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# Marketing Communications Manager (Dunwoody)



Dunwoody  
Nature Center  
*Inspire your love of nature*

5343 Roberts Drive, Atlanta, GA 30338

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The Dunwoody Nature Center is a nonprofit organization operating within a 22-acre park through a long-term lease with the City of Dunwoody.

## Responsibilities

- Develop and implement the Nature Center's annual marketing and communications plan
- Maintain and update the organization's website (WordPress), with occasional support from outside web developers
- Manage and grow the Nature Center's social media presence, including content creation, scheduling, analytics, and maintaining a content calendar
- Create and distribute the Nature Center's bi-monthly e-newsletter through MailChimp or similar platform

## Qualifications:

- Commitment to the mission of the Dunwoody Nature Center: inspiring a love of nature and cultivating environmental understanding and stewardship
- Bachelor's degree in marketing, communications, public relations, nonprofit management, or a related field; or equivalent combination of education and experience
- Experience managing social media platforms including Facebook, Instagram, LinkedIn, and similar channels
- Proficiency with WordPress, Canva, MailChimp (or similar email marketing platforms), and Google Workspace/Microsoft Office
- Working knowledge of Adobe Creative Suite programs such as Illustrator, InDesign, and Photoshop preferred
- Experience with event promotion and community engagement preferred

**Pay:** \$53,000 - \$55,000 a year - Full-time

[Apply Here](#)

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## Video Teller - Late Shift (10am - 7pm) (Peachtree Corners)



6251 Crooked Creek Road, Peachtree Corners, GA 30092

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As a Video Teller, you will be a part of providing our members with a unique banking experience. You will be responsible for interacting and servicing our members through our high-tech Interactive Teller Machines (ITMs). ITMs are kind of like an ATM, but way cooler.

### Responsibilities

- Prepare Promotes, represents, and welcomes existing and prospective members, team members, and service providers to the credit union in a professional, inviting manner.
- Processes various transactions like deposits, withdrawals, loan payments, and other transactions via ITM.
- Accurate balances transactions on multiple platforms daily while making the member interaction seamless.
- Completes member requests and transactions with accuracy. Consistently provide one touch resolution for member inquiries and account maintenance activities.

### Qualifications:

- **Education:** A high school diploma or equivalent is required. An Associate's Degree from an accredited college is desirable.
- **Experience:** Six month to one-year of prior banking or relevant customer service experience is preferred. Must be proficient with the Microsoft Office Suite (Word, Excel, and Outlook) or similar software programs. Knowledge of Jack Henry's Symitar - Episys or NCR ITM software is a plus. Bi-lingual is desirable.
- **Member Focused:** proficient in anticipating member needs and taking the initiative to drive solutions in effective value-added ways.

**Pay:** \$19.51 - \$24.39 an hour - Full-time

[Apply Here](#)

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## Individual Tax Accountant & Client Coordinator (Bilingual english-spanish) (Norcross)

**GRACE M. WILLIAMS CPA P.C.**  
Certified Public Accountant

5195 Jimmy Carter Boulevard, Norcross, GA 30093

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We are seeking a highly organized, detail-oriented, and proactive Bilingual Individual Tax Accountant to join our growing accounting team.

### **Responsibilities**

- Prepare and review individual income tax returns accurately and timely.
- Maintain organized client files, tax documentation, and internal records.
- Manage multiple active cases and ensure timely follow-up on pending items.
- Communicate with clients by phone, email, and in person regarding tax documentation and case updates.
- Assist clients with IRS notices and communicate with the IRS when necessary.
- Perform data entry, reconciliations, and accounting support tasks.
- Track deadlines, missing documentation, and client follow-ups proactively.
- Support daily operations of the tax department in a high-volume environment.

### **Qualifications:**

- Fluent in English and Spanish (written and spoken).
- Degree in Accounting or related field preferred.
- Minimum 1–2 years of experience preparing individual income tax returns in a professional office environment.
- Experience working in fast-paced administrative, accounting, tax, legal, or client-service environments.
- Strong proficiency with tax and accounting software (QuickBooks, ProSeries, Business Works Accounting, or similar).
- Strong computer, data entry, and document management skills.
- Experience handling Workers' Compensation audits is a plus.

