
Administrative Assistant III (Chamblee)



4770 Buford Highway NE, Atlanta, GA 30341

Responsibilities

Samyak Solutions Inc. (SSI) is seeking an experienced Administrative Assistant III to provide senior-level administrative and operational support to the CDC's Division of Diabetes Translation (DDT) under a Firm Fixed Price contract. The selected candidate will support day-to-day division operations, coordinate logistics, manage personnel action packages, and interface with federal staff in a professional, non-personal services capacity.

- Ensure office activities comply with CDC, HHS, and applicable management policies and procedures.
- Gather, compile, and analyze information for administrative and management reporting.
- Plan and provide logistical support for presentations, meetings, conference calls, and seminars; coordinate materials and logistics at least 2 business days in advance.

Qualifications:

- Bachelor's degree and 1 year of relevant administrative experience; OR High School diploma/GED and 10 years of relevant administrative experience.
- Proficiency in Microsoft Office Suite: Word, PowerPoint, Excel, and Outlook.
- Experience with federal administrative systems (ICE, Concur, SharePoint) strongly preferred.
- Ability to obtain and maintain required CDC background investigation and security clearance.
- Must complete HHS/CDC Information Security Awareness, Privacy, and Records Management training prior to starting and annually thereafter.

Other Requirements

- Must comply with HSPD-12 and obtain a CDC PIV credential.

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

[Apply Here](#)

Patient Care Specialist - Metro Atlanta (Sandy Springs)



4651 Roswell Road, Atlanta, GA 30342

At STAT Wellness, we are passionate about functional medicine and movement to help our patients feel their best.

Our Patient Care Specialist is comfortable and confident in their selling ability, in commanding the space, and a competent problem solver. Since this position communicates with patients in person, on the phone, and via text, the candidate is comfortable communicating on the phone, excels in typing on a keyboard, and has a warm personality. Employee may be asked to float locations around metro Atlanta to help with coverage as needed.

Responsibilities

- Patient Care
- Greeting incoming patients and clients
- Confirm all questionnaires are filled out by all patients
- Keep a bird's eye view of the schedule for all providers
- Coordinate patient needs with providers through interoffice messages
- Answer Phones & Texts
- Schedule patients
- Checkout patients and charge them for products/services
- Front Desk and Space Management
- Be knowledgeable about all of STAT's offerings: medical visits, personal training, physical therapy, InBody Scans, Injections/IVs, specialty testing, and retail products, etc

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

[Apply Here](#)

Patient Experience Coordinator / Chiropractic Tech

*30-35 hrs/ wk (Dunwoody)



1745 Old Spring House Ln, Dunwoody, GA 30338

We are seeking an outgoing, genuine, organized individual to join our team in a **hybrid role supporting both Compass Family Chiropractic and Genesis Back & Neck**. This role offers hands on skill development, cross-training, and long-term stability within two growing wellness clinics.

Responsibilities

- Greet every patient with enthusiasm and warmth
- Manage check-in and check-out with accuracy
- Schedule patients and ensure compliance with care plans
- Handle payments, billing conversations, and ledgers
- Support marketing events and light social media tasks
- Communicate treatment recommendations clearly and empathetically

Tech CA Responsibilities

Once you have learned how to help quarterback the front office flow, you will be trained to assist with clinical procedures, including:

- Administer Softwave (Tissue Regeneration Therapy)
- Performing neurological scans
- Taking digital X-rays
- Assisting with progress exams and re-evaluations
- Administer spinal decompression using the DRX9000

Qualifications:

- Ability to commit to at least **1 year**
- Genuine passion for helping people with extreme comfort around individuals.
- Excellent attention to detail and the ability to multitask effectively.
- Basic understanding of anatomy

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

[Apply Here](#)

Bi-lingual Medical Front Office Assistant (Norcross)



5949 Buford Highway, Norcross, GA 30071

Candidates for our Medical Front Office Assistant positions should be familiar with a variety of activities in a medical office, including interacting with patients in person and on the phone, explaining office policies, appointment scheduling, organizing charts, and more. Reliability and a strong work ethic combined with great communication skills are a must. Only fluent English and Spanish bilingual candidates will be considered. Clinical experience is a plus.

Responsibilities

- Greet patients and establish a positive customer experience
- Explain office policy and service offerings of practice
- Organize and maintain patient records, update when necessary
- Operate office equipment
- Proficient skills working with EMRs
- Protect patient information and rights to maintain confidentiality with both personal and financial information
- Maintains efficient operations by following office policies and procedures
- Supporting peers in the execution of their duties

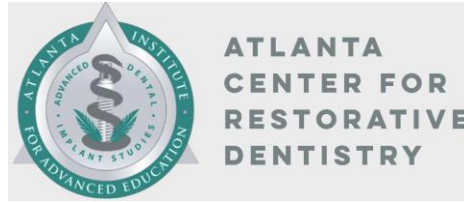
Qualifications:

- High school diploma or equivalent; