit, social services organization which has been providing services since 1970. Agape is licensed as a "Child Placing Agency" by the Georgia Department of Human Resources and is accredited by COA (Council on Accreditation).

### **Responsibilities**

- Case management/support for foster care placements
- Maintenance of foster child and foster parent files
- Provide orientation, training and home studies of foster parents, as needed
- This position will require a significant number of non-traditional hours of work time, including evening and weekend time, due to the need to have appointments with clients availability, to be present as babies are born and be available to facilitate the signing of documents at earliest possible times.
- This position will also require a significant amount of travel to serve clients all over the Atlanta metro area and beyond. Most appointments will take place away from the Agape office.
- We do not transport clients in our vehicles due to insurance liabilities.

### **Qualifications:**

- A Bachelor's degree from an accredited college or university in social work, humanities, and two years of paid direct work experience with children and families.

Experience:

- Case management: 3 years (Required)
- Writing skills: 2 years (Required)
- Social services: 3 years (Required)
- Foster Care: 3 years (Required)

**Pay:** \$43,500 - \$45,700 a year - Full-time

[Apply Here](#)

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## Relationship Associate (Norcross)



Norcross, GA

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Grameen America is a nonprofit microfinance organization dedicated to helping low-income women entrepreneurs build businesses to enable upward financial mobility. We envision an inclusive society in which all entrepreneurs, regardless of gender, race or income, have access to fair and affordable financial services. Founded by Nobel Peace Prize laureate Muhammad Yunus in 2008, Grameen America is now the fastest growing nonprofit microfinance organization in the U.S. The Relationship Associate position is an entry level position at GAI, designed to be the first step in a career path with the organization.

### **Responsibilities**

- Conduct weekly center meetings during which we collect and follow-up with loan repayments, share program updates and educational discussions
- Build strong and positive relationships with members to support both retention and business growth.
- Conduct outreach through various channels within the neighborhoods your branch serves, which requires regular local travel. This includes in-person & virtual touch points with entrepreneurs and potential future members at local businesses, residential and commercial areas, etc. Outreach activities also include conducting info sessions, group training, etc. at various locations within the community.

### **Qualifications:**

- High School diploma or equivalency preferred, or two years of relevant work experience required.
- Familiarity with Microsoft Word and Excel a plus.
- Bilingual proficiency in English and Spanish.
- Ability to multitask, manage time effectively, and maintain strong attention to detail.
- Basic numeric and problem-solving skills.

**Pay:** \$17.37 an hour - Full-time

**[Apply Here](#)**

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## Patient Outcome Manager (Sandy Springs)



5901 Peachtree Dunwoody Rd NE c65, Atlanta, GA 30328

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**Amen Clinics** are outpatient health care clinics that have been providing mental wellness strategies to patients of all ages since 1989. The **Patient Outcome Manager** is the first therapeutic contact a patient has with the Amen Clinic and is responsible for establishing a positive rapport with the patient.

### Responsibilities

- Explain the procedures that will be occurring during the scheduled appointments.
- Assess paperwork provided by the patient.
- Answers provided on the intake paperwork are clarified with the patient and transferred to the history report. A complete description of the current symptoms, length of time they have been in existence, and how they have affected the patient's life.
- Gather information on medical history, past psychiatric history, education, profession, family history and drug/ alcohol history that will help doctor to accurately diagnose and treat the patient.
- Perform mental status exams, score checklists and include results the prepared report.

### Qualifications:

- Good Interpersonal skills and positive references.
- Bachelor's Degree in psychology or related field is required.
- Mental Health/intake experience and familiarity with medical terms and office operations is preferred.
- Proficient with Microsoft Word, Excel, Type 45-50 wpm.
- Excellent written and verbal communication skills.

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

[Apply Here](#)

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## Billing Specialist I (Medical Billing PB) (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

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Here at Savista, we enable our clients to navigate the biggest challenges in healthcare: quality clinical care with positive patient experiences and optimal financial results. We partner with healthcare organizations to problem solve and deliver revenue cycle improvement services.