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

**[Apply Here](#)**

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## Legal Assistant/Receptionist (Sandy Springs)



990 Hammond Drive, Atlanta, GA 30328

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### Responsibilities

- Strong work ethic with positive, upbeat attitude
- Exceptional client service skills on the phone and in person
- Strong organizational skills and attention to detail
- The ability to work both independently and as part of a team is a must.
- Excellent verbal and written communication skills
- Ability to multi-task and adapt easily to changing conditions.
- Ability to work in a fast paced, high-volume, deadline-oriented environment.

### Qualifications:

- Proficiency in Microsoft Office 365
- Knowledge or experience with real estate closing programs: Qualia, SoftPro and Greenfolders
- Knowledge or experience with real estate closings
- Flexibility to work overtime as required
- Experience with real estate closings

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

[Apply Here](#)

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## Intake Specialist (Buckhead)



Atlanta, GA 30326

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We are seeking a detail-oriented and proactive Intake Specialist to join our legal team. The ideal candidate will play a crucial role in managing the initial stages of client interactions, ensuring that all necessary information is collected accurately and efficiently.

### Responsibilities

- Conduct initial client interviews to gather pertinent information for case evaluation.
- Utilize legal case management software to track case progress.
- Provide exceptional phone etiquette while answering client inquiries and directing calls appropriately.
- Maintain accurate records of client interactions and case developments in accordance with company policies.
- Collaborate with attorneys and other staff members on project management tasks related to ongoing cases.

### Qualifications:

- **Must Speak Spanish Fluently**
- Proven experience in clerical or administrative roles, preferably within personal injury.
- Strong document review skills with attention to detail in legal drafting processes.
- Excellent phone etiquette and communication skills for effective client interaction.
- Strong organizational skills with a focus on project management principles.

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

Hours are Monday to Friday 9am to 4:30PM and every other weekend.

[Apply Here](#)

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## Client Services Coordinator (Dunwoody)



2 Ravinia Drive, Atlanta, GA 30346

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Seeking a professional Client Services Coordinator with legal experience to support a small but growing legal team in the practice areas of estate planning, probate and business representation.

### Responsibilities

- Manages the main phone line, directing calls as necessary
- Welcomes guests and maintain the lobby and conference room areas
- Schedules client appointments following the legal team's guidance
- Drafts routine correspondence, forms, under the supervision of attorneys and paralegals
- Drafts a broad range of documents such as client engagement letters, deeds, limited liability company (LLC) formation documents, probate court petitions, powers of attorney and health care directives
- Proofreads completed documents thoroughly to check for errors in grammar, spelling, punctuation and formatting

### Qualifications:

- High School diploma or GED equivalent required
- An undergraduate degree in related field of study, or paralegal certificate is preferred
- Minimum of 2-year equivalent work experience, preferably in a legal office or customer service business
- Exhibits a “results oriented” approach to tasks, assignments and responsibilities
- Proficient with Microsoft Office Suite, Adobe and Google Calendar
- Experience with Practice Panther, or similar client management system, is a plus

**Pay:** \$18.00 - \$30.50 an hour - Full-time

[Apply Here](#)

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## Permitting Coordinator (Atlanta 30339)

**BROCK  BUILT**

280 Interstate North Circle SE, Atlanta, GA 30339

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The Permitting Technician is an entry-level, learning-focused role designed to provide exposure to the residential homebuilding process, specifically within pre-construction and permitting operations. No prior experience is required—training will be provided.

