
Administrative Assistant (Roswell)



11040 Crabapple Road, Roswell, GA 30075

Responsibilities

- Serve as the first point of contact for office visitors and phone inquiries
- Provide administrative support to tax professionals, including scheduling appointments
- Assist with tax return assembly and processing, including organizing client documents
- Maintain electronic and physical filing systems
- Respond to client inquiries and requests professionally and timely

Qualifications:

- Minimum high school diploma or equivalent (Associate's or Bachelor's degree preferred)
- Previous experience in a CPA firm is a plus
- Exceptional phone etiquette and client service skills
- Proficient in Microsoft Word, Excel, Outlook
- Excellent communication skills, both verbal and written

Preferred Qualifications

- Experience using CCH Pro System fx Engagement, Practice Management, and ShareFile.
- Knowledge of accounting, tax, or other software is a plus.

Pay: Up to \$25 an hour - Full-time

Monday - Friday, 8:30AM-5:30PM, with the occasional Saturdays during tax season. Our busy season is from January 15th through April 15th and August 15th through October 15th.

[Apply Here](#)

Legal Administrative Assistant (Sandy Springs)



6600 Peachtree Dunwoody Road, Atlanta, GA 30328

Our firm is seeking a professional and detail-oriented person to perform a range of clerical and administrative duties in the office. We are a law firm, based in Sandy Springs, specializing in criminal defense, civil litigation, and family law.

Responsibilities

The individual will be responsible for handling various administrative and clerical duties for the office as well as providing legal admin support for 2 attorneys.

Daily Administrative Duties:

- Retrieve and distribute incoming and outgoing mail.
- Answering office phones and forwarding to the appropriate person.
- Greeting and assisting onsite clients; maintain conference spaces

Legal Administrative Duties:

- Input and update clients and cases in Data Management System
- Maintain filing systems, both electronic case and hardcopy file setup
- Scan court filings and documents and attach scanned documents to electronic case files.
- Call clients to confirm & reschedule appointments
- Manage and maintain court calendars and appointment books of attorneys.
- File copies of legal documents with the courts or other governmental agencies as required.

Qualifications:

We are seeking an energetic and efficient member to join our team. A successful candidate will have strong organizational skills with the ability to multi tasks, prioritize, and work under pressure. Previous background in legal work or an interest in the justice system is a plus.

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

[Apply Here](#)

Legal Assistant (Alpharetta)

Mitnick & Howard Law

3180 North Point Parkway, Alpharetta, GA 30005

A growing personal injury and criminal defense law practice, is seeking a **Full-Time Legal Assistant** to provide dependable administrative and legal support to the firm.

Responsibilities

- Provide daily legal and administrative support, including scheduling, email management, and document preparation
- Answer incoming phone calls, directing them to the correct staff
- Draft, organize, file, and manage legal documents and correspondence
- Maintain client files (digital and physical)
- Communicate with clients, vendors, Courts, and third parties in a professional and courteous manner
- Assist with case-related paperwork and deadline tracking
- Use and Master case management software(Practice Panther)
- Support firm events
- Support special projects and emerging needs as the firm continues to expand

Qualifications:

This role is ideal for a detail-oriented professional who thrives in an organized environment, enjoys supporting attorneys and clients, and takes pride in keeping a law office running smoothly.

The Legal Assistant will play a key role in daily firm operations, assisting with legal documentation, client communication, scheduling, and special projects as the firm continues to grow. This position requires professionalism, communication skills, strong organizational skills, and a proactive mindset.

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

[Apply Here](#)

Administrative Assistant (Norcross)



6921 Peachtree Industrial Blvd, Norcross, GA 30092

GEA Integral Solutions is looking for a detail-oriented and organized Administrative Assistant to join our team. The ideal candidate must have experience with QuickBooks, Excel, banking processes, and general administrative tasks.

Responsibilities

- Manage and organize daily office operations, including scheduling, correspondence, and record-keeping.
- Maintain and update company databases, documents, and filing systems.
- Assist in preparing reports, spreadsheets, presentations, and internal communications.
- Handle data entry and maintain accurate financial and administrative records.
- Support bank-related tasks, including reviewing transactions, organizing receipts, and assisting with payment records.
- Use QuickBooks to enter, organize, and manage financial information.
- Assist with invoices, expenses, payments, and basic bookkeeping support.