### Responsibilities

- Utilize various hospital/physician systems to verify patient, billing and claim information for accuracy
- Perform compliant primary/secondary, tertiary and rebill billing functions which can include electronic, paper and portal submission to payers.
- Edit claims to meet and satisfy billing compliance guidelines for electronic and hardcopy submission.
- Respond timely to emails and telephone messages as appropriate.

### Qualifications:

- 1-2 years of medical collections/billing experience
- Basic knowledge of ICD-10, CPT, HCPCS and NCCI
- Basic knowledge of third-party billing guidelines
- Basic knowledge of billing claim forms (UB04/1500)
- Basic knowledge of payor contracts
- Working Knowledge of Microsoft Word and Excel
- Basic working knowledge of health information systems (i.e. EMR, Claim Scrubbers, Patient Accounting Systems, etc.)

### Preferred Qualifications

- Working knowledge of one or more of the following Patient accounting systems EPIC, Cerner, STAR, Meditech, CPSI, Invision, PBAR, All Scripts
- Working knowledge of DDE Medicare claim system
- Knowledge of government rules and regulations

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

[Apply Here](#)

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## Medical Office Receptionist/Office Support (Sandy Springs)



6105 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

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We are a world-renowned gynecologic surgical practice located in Sandy Springs. We are seeking a reliable, detail-oriented **Medical Office Receptionist / Office Support** professional to join our growing medical practice.

### Responsibilities

- Answer and appropriately route incoming phone calls in a professional and courteous manner.
- Take messages and task internal staff.
- Process and manage FMLA requests.
- Send, receive, and organize faxes.
- Assist with document scanning, filing, and record organization as needed.
- Run occasional errands.
- Provide general Front Desk support and step in during high-volume periods.
- Take outgoing mail to the mailbox twice weekly.

### Qualifications:

- **Bilingual (Fluent in Spanish) Required.**
- Previous experience in a medical office or administrative role preferred.
- Strong communication and interpersonal skills.
- Must be able to maintain strict HIPAA compliance and patient confidentiality.
- Excellent organizational skills and attention to detail.
- Comfortable with basic office technology and shipping platforms.

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

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

[Apply Here](#)

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# RCM QA Specialist - Cash Posting (Peachtree Corners)



9000 Avalon Blvd, Alpharetta, GA 30009

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**Resmed (NYSE:RMD, ASX: RMD)** creates life-changing health technologies that people love. We're relentlessly committed to pioneering innovative technology to empower millions of people in more than 140 countries to live happier, healthier lives.

## **Responsibilities**

- Communicate Accurate posting of payments received from multiple sources for multiple clients.
- Reconciling deposits and resolving complex discrepancies.
- Locating and uploading payment remittance advice (RA).
- Reviewing remittance advice to assure appropriate payments, adjustments, balance transfers and recoupments are completed accurately
- Assists with special projects and compiles reports.
- Responds to inquiries regarding payments and reconciliation.
- Performs quality review on cash posting transactions to assure completed accurately, and according to the procedures established.
- Makes procedure recommendations and updates procedure documents for optimal performance.

## **Qualifications:**

- High school education required
- Associate's or Bachelor's degree a plus
- DME/Respiratory or Enteral experience
- Previous EOB and ERN Cash Posting Experience
- Brightree experience a plus
- Must be a self-starter who can troubleshoot challenges on the fly
- Excellent written communication skills for documenting notes in the clients' system
- Strong computer skills, including Microsoft Office and databases

**Pay:** \$16.98 - \$21.22 an hour - Full-time

[Apply Here](#)

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## Sales Support Specialist, Product Selection II (Peachtree Corners)

**SIEMENS**

3617 Parkway Ln, Norcross, GA 30092

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Here at Siemens, we take pride in enabling sustainable progress through technology. The Sales Support Professional will serve as primary contact for key customer accounts and will be responsible for ensuring on-time order fulfillment, successful execution of project goals, including but not limited to the project scope, schedule, and financials per approved terms and customer deliverables.