### **Responsibilities**

- Assist in tracking permit application status across active communities
- Support data entry and maintenance of permit milestones in company systems
- Help organize and prepare documentation for start packages and internal review
- Observe and assist with communication of permit status updates to team members
- Support follow-up activities with municipalities and permitting offices
- Assist in organizing construction drawings and permit-related documentation

### **Qualifications:**

- Strong interest in construction, real estate development, or project coordination
- Willingness to learn and take direction in a professional environment
- Basic computer skills (Microsoft Excel, Word, Outlook)
- Ability to recognize and communicate delays or missing information to the appropriate team member

### **Preferred Skills**

- Exposure to construction, engineering, business, or a related field
- Any exposure to reporting, data tracking, or administrative support in a construction environment
- Experience in a production homebuilding or construction-related environment a plus

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

[Apply Here](#)

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## Client Services & Scheduling Coordinator (Brookhaven)



1816 Briarwood Industrial Ct NE, Brookhaven, GA 30329

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The Studios Brookhaven is Brookhaven's home for the arts and athletics. We serve hundreds of families each week through Musical Theatre, Dance, Ninja, Aerial Silks, Group Piano, Private Music Lessons, Jiu Jitsu, Preschool Programs, Summer Camps, and more.

### **Responsibilities**

This role serves as the primary owner of the family experience at The Studios Brookhaven. You will be the person helping parents navigate schedules, answer questions, solve problems, register for programs, and feel confident that their children are in great hands.

- Manage student scheduling and lesson assignments
- Coordinate schedule changes, makeups, and reschedules
- Respond to parent inquiries via phone, email, and text
- Manage and maintain the studio's general inbox
- Assist prospective families with registration and enrollment

### **Qualifications:**

- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Strong customer service mindset
- Comfortable learning new software systems

### **Preferred Experience**

School administration, Educational programs, Childcare or youth programs, Performing arts organizations, Church administration, Scheduling or office management, Customer service or client relations.

**Pay:** \$43,000 - \$50,000 a year - Full-time

Monday-Thursday: Approximately 11:00am-7:00pm in studio

Friday: Work from home focusing on scheduling, communication, administrative projects, and inbox management. Required to be available on Slack for the full day.

[Apply Here](#)

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## Leasing Consultant, Multifamily (Buckhead)



3390 Stratford Road NE, Atlanta, GA 30326

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We are a full-service global commercial real estate company driven to solve complex strategic problems, while having the technical expertise and ability to bring solutions to life.

### **Responsibilities**

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.

- 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.
- You will also use your attention to detail, planning and organizing skills to perform required office activities and coordinate paperwork related to apartment home rentals.

### **Qualifications:**

- High School Diploma, GED, Trade, Technical, or Vocational school
- 1+ years of related experience
- Effective communication and customer service skills
- Basic computer skills in a Windows environment
- Be well organized and be able to meet deadlines

**Pay:** \$18.70 - \$22.00 an hour - Full-time

[Apply Here](#)

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## Leasing Agent Bilingual – LPA (Norcross)



1 Seasons Parkway, Norcross, GA 30093

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### Responsibilities

- Opening the office and ensuring it is in a clean and presentable state for the day.
- Opening model units and preparing them to be toured for the day.
- Walking available units to check the status and ensure they are viewable for prospects. If the unit is leased and not yet ready, then the Leasing Agent will observe the progress of the unit to verify that move-in date will be met.
- Ensuring refreshments are out and presentable.
- Check voice-mails and emails and respond accordingly.
- Organize desk area and resident and office mail (when applicable).
- Print out availability and pricing for the day.
- Ensure that all necessary office supplies and materials are stocked for the day.

### Qualifications:

- **Educational Attainment-** High school Diploma preferred, Bachelor's Degree is a plus.
- **Experience-** 1 year of experience is necessary to apply for the position, although we take pride in our outstanding training and look for those who are willing to learn and grow. However, experience in the industry is a plus, and other similar or applicable experience will also be considered (such as experience in sales, marketing, customer service, retail, hospitality, fine dining, etc.)
- **Certifications:** All recent applicable certifications attained will also be considered.

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

[Apply Here](#)

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## Treatment Coordinator (Marietta)



1640 Powers Ferry Road SE, Marietta, GA 30067

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We are seeking a dedicated and organized Treatment Coordinator to join our practice. At our private dental practice, we specialize in family and cosmetic dentistry, and our mission is to provide exceptional patient care and customer service.