Qualifications:

- Proven experience as an Administrative Assistant or in a similar role.
- Experience using **QuickBooks** is required.
- Strong knowledge of **Microsoft Excel** is required.
- Experience with banking processes, payments, invoices, and financial records.
- Proficiency in MS Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Bilingual proficiency in English and Spanish is preferred.

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

[Apply Here](#)

Guest Engagement Ambassador - Full-Time (Buckhead)



130 W Paces Ferry Rd NW, Atlanta, GA 30305

Responsibilities

- Develop a thorough understanding of the Atlanta History Center and Goizueta Gardens.
- Proactively engage guests in conversations about historic houses, exhibitions, and gardens; highlight key experiences and help curate their visit.
- Participate in all required training programs and development opportunities as assigned by the supervisor.
- Welcome and orient guests to the Atlanta History Center.
- Process admissions for individuals, groups, school visits, and other guests.
- Handle retail museum shop transactions and regularly restock merchandise.
- Complete daily ticketing reconciliation reports, close open transactions, and ensure accuracy in Galaxy Ticketing Software.
- Open and close exhibitions, maintain workspace, and ensure public areas are presentable.

Qualifications:

- High School diploma and sufficient education to perform the required tasks and responsibilities of the position.
- Demonstrated customer service experience or comparable experience working with the public.
- Demonstrated ability to quickly adapt to a variety of situations.
- Experience with computers and automated data entry.
- Must be able to stand for long periods of time and be stationed outside in natural weather elements.
- Must be available to work at least three days a week, including weekday, weekend and holiday shifts.

Pay: \$17.50 - \$18.50 an hour - Full-time

[Apply Here](#)

Dental Assistant (Norcross)



6110 Oakbrook Parkway #208, Norcross, GA 30093

After Hour Dentistry is seeking a friendly, dependable, and motivated Dental Assistant to join our growing practice in Norcross, Georgia.

Responsibilities

- Welcome patients and help provide a comfortable and professional experience
- Assist the dentist during examinations and dental procedures
- Prepare treatment rooms, instruments, equipment, and materials
- Clean and sterilize instruments according to established protocols
- Maintain accurate and organized patient and treatment information
- Communicate clearly with patients and team members in both Spanish and English
- Support front-office and general practice operations when needed
- Follow applicable infection-control, workplace-safety, and patient-privacy procedures

Qualifications:

- Proven Fluent verbal communication skills in both Spanish and English
- Strong communication and interpersonal skills
- Ability to learn quickly and follow instructions accurately
- Dependable, organized, and attentive to detail
- Previous dental or medical experience is preferred but not required
- Dental Assistant education, training, or certification is preferred but not required

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

To apply, please submit your CV and a brief introduction:

Email: hr@afterhourdentistry.com

Phone: 678-702-6353 - Minh Gillen

[Apply Here](#)

Dental Treatment Coordinator (Sandy Springs)

Recruiting Partner: Smile Jobs

Work Location: 6111 Peachtree Dunwoody Road, Atlanta, GA 30328

Family and cosmetic dentistry in the heart of Sandy Springs!
Located at 6111 Peachtree Dunwoody Road, Atlanta, GA 30328.

Responsibilities

- Welcome and assist patients with professionalism and compassion
- Present and explain treatment plans
- Verify insurance benefits and discuss financial arrangements
- Schedule appointments and coordinate patient care
- Answer phones and respond to patient inquiries
- Maintain accurate patient records and documentation

Qualifications:

- Previous dental office experience
- Strong communication and customer service skills
- Knowledge of dental insurance and treatment planning is a plus
- Ability to multitask in a fast-paced environment
- Positive attitude and strong organizational skills

Pay: \$18 - \$19 an hour - Full-time

- Monday - Thursday 8:00am - 5:00pm
- 2 Fridays/month 6:45am - 1:00pm
- No Weekends!

[Apply Here](#)

Veterinary Receptionist (Alpharetta)



11545 Wills Rd Ste 120, Alpharetta, GA 30009

VSGA is a state-of-the-art **specialty and emergency veterinary hospital** dedicated to providing advanced medical care with compassion and excellence.