### Responsibilities

- Escalation for product related questions.
- Work with Product Management and Technical Support Engineers to provide solutions.
- Ability to utilize and advise location of websites, on-line tools, catalogs, and literature.
- Use logical reasoning to provide creative solutions for our customers' problems.
- Identify problems as they occur and take appropriate steps to solve or refer them to others.

### Qualifications:

- High school diploma or GED.
- 3 plus years of experience in Customer Support in the related fields: industrial, construction, mechanical, or electrical industries

### Preferred Qualifications:

- Demonstrated leadership through data-driven decision-making, delivering measurable outcomes, and strategic insights
- Highly experienced with SAP, Sie Portal, SieSales, Chat Functionality, OMS, PMD, DRC, and COMPAS GO

**Pay:** \$44,982 - \$77,112 a year - Full-time

[Apply Here](#)

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## Copywriting Specialist (Buckhead)



3475 Piedmont Rd NE #1400, Atlanta, GA 30305

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Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It is a responsible and diverse group of 340,000 team members in more than 50 countries.

### Responsibilities

- Develop compelling copy for campaigns, customer journeys, and content variants aligned with brand guidelines, channel strategy, and target audience needs.
- Support iterative campaign waves with copy designed for speed, scalability, reuse, and continuous test-and-learn optimization.
- Collaborate closely with Journey, Analytics, and Creative teams to refine messaging based on performance insights and data-driven learnings.
- Structure and adapt content for deployment within Adobe Journey Optimizer and other personalization frameworks.

### Qualifications:

- Proven experience in copywriting within digital marketing, CRM, or lifecycle marketing environments.
- Experience working in high-volume campaign environments with iterative or agile delivery models.
- Strong understanding of personalization strategies, A/B testing methodologies, and data-informed content optimization.
- Excellent collaboration skills with the ability to work cross-functionally across creative, analytics, and MarTech teams.
- Experience operating within enterprise brand guidelines and compliance frameworks.

**Pay:** \$43,984 - \$105,600 a year - Full-time

[Apply Here](#)

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## Administrative Assistant (Roswell)



993 Mansell Rd Unit B, Roswell, GA 30076

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For a quick application text APPLY1 to 82174.

Dent Wizard is the nation's undisputed leader in automotive reconditioning services and vehicle protection products – and our success is the result of the great people who serve our customers.

We're stable, growing and have a strong business model, with opportunities in 43 states, 2.5 million vehicles repaired every year and more than 3,000 highly skilled employees. Help us reach new heights and receive the respect, rewards and recognition you deserve.

**Pay:** \$21.25 - \$23.00 an hour - Full-time

The compensation offered for this position will depend on qualifications, experience, and geographic location.

[Apply Here](#)

**Automotive Porter:** Another job posting by the same company.

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

[Apply Here](#)

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## Accounts Payable Clerk (Peachtree Corners)



3250 Peachtree Corners Circle, Peachtree Corners, GA 30092

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### Responsibilities

- Accurately process Data Entry and Data processing in a timely manner for Accounts Payable Department utilizing the following but not limited to, Sage Intacct, Microsoft products, Dash (Next Gear) and other Online platforms and applications.
- Invoice printing, invoice coding, invoice entry, check writing/distribution, vendor communications, reconciliations of invoices, revolving accounts, and inventory, invoice/receipt distribution.
- Processing Unpaid Bills Reporting; Prepares weekly check-run (settlement) reports for Controller and Owner review and processing.
- Responsible for processing weekly check-runs via Bank Checks and ACH payment methods.
- Establishment of New Accounts/Vendors and Management/Maintenance of Existing Accounts/Vendors. This includes managing Insurance Certificates, W-9's, Subcontractor Agreements, Background Screening Authorization, and additional documents needed for compliance per Subcontract Agreement.