### **Responsibilities**

- Coordinate patient treatment plans by collaborating with the dentist to ensure comprehensive care.
- Maintain accurate and up-to-date medical records, including coding, using electronic health record systems such as Dentrix.
- Assist in the preparation of treatment plans, ensuring all necessary documentation is completed efficiently.
- Communicate effectively with patients regarding their treatment options, appointments, and follow-up care.
- Support the office administrative functions by managing appointment scheduling and patient inquiries.
- Ensure compliance with healthcare regulations and standards in all documentation processes.

### **Qualifications:**

- Proven experience in a clinical setting, preferably as a Treatment Coordinator or similar role.
- Proficiency in using electronic health record systems.
- Strong understanding of dental records management, including familiarity with dental coding.
- Familiarity with computerized systems for managing patient information is highly desirable.

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

[Apply Here](#)

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## Vendor Provider Network Specialist – Language & Transportation Services (Alpharetta)



2650 Holcomb Bridge Rd STE 540, Alpharetta, GA 30022

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Health Plus Trans is hiring a Vendor Recruiting Specialist to help grow our network of medical interpreters and non-emergency medical transportation (NEMT) providers. You will manage the full recruiting and onboarding process.

### **Responsibilities**

- Source qualified medical interpreters and NEMT transportation providers using job boards, professional associations, community outreach, and referrals.
- Screen candidates for minimum requirements such as licensing, insurance, certifications, and service area coverage.
- Collect and review onboarding documents (W-9s, insurance certificates, background checks, and other compliance documentation).
- Prepare and execute vendor agreements and explain payment details.
- Maintain an organized vendor database, tracking status across active, pending, and inactive vendors.

### **Qualifications:**

- Strong written and verbal communication skills.
- Tech Savviness
- High attention to detail and strong organizational skills; comfortable managing multiple files at once.
- Ability to work onsite in Alpharetta, GA, Monday–Friday, 12:00 PM–8:00 PM.

### **Preferred**

- Experience in healthcare staffing, language services, or medical transportation.
- Bilingual (Spanish or another language) is a plus but not required.
- Familiarity with HIPAA and handling confidential health information.
- Basic understanding of Medicaid or NEMT credentialing requirements.

**Pay:** \$20 an hour - Full-time; The schedule is Monday through Friday, 12:00 PM to 8:00 PM

[Apply Here](#)

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## Food & Nutrition Associate (Sandy Springs)

# EMORY

## HEALTHCARE

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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The Food and Nutrition Associate prepares, portions, and serves food items for patients on general and modified diets as well as for retail food service and catering operations. This role assists with meal assembly, food service station setup, and food distribution while maintaining high standards of food safety, sanitation, and customer service.

### Responsibilities

- Prepare, portion, and serve food items for patient meals, retail service, and catering operations.
- Set up meal service stations and ensure appropriate food presentation and portion control.
- Follow all food safety, sanitation, and infection control policies & procedures.
- Load, operate, and unload commercial dishwashing equipment.
- Receive deliveries and store food items and supplies appropriately.
- Requisition or retrieve ingredients from storage areas according to menu or recipe requirements.
- Maintain clean and sanitary food preparation areas and equipment.
- Communicate recommendations for service improvements to supervisors.

### Qualifications:

- High School Diploma or equivalent preferred.
- One (1) year of food service experience preferred.
- Demonstrated skills in customer service, critical thinking, problem solving.
- Strong verbal and written communication skills.
- Basic computer skills including the ability to:
  - Log in and out of workstations
  - Check email
  - Complete online employee training modules.

**Pay:** \$18.00 - \$21.93 an hour - Full-time

[Apply Here](#)

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## Accounts Payable (Peachtree Corners)

# BCS

6600 Jimmy Carter Blvd Suite A, Norcross, GA 30071

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With a three-decade history on the forefront of the stone market, Best Cheer Stone (BCS) embodies affordable excellence in stone materials.

The **Accounts Receivable Associate** provides the administrative and bookkeeping support and streamline company's financial recordkeeping.

### Responsibilities

- Verifies and collects payments prior to releasing sales orders to warehouse for shipping.
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices to customers.
- Processes end of day payment registration and verifications.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.

### Qualifications:

- **2-3 years proven experience in accounts payable or relevant experience.**
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organizational skills and attention to detail.
- Associate degree is preferred.

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

[Apply Here](#)

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## Office Manager (Norcross)



1700 Oakbrook Drive, Norcross, GA 30093

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**Renew Medic by FIX** is a new and fast-growing franchise launching in Atlanta. Born from the legacy of Furniture Medic®, Renew Medic™ specializes in cabinet restoration, refinishing, and repair for both residential and commercial clients.

### Responsibilities

- Own the administrative process for every job—ensure accurate, timely collection of all job documentation (work authorizations, satisfaction certificates, checklists, etc.)
- Be the communication bridge between the office, field, and shop—keep information flowing clearly and efficiently
- Master our internal systems and workflows to support the production and technician teams
- Provide exceptional customer service and follow-up
- Manage invoicing, accounts receivable, collections, and apply payments accurately
- Follow up on collections and maintain detailed payment records
- Coordinate schedules between field technicians, customers, and contractors

### Qualifications:

- Previous experience in office administration, customer service, or project coordination
- Industry experience in insurance claims, construction, restoration, or home services is a strong plus
- Detail-oriented with a proactive mindset—you spot problems before they happen and find solutions
- Proficiency with QuickBooks is a plus
- Enthusiastic about building a great company culture and working with a tight-knit team

**Pay:** \$21 - \$25 an hour - Full-time

[Apply Here](#)

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## Finance Payable Assoc. (Alpharetta)



2400 Lakeview Parkway, Suite 475, Alpharetta, GA 30009

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The Triton team is comprised of specialist claims examiners with diverse experience & years of collaborating together. We work closely with Managing General Agents, Wholesalers, Brokers, Carriers, Syndicates, Self-Insureds & Captives to provide customized end-to-end claim administration & loss adjustment services.

### **Responsibilities**

- Uploading documents to claim system
- Inputting notes to claim files, making reserve changes, payment processing.
- Drafting correspondence to insured, agents, claimants and vendors.
- Making calls to claimants and/or attorneys to obtain additional information.
- Requesting and/or sending medical records, file copies, and other documentation.
- Preparation of loss runs, statistical reports and recovery of claimant funds.
- Performing other clerical tasks, as required.
- Correspondence to insured, agents and claimants.
- Maintain a friendly, professional and welcoming attitude on all phone conversations, email correspondence, and in-person interactions.

### **Qualifications:**

- High School Diploma required: some college a plus
- At least 3 years of experience in an administrative or related role
- Working knowledge of the insurance industry and relevant federal and state regulations
- Computer literate and proficient in MS Office
- Excellent critical thinking and decision-making skills

**Pay:** \$20 - \$27 an hour - Full-time

**[Apply Here](#)**

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## Maintenance Clerk (Norcross)



Norcross, GA

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Cities, counties, airports, companies, and universities across the U.S. contract with Transdev to operate their transportation systems, maintain their vehicle and fleets, and deliver on mobility solutions. Transdev U.S. employs a team of 32,000 across 400 locations while maintaining more than 17,000 vehicles.

### Responsibilities

- Perform clerical and administrative details according to contractual and legal mandates
- Prepare contract correspondence, manager reports, and schedules.
- Administer accounting data, payroll, personnel records.
- Maintain and organize maintenance records, work orders, repair documentation, and vehicle service files.
- Enter, track, and update maintenance data in company systems to support fleet maintenance operations and regulatory compliance.
- Assist with inventory tracking, purchase orders, vendor invoices, and parts documentation for the maintenance department.
- Support maintenance leadership with scheduling, compliance reporting, audits, and departmental administrative tasks.
- Ensure accurate filing and retention of DOT, safety, and maintenance-related records.

### Qualifications:

- High School Diploma or equivalent.
- Working knowledge of maintenance operations, diesel maintenance environments, or basic maintenance principles required; prior experience in a maintenance shop setting is a plus.
- Office, data entry, or administrative experience a plus.
- Experience with MS office products.

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

[Apply Here](#)

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## Order Entry Specialist (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.