Responsibilities

- Be the **first point of contact** for pet owners during stressful and emotional situations.
- Answer high-volume phone calls, triage client inquiries, and schedule appointments.
- Accurately check in and discharge patients, ensuring all records are updated.
- Handle payments, billing, and insurance claims (if applicable).
- Communicate effectively with veterinarians, specialists, and technicians to ensure seamless patient care.
- Maintain a calm, professional, and compassionate demeanor—even in emergencies.
- Support the team by keeping the front desk and waiting areas organized and welcoming.

Qualifications:

- **Previous veterinary or medical receptionist experience** strongly preferred (emergency or specialty background is a plus).
- Exceptional multitasking skills in a **fast-paced environment**.
- Outstanding communication and customer service skills.
- Ability to remain compassionate and professional in stressful situations.
- Comfortable with technology and veterinary practice management software.
- Flexible schedule, including nights, weekends, and holidays.

Pay: \$18 - \$22 an hour - Full-time

[Apply Here](#)

Chiropractic Assistant/Front Desk Coordinator (Alpharetta)



850 Mayfield Rd Ste 101D, Milton, GA 30009

At Milton Chiropractic & Massage, we believe Mobility is Longevity and are looking for someone who shares our passion for helping others feel their best.

Responsibilities

- Greet and assist patients warmly
- Schedule appointments and answer phones with professional phone etiquette
- Manage front desk operations
- Assist with passive therapies and spinal decompression treatments
- Help create an outstanding patient experience
- Maintain a clean, organized office environment

Qualifications:

- Positive attitude and strong people skills
- Organized, dependable, and detail-oriented
- Ability to multitask and work as part of a team
- Experience in healthcare, fitness, wellness, or customer service is a plus, but we will train the right person

Pay: \$17 - \$19 an hour - Part-time

To apply, send your resume and a brief introduction telling us why you'd be a great fit for our team. In the subject line of the email put Chiropractic Assistant and send to wellwithinmilton@gmail.com

[Apply Here](#)

Educational Program Specialist (Alpharetta)



3775 Brookside Pkwy, Alpharetta, GA 30022

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 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 school advisement.
- Develop, plan, and facilitate seminars/workshops for program participants
- Coordinate academic, cultural, and educational services/activities to meet objectives.
- Maintain detailed records of program data for federal reporting purposes.

Qualifications:

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

Preferred:

- A successful candidate must have a strong work ethic and ability to maintain strict confidentiality; Experience advising, counseling, and/or mentoring students; Experience in coordinating program services, creating and conducting presentations and/or facilitating workshops.
- Preference may be given to those who possess a master's degree with a minimum of two (2) years of full-time experience working as an academic coach, academic or career advisor, or similar role in higher education, nonprofit, or community service organization.

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

[Apply Here](#)

Member Experience Coordinator (Alpharetta)



380 North Point Circle, Alpharetta, GA 30022

Responsibilities

The Member Experience Coordinator plays a key role in ensuring a welcoming, professional, and organized environment for all participants and families at Dominique Dawes Academy. This position oversees customer service operations, supports enrollment, leads parent engagement, and ensures a positive member journey.

- Provide exceptional service to all visitors, students, and families by maintaining a welcoming and professional front desk presence.
- Manage and respond to family inquiries regarding class offerings, enrollment, policies, and scheduling with accuracy and care.
- Handle incoming calls, process tuition and fee payments, and resolve customer concerns with empathy and efficiency.
- Follow up with families or prospects via phone or email to check in on satisfaction and support ongoing engagement.
- Coordinate communication between parents, coaches, and management by relaying messages and assisting with questions.
- Lead facility tours for prospective families, promoting programs and membership opportunities.

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred
- Minimum of 3 years of experience in customer service, administrative support, or retail (required)
- At least 1 year of experience in youth sports, recreation, or education environments (preferred)
- CPR, First Aid, and SafeSport certification (or willingness to obtain) preferred

Pay: \$18 - \$22 an hour - Full-time

[Apply Here](#)

Foster Care Licensing Specialist (Atlanta 30319)



Atlanta, GA 30319

StepStone Family & Youth Services provides trauma informed, youth centered services to children and families involved in foster care. The Licensing Specialist plays a vital role in recruiting, supporting, and preparing foster families to provide safe, stable, and nurturing homes for youth in care.

Responsibilities

- Coordinate and engage in recruitment and awareness activities to recruit prospective foster/adoptive parents and build community awareness.
- Develop and implement proactive, strategic recruitment plans designed to attract and certify qualified candidates, while maintaining a pipeline of both active and passive candidates for future training and certification
- Respond to foster parent inquiries within 24 hours via phone
- Develop strategies to support efforts for general, targeted and child-specific recruitment and marketing

Qualifications:

- A bachelor's degree from an accredited college or university in social work, psychology, childhood education, education counseling and psychology, or other human service, behavioral science field or public administration field
- Minimum of one year of work experience in a Child Placing Agency, the Department of Family and Children Services, or Non-Profit Agency
- One to two years of Experience in Resource Development/ Foster Parent Recruitment and Retention preferred
- Complete Tier 1 and Tier 2 State Assessor training and maintain Assessor certification

Pay: \$45,000 - \$48,000 a year - Full-time

[Apply Here](#)

FOSTER CARE CASE MANAGER: Another job posting by the same agency.

Pay: \$43,888 a year - Full-time

[Apply Here](#)

Adoption Administrator (Chamblee)



3280 Chamblee Dunwoody Road, Chamblee, GA 30341

LifeLine Animal Project is committed to the care and welfare of pets and the people who love them.

Responsibilities

- Exhibit exceptional stewardship by performing data entry tasks accurately and maintaining up-to-date records of animals, clients, and inquiries using our shelter management system.
- Process adoption paperwork and ensure all protocols are followed.
- Ensure an adopter has a thorough understanding of any known medical and behavioral knowledge associated with their new pet.
- Walk adopters through the administrative aspect of the adoption process, explaining the flow of operations and answering their questions.

Qualifications:

- High school diploma; college degree or relevant coursework preferred.
- One or more years' experience in animal related field or animal sheltering preferred.
- Previous experience in customer service, hospitality, or a similar role is highly desirable.
- Fear Free Sheltering preferred.
- Proficiency in basic computer applications (e.g., MS Office, email) and experience with database systems is a plus.
- Familiarity with Google Workspace applications, specifically google sheets.
- Must be able to work weekends, holidays, and varying shifts based on shelter needs.

Pay: \$17 an hour - Full-time

[Apply Here](#)

Community Support Supervisor: Another job posting by the same agency.

Pay: \$19 an hour - Full-time

[Apply Here](#)

Data Integrity Specialist (Sandy Springs)



Atlanta, GA 30328

We're [Scan.com](https://www.scan.com), the digital health scale-up making diagnostics accessible, fast, and transparent. Our technology speeds up diagnoses for timely treatments, improving healthcare outcomes for hundreds of patients each day.

As a **Data Integrity Specialist**, you'll be crucial in upholding the quality of the information on our systems. Your primary responsibility will be to cross-reference key patient and customer data to ensure the accuracy of our systems.

Responsibilities

- Ensuring diagnostic imaging and reports match the scheduled appointments in our database and records
- Focusing on the quality of our information and ensuring 100% accuracy in the information we send out
- Working with other departments within the company, managing requests, and giving clear, concise written updates
- Updating our clients on the status of their patient records (primarily via email, but could be phone occasionally)

Qualifications:

- Team player is front and center as each of us plays our part in the study management cycle
- Attention to detail and a maniacal focus on ensuring information is correct
- A commitment to hard work and bringing positive outlook to work every day
- Strong communication and interpersonal skills to collaborate effectively with clients
- Resilience and a willingness to continuously improve by taking critical feedback from your manager and teammates
- Ability to comfortably navigate within MS Excel (the ability to create Pivot Tables and/or conduct VLOOKUPS is a huge plus)

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

[Apply Here](#)

Client Project Coordinator 2 (Remote)



110 Technology Pkwy NW, Norcross, GA 30092

For decades, Pace® has been committed to advancing science to ensure the health and safety of our communities and lives.

Responsibilities

Responsible for administrative support for the Project Management Team by acting as a liaison between project management and sample receiving/log-in, as well as supporting a small number of client accounts.

- Oversee, review, complete, and process various project management forms, documents, databases, and related materials and information.
- Act as a liaison regarding client project needs and provide guidance and suggested actions to the Pace team to ensure successful project setup.
- Assist with more complex projects involving client contact, verification of accurate sample check-in, monitoring analysis status, responding to client inquiries, and invoicing clients, as determined by supervisor.
- Direct client calls and requests to the appropriate Project Manager for follow-up.
- Schedule and enter bottle orders into the container order system based on client sample needs.
- Set up accounts and pricing within the Laboratory Information Management System (LIMS) and ensure account information remains current.