### Qualifications:

- High school diploma or GED required.
- Associate or bachelor's degree in accounting or related field preferred.
- Minimum of one (1) year experience in Accounts Payable or similar position.
- Knowledge of accounting principles and AP systems, including invoice processing and expense management.
- Effective communication and interpersonal skills to provide excellent customer service for vendors and internal stakeholders.
- Computer proficiency in Microsoft Office Word and Excel.
- Experience with Sage Intacct 100 Is preferred.

**Pay:** \$21 - \$23 an hour - Full-time

**[Apply Here](#)**

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## Kitchen and bath remodeling Showroom manager & Bookkeeper (Johns Creek)

# INDESIGN

KITCHEN | BATH | BASEMENT  
REMODELING

11130 State Bridge Rd Ste C104, Johns Creek, GA 30022

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We are seeking a dynamic and detail-oriented Kitchen and Bath Showroom Manager & Bookkeeper to oversee daily operations within our showroom while managing comprehensive bookkeeping responsibilities. This dual role combines customer engagement, showroom presentation, and financial management to ensure a seamless experience for visitors and accurate financial records.

### Responsibilities

- Manage the showroom environment, ensuring it is welcoming, organized, and visually appealing for visitors and clients
- Greet customers, provide product information, and assist with inquiries to enhance the overall visitor experience
- Oversee daily sales transactions, process payments accurately, and maintain detailed sales records
- Perform bookkeeping duties including accounts payable and receivable, bank reconciliations, journal entries, and general ledger management using accounting software such as QuickBooks, Xero, Sage, or similar platforms

### Qualifications:

- Proficiency in accounting software such as QuickBooks, Xero, Sage or Quicken; experience with public accounting or governmental accounting is a plus
- Strong understanding of financial concepts including double entry bookkeeping, debits & credits, journal entries, and general ledger reconciliation
- Knowledge of corporate accounting practices as well as non-profit accounting procedures if applicable

**Pay:** \$36,710.34 - \$63,070.52 a year - Full-time

[Apply Here](#)

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## Branch Operations Lead (Roswell)



1200 Northmeadow Pkwy, Suite 150, Roswell, GA 30076

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Worldpac, a leading name in automotive parts distribution, is looking for a **Branch Operations Lead** that will be responsible for assisting Assistant Branch Operations Manager and Branch Operations Manager in leading daily warehouse operations.

### Responsibilities

- Works closely with management team to learn all functions of Branch Management, including operations, staffing, training, branch assets, expense management and budgeting.
- Reviews, understands and follows company safety and security procedures, and serves as a role model to ensure compliance by all team members.
- Supports team members in their training and development and enables immediate application to daily work.
- Maintains a customer service-oriented philosophy in all conduct to self and other team members.
- Reports violations of company policies and procedures and safety concerns to management team.

### Qualifications:

- High school/secondary school diploma or GED equivalent.
- At least 6 months of previous warehouse experience.
- Be available to open and close the warehouse, Monday through Friday, and Saturdays (as needed).
- Ability to perform basic clerical and physical tasks.
- Proficient in basic math skills.
- Ability to solve practical problems and deal with a variety of concrete variables.

### Nice-to-Have Skills (but not required):

- Bilingual reading/writing/verbal communication skills.

**Pay:** \$17.25 - \$21.00 an hour - Full-time

[Apply Here](#)

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## Customer Service Manager (Atlanta 30345)



2302 Parklake Dr NE Ste 220, Atlanta, GA 30345

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All Ways Caring HomeCare delivers quality, compassionate, and individualized care and support that helps people in need of assistance stay at home – all while maximizing their dignity, privacy, and independence.

Customer Service Managers play a key role in providing individualized care that suits the needs of each client in the comfort of their homes.

### **Responsibilities**

- Oversee quality care and overall client satisfaction
- Supervise and provide guidance to the Caregivers who provide direct care to the clients served
- Manage employee scheduling, identify problem situations, and implement proactive solutions
- Maintain strong and positive relationships with referral partners, payor sources, and clients
- Ensure proper documentation and record-keeping
- Conduct periodic home visits and safety checks

### **Qualifications:**

- Associate or bachelor's degree in business, Nursing, Social Services, or related field of study preferred (per regulatory requirements)
- Accountable, reliable, and ability to work independently with good judgement
- Valid driver's license and auto insurance
- Effective verbal and written communication
- Excellent customer service skills

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

[Apply Here](#)

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## Front Desk Supervisor (Alpharetta)



### THE HOTEL AT AVALON

9000 Avalon Blvd, Alpharetta, GA 30009

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Assist the Front Office Manager in managing the Front Office operations to achieve customer satisfaction, quality service and compliance with corporate/franchise policies and procedures while meeting/exceeding financial goals.

#### Responsibilities

- Communicate effectively both verbally and in writing to provide clear direction to staff. Assign and instruct guest service agents in details of work. Observes performance and encourages improvement.
- Greet guests immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate actions and provide accurate information such as outlet hours and local attractions.
- Promptly complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand-specific marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Nonverbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate. Close out guest accounts at time of check out.

#### Qualifications:

Experience: Hotel experience: 1 year (Preferred)

**Pay:** From \$19 an hour - Full-time, Contract

[Apply Here](#)

**Front Desk Agent-FT AM & PM shifts:** Another job posting by the same company.

**Pay:** \$17 an hour - Full-time, Contract

[Apply Here](#)

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## Kindergarten Teacher (Alpharetta)



315 Henderson Parkway, Alpharetta, GA 30004

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### Responsibilities

- Teach children through the design thinking process with challenges that help them learn problem-solving skills, innovative thinking, executive function skills and good character.
- Help children learn critical literacy and math skills as well as engage in projects focused on science, art, social studies and character development.
- Work with your co-teacher to implement the lesson plans from the research-informed Balanced Learning® curriculum.
- Discover what works best for each child (songs, stories, games, art, etc.) to motivate and stimulate their abilities.

### Qualifications:

- Bachelor Degree in Early Childhood Education or related field (required)
- Georgia State Teaching License preferred
- Classroom teaching experience in accredited early childhood facility a plus
- Pleasant/friendly demeanor and an outgoing personality
- Highly professional and dependable
- Excellent communication, customer service, and problem solving skills, including the ability to maintain composure under stress
- Proficient computer and internet skills

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

[Apply Here](#)

**Pre-Kindergarten Lead Teacher:** Another job posting by the same company.

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

[Apply Here](#)

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## Food service and Hospitality hiring (1)

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### **Kitchen Staff (Alpharetta)**

**\$22 - \$25 an hour - Full-time**

Antico Pizza Napoletana Avalon | 3185 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

### **Talented and Motivated Private School Sous Chef (Alpharetta)**

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

ChefAdvantage | Alpharetta, GA 30022

[Apply Here](#)

### **Cook (Dunwoody)**

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

First Watch Restaurants, Inc | 4718 Ashford Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

### **Cook (Peachtree Corners)**

**\$18 - \$22 an hour - Full-time**

Hilton Atlanta Northeast | 5993 Peachtree Industrial Boulevard, Peachtree Corners, 30092

[Apply Here](#)

### **Cook/ Food Prep, Private School, Day Shift (Atlanta 30328)**

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

ChefAdvantage | Atlanta, GA 30328

[Apply Here](#)

### **Kitchen Director (Sandy Springs) | Kitchen Team Leader (Sandy Springs)**

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

[Apply Here](#)

[Apply Here](#)

Chick-fil-A | 8433 Roswell Road, Atlanta, GA 30350

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## Food service and Hospitality hiring (2)

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### **Senior Line Cook (Chamblee)**

**\$17 - \$22 an hour - Part-time, Full-time**

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

[Apply Here](#)

### **Bartender (Roswell)**

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

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

[Apply Here](#)

### **Pantry Line Cook (Alpharetta)**

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

[Apply Here](#)

### **Pizzaiolo Milton/Alpharetta**

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

[Apply Here](#)

Campania | 12635 Crabapple Road, Alpharetta, GA 30004

### **Bartender (Buckhead)**

**\$32,000 - \$39,000 a year - Part-time, Full-time**

Bangkok Station Thai Restaurant | 550 Pharr Road NE, Atlanta, GA 30305

[Apply Here](#)

### **Server (Alpharetta)**

**\$15 - \$40 an hour - Part-time, Full-time**

Saj Alpharetta | 58 Canton Street, Alpharetta, GA 30009

[Apply Here](#)

### **Room Attendant/Housekeeping (Atlanta 30339)**

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

Hyatt House Atlanta Cobb/Galleria | 3595 Cumberland Boulevard SE, Atlanta, GA 30339

[Apply Here](#)

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## Senior care, Child care, Animal care hiring

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### **Experienced Dog Groomer: New Store Opening (Brookhaven)**

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

Ryans Dream DBA Pet Supplies Plus | 2036 Johnson Ferry Rd NE, Brookhaven, GA 30319

[Apply Here](#)

### **Caregiver (Peachtree Corners)**

**From \$18 an hour - Temporary, Part-time, Full-time, Contract**

Kitchens Home Care | Peachtree Corners, GA 30092

[Apply Here](#)

### **Day Program- Direct Support Professional (Atlanta 30341)**

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

United Cerebral Palsy of GA | 3300 Northeast Expressway, Atlanta, GA 30341

[Apply Here](#)

### **Pharmacy Technician / Pharm Tech Apprenticeship (Brookhaven)**

**\$16.50 - \$20.00 an hour - Full-time**

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

[Apply Here](#)

### **Dog Daycare Customer Experience Specialist (Roswell)**

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

Puppy Haven | 42 Oak Street, Roswell, GA 30075

[Apply Here](#)

### **Dental Assistant (Sandy Springs)**

**\$15 - \$30 an hour - Full-time**

Seabreeze Dental Clinic | 8097 Roswell Road, Atlanta, GA 30350

[Apply Here](#)

### **Personal Care Assistant/Home Health Aide (Norcross)**

**\$15 - \$16 an hour - Part-time**

A&C Private HomeCare | Norcross, GA 30071

[Apply Here](#)

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## Others hiring

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### **Move Management Specialist (Sandy Springs)**

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

ChangingSpaces | 4279 Roswell Rd NE Ste 208, Box 185, Atlanta, GA 30342

[Apply Here](#)

### **Event Production Crew Atlanta (Atlanta 30339)**

**\$19 - \$22 an hour - Part-time**

Rhino Staging LLC | 1827 Powers Ferry Road SE, Atlanta, GA 30339

[Apply Here](#)

### **Security Professional Flex Officer (Buckhead)**

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

Allied Universal | 3355 Lenox Rd NE Ste 300, Atlanta, GA 30326

[Apply Here](#)

### **Emergency Roadside Assistance Technician/ Battery Salesmen Mobile Service (Dunwoody)**

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

Pete's of Georgia | Dunwoody, GA 30346

[Apply Here](#)

### **Front Desk Coordinator - Upscale Men's Salon - Buckhead**

**From \$16 an hour - Full-time**

Boardroom | 3872 Roswell Rd NE Ste D3, Atlanta, GA 30342

[Apply Here](#)

### **Install Project Coordinator (Peachtree Corners)**

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

Closets By Design Atlanta | 3165 Corners North Court, Peachtree Corners, GA 30071

[Apply Here](#)

### **Home Assistant (Atlanta 30342)**

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

Abode | Atlanta, GA 30342

[Apply Here](#)

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