### Responsibilities

The Order Entry Specialist is responsible for processing large volume data entry in both alphanumeric and symbolic data entry from source documents into CRM software.

- Interprets documented rules, past practices or instructions on a semi-independent level.
- Processes project orders while verifying accuracy of data to be entered.
- Effectively identifies problems as they occur and formulates resolution and responds in a timely and accurate manner while providing excellent customer service.
- Responsible for processing multiple product order types including sample request, credit card, configured made to order, stock product orders and project orders of customized electrical equipment.
- Utilize CRM tool to directly communicate pricing errors, product verification, etc. to customers, suppliers and affiliates.

### Qualifications:

- HS Diploma or GED
- 3 plus years' of experience in a Customer Support role supporting industrial or construction electrical distribution products.
- Knowledge of SAP, Salesforce, and COMPAS.

Preferred Qualifications:

- Associate degree or Industry related Certification.
- Bachelor's degree in related discipline is preferred.
- 6 plus years' experience in a Customer Support role supporting industrial or construction electrical distribution products.
- Strong knowledge of SAP, Salesforce, COMPAS, Industry Mall, EDI, IDOC, CRM systems

**Pay:** \$40,555 - \$69,523 a year - Full-time

[Apply Here](#)

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## Office Administrator (Alpharetta)



1170 Tidwell Road, Alpharetta, GA 30004

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### Responsibilities

Lookout is looking for an organized and goal-oriented Office Administrator to keep our business operations running smoothly.

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial, and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned

### Qualifications:

- Strong interpersonal skills to communication skills to interact with customers, management, and staff
- Knowledge of office management, company office procedures, and company policies
- Very strong organization skills, time management skills, and problem-solving skills
- Proficient in the Microsoft Office suite of applications—Word, Excel, and PowerPoint
- Pest Pac experience is a plus
- Pest Control industry experience is a plus
- Excellent customer service skills
- High school diploma (or GED); a bachelor's degree can be beneficial

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

[Apply Here](#)

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## Administrative Assistant/ Internet Operations Coordinator (Brookhaven)



3109 Clairmont Rd NE Ste A, Atlanta, GA 30329

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The Five Star Automotive Group is an automotive enterprise founded in 1986 employing over 1,500 professionals in 6 states representing 19 of the world's top automotive brands.

The Five Star Automotive Group is hiring an Administrative Assistant / Internet Operations Coordinator. Our Corporate Internet Team is looking for an organized, dependable, and motivated team member to help support our Corporate ISM / Sales Follow-Up Team with daily operations and team coordination.

### **Responsibilities**

- Pulling Daily Reports
- Managing Team Calendars
- Scheduling Online Meetings
- Opening and Monitoring Repair / Support Tickets
- Assisting Store Employees with Basic CRM and Login Support

### **Qualifications:**

- Must be organized, detail-oriented, dependable, and able to help keep a fast-moving team operating efficiently across multiple dealership locations.
- Minimum 3 Years of previous Administrative or Coordinator Experience Required
- Must have Word, Excel, PowerPoint and Strong Computer Skills
- Must be Comfortable Working Across Multiple Software Platforms
- Solid Working Knowledge of Google Meet / Zoom for Online Meeting Scheduling
- Automotive Dealership Experience a Plus
- CRM or Internet Department Experience a Plus
- Minimum High School Diploma Required

**Pay:** \$50,000 - \$55,000 a year - Full-time; Monday – Friday 9am – 5pm

**[Apply Here](#)**

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## SCRA Servicing Associate (Atlanta 30339)



4100 Wildwood Pkwy, Atlanta, GA 30339

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Through our service brands Hyundai Motor Finance, Genesis Finance, and Kia Finance, Hyundai Capital America offers a wide range of financial products tailored to meet the needs of Hyundai, Genesis, and Kia customers and dealerships. We provide vehicle financing, leasing, subscription, and insurance solutions to over 2 million consumers and businesses.

### **Responsibilities**

The SCRA Servicing Associate is primarily responsible for supporting functions and processes within the SCRA team by processing requests received via multiple channels pertaining to military requests for benefits to ensure compliance with federal laws and regulations.