Qualifications:

- Bachelor's degree in Business Administration, Chemistry, Biology, or a closely related field; **AND** three (3) years of customer service/support experience; **OR** equivalent combination of education, training, experience.
- Principles, practices, and techniques of customer service
- Computer applications and systems related to the work
- Proper business English, including spelling, grammar, and punctuation

Pay: \$20 an hour - Full-time; Remote position; Monday through Friday, 8:00 AM - 5:00 PM

[Apply Here](#)

Business Office Associate - Full Time (Norcross)



1975 Beaver Ruin Rd, Norcross, GA 30071

At CarMax, we are the nation's largest retailer of used cars with stores from coast to coast, and we are still growing.

Responsibilities

As a Business Operations Associate, you will be the backbone of our store operations, ensuring smooth and accurate processing of sales, auctions, and appraisals.

- Deliver outstanding customer service by greeting customers, answering questions, and guiding them through paperwork processes.
- Process and audit paperwork for retail and wholesale sales, including deal jackets, finance contracts, and DMV documentation.
- Manage auction and appraisal transactions, ensuring accurate titles, payoffs, and proper documentation for funding.
- Handle cash management tasks, including receiving payments, preparing deposits, and maintaining security protocols.
- Train and mentor new associates and support store operations by assisting multiple departments and balancing overflow traffic.

Qualifications:

- Ability to read, interpret, and record data accurately for compliance and reporting.
- Strong organizational and multitasking skills in a deadline-driven environment.
- Proficiency in Microsoft Office and data entry systems with intermediate PC skills.
- Effective verbal and written communication skills for customer and team interactions.
- Flexibility to work varied schedules, including nights, weekends, and holidays.

Pay: \$19.88 - \$22.37 an hour - Full-time

[Apply Here](#)

Foodservice Specialist Alpharetta



Alpharetta, GA

H.T. Hackney Company – Foodservice Specialist – Lake City, GA (Metro Atlanta Area)

The H.T. Hackney Co. is one of the largest wholesale grocery distribution companies in the country, with a distribution network of over 20,000 customers in 22 states. Our services include not only product distribution but also retail space management, foodservice solutions and vendor partner programs. Our customer base is primarily convenience stores as well as independent grocery stores, restaurants and vending companies.

Responsibilities

- Calling on target accounts provided by Foodservice Director.
- Work closely with designated H.T. Hackney Sales Consultants
- Establish & maintain working relationship with customers and prospective customers.
- Assess, along with your director, solutions for retailers' needs.
- Offer suggestions and guidance to retailers to help grow their business.
- Utilize the online Foodservice Ordering site, Foodservice Ordering Guides.
- Sample products, cooking products, and training your retailers on our food programs.

Qualifications:

- Sales experience required, with experience in foodservice distribution, retail, or the convenience store channel *preferred*
- Strong communication skills
- Proven history of building, creating and/or training successful teams
- Excellent negotiation skills and problem-solving abilities
- Willingness to travel (driving) to retail locations within your coverage (roughly 2 hour drive radius) *Company vehicle provided with gas card*
- Microsoft Office skills required (Word/Excel/Powerpoint)

Pay: From \$38,000 a year - Full-time

[Apply Here](#)

Bi-Lingual Leasing Consultant (Peachtree Corners)



3352 Chelsea Park Ln, Peachtree Corners, GA 30092

RAM Partners, LLC, is a full-service real estate management company that manages more than 80,000 apartments throughout the United States.

Barrington Hills is looking for a leasing consultant who thrive off using their customer service skills to connect with future residents and can identify their wants and needs to secure lease agreements.