- Receive inbound calls from military customers and create appropriate service requests to address lease returns, vehicle transportation requests, retail interest rate reduction benefits and miscellaneous servicing requests.
- Initiate outbound calls to customers and dealers to follow up on requests related to billing and vehicle grounding, proactively assist servicing accounts to support escalated issues, and/or to educate customers.
- Perform back-office functions related to benefit approval, interest rate and fee modifications, refunds, deferments, and vehicle transportation approval to provide enhanced customer service experience and reduce wait times for specific requests.

### **Qualifications:**

- Minimum 2-4 years related experience in a customer service or lease-end environment.
- Bilingual a plus. Experience with case management systems preferred
- High School diploma or GED required.
- Bachelor's degree or equivalent work experience preferred.
- Familiarity with Servicemembers Civil Relief Act (SCRA) policies and procedures or willingness to learn federal regulations related to military service members.

**Pay:** \$47,600 - \$71,400 a year - Full-time

[Apply Here](#)

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## TNC Assistant Branch Manager (Atlanta 30339)



200 Interstate North Parkway Southeast, Atlanta, GA 30339

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### Responsibilities

The Assistant Branch Manager supervises the overall branch operations to ensure productivity and profitability of the branch as well as customer satisfaction. This will involve sales efforts and business initiatives along with preparing reports including profit and loss statements, budgets, operating reviews and audits.

- Supervise the daily activities of the office (fleet, infleeting, doc compliance, out of service, customer service, ancillary sales, and training for staff)
- Maintain positive and professional rapport with partners.
- Assist in fulfilling financial goals created for office for revenue, VAS, on rents, and ebitda.
- Communicate consistently and frequently with branch manager
- Maintaining branch cleanliness
- Assist in maintaining service quality standards Hertz is known for
- Follow Hertz policies and procedures daily

### Qualifications:

- College degree preferred
- 1-2 years solid customer service experience in a related industry
- Prior management experience in sales and customer service
- A driving record in good standing and valid U.S. driver's license
- Ability to work effectively in a fast-paced environment
- Excellent written and spoken communication
- Ability to multi-task and contribute to a fast pace environment;
- Line management, and previous sales experience is a plus;

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

[Apply Here](#)

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## Food service and Hospitality hiring (1)

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**Server (Dunwoody) | Bartender (Dunwoody)**

**\$1000 - \$1200 a week - Part-time, Full-time | \$800 - \$1000 a week - Part-time, Full-time**

[Apply Here](#)

[Apply Here](#)

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

**Kitchen Manager (Alpharetta)**

**\$48,000 - \$55,000 a year - Full-time**

Helium Comedy Club | 3070 Windward Plaza, Alpharetta, GA 30005

[Apply Here](#)

**Server (Sandy Springs)**

**\$20 - \$25 an hour - Part-time**

CAFÉ ISTANBUL | 8540 Roswell Rd, Atlanta, GA 30350

[Apply Here](#)

**Line Cook (Alpharetta) | Prep Cook (Alpharetta)**

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

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

[Apply Here](#)

[Apply Here](#)

Roaring Social Alpharetta | 35 Milton Ave, Alpharetta, GA 30009

**Server (Roswell)**

**\$800 - \$1,000 a week - Full-time**

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

[Apply Here](#)

**Bartender (Roswell)**

**\$18 - \$50 an hour - Part-time, Full-time**

Vin 25 | 25 Plum Tree Street, Roswell, GA 30075

[Apply Here](#)

**Bartender (Doraville)**

**\$18 - \$30 an hour - Part-time, Full-time**

Mics Karaoke | 6035 Peachtree Road, Atlanta, GA 30360

[Apply Here](#)

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## Food service and Hospitality hiring (2)

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### **Pizza Maker Line cook (Roswell)**

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

Bellini Osteria Toscana | 70 W Crossville Rd, Roswell

[Apply Here](#)

### **Evening Front of House Team Member - Full Time (Dunwoody)**

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

Chick-fil-A | 2480 Jett Ferry Road, Dunwoody, GA 30338

[Apply Here](#)