Responsibilities

- Generate interest - brag about your community's unique features and benefits – and highlight what sets it apart from the competition
- Communicate effectively to potential residents on all steps to call your community their home
- Serve as a resource for residents to express their problems and assist with finding a resolution
- Build lasting relationships to retain and gain residents
- Use attention to detail skills to perform required office administrative tasks
- Coordinate fun activities for residents

Qualifications:

- High School Diploma or equivalent, college degree is a plus
- Valid Driver's License is required
- Excellent verbal and written communication skills
- Fluent in English and Spanish required
- Proficiency in Microsoft Office (Word, Excel)
- Able to multitask and meet deadlines in a timely manner
- Willing to work flexible schedule including weekends

Pay: \$18 - \$22 an hour - Full-time

[Apply Here](#)

Entry-Level Team Lead (Sandy Springs)

BH MANAGEMENT GROUP

Sandy Springs, GA 30328

BH Management Group is hiring Entry-Level Team Leads in Atlanta, GA to support our growing AT&T Fiber campaign. We're looking for motivated, people-focused individuals who are eager to develop leadership skills and grow in a fast-paced, team-oriented environment. Whether you're a recent graduate or seeking a new career opportunity, we offer hands-on training, advancement opportunities, and a culture that promotes from within.

Responsibilities

- Engage directly with potential customers and educate them about AT&T Fiber services
- Build positive relationships through professional and friendly interactions
- Support daily team operations and assist with campaign execution
- Learn leadership, coaching, and team development techniques
- Track progress, report results, and contribute to team success

Qualifications:

- High school diploma or equivalent required
- Customer service, sales, retail, hospitality, or leadership experience is helpful but not necessary
- Ability to work effectively both independently and as part of a team
- Positive, outgoing, and confident communicators
- Eager to learn and grow into leadership roles
- Comfortable working directly with customers
- Looking for a long-term career opportunity rather than just a job

Pay: \$55,000 - \$65,000 a year - Full-time

[Apply Here](#)

Entry Level Wireless Sales Representative: Similar job posting in Dunwoody.

Pay: \$50,000 - \$58,000 a year - Full-time

[Apply Here](#)

Intake Sales Specialist (Personal Injury) (Sandy Springs)



5009 Roswell Rd, Sandy Springs, GA 30342

We are a growing company in the **personal injury space**, focused on connecting injured individuals with legal representation.

This is a **100% inside sales role** where you will handle inbound and outbound leads, engage prospects immediately, and drive them through the intake process. The environment is **fast-paced, high-volume, and performance-driven**. You must operate with urgency and confidence on every interaction.

Responsibilities

- Engage new leads within seconds to minutes
- Maintain aggressive follow-up via phone, text, and email
- Handle a high volume of daily calls
- Qualify personal injury prospects quickly and efficiently
- Use active listening to uncover key details and build trust
- Lead clients with empathy while confidently guiding the conversation
- Overcome objections and close on the first interaction whenever possible
- Track all activity in CRM systems
- Meet and exceed conversion targets

Qualifications:

- Personal injury law: 1 year (Preferred)
- Sales: 2 years (Preferred)
- Language: Spanish (Preferred)
- Proven inside sales closer with experience in high-volume or call center environments preferred
- Strong objection handling and closing skills
- Ability to balance empathy with urgency and control of the sale
- Comfortable working onsite in a fast-paced environment

Pay: \$55,000 - \$65,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Operations Manager (Buckhead)

\$21.50 an hour - Full-time

Raising Cane's | 3037 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Server (Dunwoody)

\$20 - \$40 an hour - Part-time, Full-time

Dunwoody Restaurant | Atlanta, GA 30338

[Apply Here](#)

Server (Roswell)

\$20 - \$35 an hour - Full-time

Marlow's Tavern | 625 West Crossville Road, Roswell, GA 30075

[Apply Here](#)

Key Hourly - Front of House (Alpharetta)

\$18 - \$26 an hour - Part-time

True Food Kitchen | 2140 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

Broiler (Alpharetta)

\$18 an hour - Full-time

Ruth's Chris Steak House | 11655 Haynes Bridge Road, Alpharetta, GA 30009

[Apply Here](#)

Pastry Cook (Roswell)

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

The Mission Bakery | 1207 Canton Street in Roswell, GA 30075

[Apply Here](#)

Food service and Hospitality hiring (2)

Server (Dunwoody)

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

Cuddlefish | 290 High Street, Dunwoody, GA 30346

[Apply Here](#)

Minibar Attendant Full-Time (Buckhead)

\$17.00 - \$17.75 an hour - Full-time

InterContinental Buckhead Atlanta | 3315 Peachtree Rd NE, Atlanta, GA 30326

[Apply Here](#)

Host (Alpharetta)

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

Taffer's Tavern | 33 South Main Street, Alpharetta, GA 30009

[Apply Here](#)

Dishwasher (Alpharetta)

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

Snooze Alpharetta | 6065 North Point Pkwy Ste 230, Alpharetta, GA 30022

[Apply Here](#)

Team Lead (Roswell)

\$15 - \$17 an hour - Part-time

RISE coffee & tea | 4651 Sandy Plains Rd, Roswell, GA 30075

[Apply Here](#)

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

Full- Time Nanny (Duluth)

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

Blossom Safe Care Company | Duluth, GA 30096

[Apply Here](#)

Pet Groomer (Dunwoody)

\$20 - \$100 an hour - Part-time, Full-time

Country Dog Market | 4468 Chamblee Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

Assistant Director Childcare Center | Georgia Pre-k Assistant Childcare Teacher (Alpharetta)

\$37,000 - \$42,000 a year - Full-time | \$15 - \$17 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Chroma Early Learning Academy | 4015 Discovery Dr, Alpharetta, GA 30004

Preschool Teacher - Atlanta GA (Atlanta 30339)

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

Bright Horizons | 3175 Windy Hill Road SE, Atlanta, GA 30339

[Apply Here](#)

Caregiver/CNA/PCA - Sandy Springs area

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

Executive Home Care of Alpharetta | 1151 Hammond Dr Ste 240, Sandy Springs, GA 30328

[Apply Here](#)

Pre-K Assistant Teacher (Buckhead)

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

The Goddard School of Atlanta (Buckhead), GA | 3525 Piedmont Road NE, Atlanta, 30305

[Apply Here](#)

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

Fitness Center Assistant (Alpharetta)

From \$17 an hour - Full-time

Jackson Healthcare | 2655 Northwinds Parkway, Alpharetta, GA 30009

[Apply Here](#)

Cat Foster Coordinator (Chamblee)

\$17 an hour - Full-time

Lifeline Animal Project Inc | 3280 Chamblee Dunwoody Road, Chamblee, GA 30341

[Apply Here](#)

Pharmacy Technician (Alpharetta)

\$16.50 - \$25.00 an hour - Full-time

CVS Health | 8430 HOLCOMB BRIDGE RD,, Alpharetta, GA 30022

[Apply Here](#)

Medical Assistant (Alpharetta)

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

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

[Apply Here](#)

Bilingual (English/Spanish) Patient Intake Coordinator (Atlanta 30346)

From \$16 an hour - Full-time

Thrive Ortho and Spine | Atlanta, GA 30346

[Apply Here](#)

Part-Time Executive Assistant & Operations Coordinator (Buckhead)

\$15 - \$25 an hour - Part-time

Icebox Cryotherapy Buckhead | 3872 Roswell Road NE, Atlanta, GA 30342

[Apply Here](#)

Patient Care Coordinator/Spa Receptionist (Tucker)

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

Gizel Atlanta | 4280 Lavista Road, Tucker, GA 30084

[Apply Here](#)

Others hiring

Photographers for Youth Sports on Weekends (Atlanta 30301)

\$25 an hour - Part-time

GLORY DAYS SERVICE INC | Atlanta, GA 30301

[Apply Here](#)

Bilingual Porter/Maintenance Worker (Alpharetta)

\$21.00 - \$22.50 an hour - Full-time

BCJ Building Services | Alpharetta, GA 30009

[Apply Here](#)

Pest Control Additional Services Technician (Norcross)

\$21 an hour - Full-time

EcoShield Pest Solutions | 5875 Peachtree Industrial Boulevard, Norcross, GA 30092

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Climbing Arborist Trainee | Lawn & Plant Healthcare Technician (Doraville)

\$20 - \$24 an hour - Permanent, Full-time |

20 - \$24 an hour - Permanent, Full-time

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The Davey Tree Expert Company | 4171 Winters Chapel Rd, Atlanta, GA 30360

Bilingual Office Assistant Manager (Sandy Springs)

\$20 an hour - Full-time

The Cleaning Authority | 4651 Roswell Rd Ste F502, Atlanta, GA 30342

[Apply Here](#)

Rec Ninja/Tumbling Coach | Recreational Level1-3 Gymnastics Coach (Brookhaven)

\$17 - \$20 an hour - Part-time |

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

[Apply Here](#)

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The Peach Pit Gymnastics Brookhaven | 2697 Apple Valley Rd NE, Atlanta, GA 30319