### **Dishwasher (Alpharetta)**

**Up to \$17 an hour - Part-time, Full-time**

First Watch Restaurants, Inc. | 5035 Windward Parkway, Alpharetta, GA 30004

[Apply Here](#)

### **Cook for Family-Owned Food Trailer (Metro Atlanta) (Atlanta 30340)**

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

Strictly The Best Cuisine | Atlanta, GA 30340

[Apply Here](#)

### **Assistant Manager (Alpharetta)**

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

Auntie Anne's, Pretzels | 1130 North Point Cir, Alpharetta, GA 30022

[Apply Here](#)

### **Front Desk Agent (3pm-11pm) (Alpharetta)**

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

TPG Hotels and Resorts | 7895 North Point Pkwy, Alpharetta, GA 30022

[Apply Here](#)

### **Front Desk Agent (Atlanta 30345)**

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

Atlanta Marriott Northeast/Emory Area | 2000 Century Boulevard NE, Atlanta, GA 30345

[Apply Here](#)

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## Senior care, Child care, Animal care hiring

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### **Pet Sitter/Dog Walker (Brookhaven)**

**\$800 - \$1,600 a month - Part-time**

PAWS of Brookhaven | 1971 Gainsborough Drive, Atlanta, GA 30341

[Apply Here](#)

### **Infant / Toddler & Preschool Lead Teachers (40h work week) (Buckhead)**

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

Wieuca Road Day School | 3626 Peachtree Rd NE, Atlanta, GA 30326

[Apply Here](#)

### **Personal Care Assistant (Brookhaven)**

**\$17 - \$18 an hour - Part-time**

A Caring Caregiver Home Care Services, Inc | Brookhaven, GA 30319

[Apply Here](#)

### **Caregiver Assisted Living (Buckhead)**

**\$16.50 an hour - Part-time, Full-time**

Belmont Village Buckhead | 5455 Glenridge Drive, Atlanta, GA 30342

[Apply Here](#)

### **Caregiver (Roswell)**

**\$16.50 an hour - Part-time, Full-time**

Trusted Home Care Agency | 600 Houze Way UNIT D5, Roswell, GA 30076

[Apply Here](#)

### **Toddler Teacher (Johns Creek) | 2 year old teacher (Johns Creek)**

**\$15 - \$17 an hour - Full-time | \$15 - \$17 an hour - Full-time**

[Apply Here](#)

[Apply Here](#)

Primrose School of Johns Creek Northwest | 11130 Jones Bridge Road, Johns Creek 30022

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## Others hiring

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### **House Cleaner (Dunwoody)**

**\$25 - \$40 an hour - Part-time, Full-time, Contract**

Crestmont Cleaning LLC | Dunwoody, GA

[Apply Here](#)

### **Product Development Assistant (Norcross)**

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

Matte Collection | 6400 Atlantic Blvd Suite 140, Norcross, GA 30071

[Apply Here](#)

### **Mover/Packer (Sandy Springs)**

**\$22.85 - \$30.00 an hour - Part-time, Full-time**

Big Deal Movers | Atlanta, GA 30328

[Apply Here](#)

### **Senior Gymnastics Coach (Alpharetta)**

**\$22 - \$28 an hour - Full-time**

Dominique Dawes Gymnastics & Ninja Academy | 380 North Point Cir, Alpharetta 30022

[Apply Here](#)

### **Full-Time Fiberglass Insulation Installer (Chamblee)**

**\$18 - \$24 an hour - Full-time**

Atlanta's Best Insulation | 3411 Pierce Dr Suite W1, Atlanta, GA 30341

[Apply Here](#)

### **Bi-Lingual (Spanish/English) Office Manager/Administrative Assistant (Peachtree Corners)**

**\$18 - \$20 an hour - Full-time**

TRL Construction And Design | 6699 Peachtree Industrial Blvd Unit D, Norcross, GA 30092

[Apply Here](#)

### **Children's Experience Educator (Buckhead)**

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

Atlanta History Center | 130 W Paces Ferry Rd NW, Atlanta, GA 30305

[Apply Here](#)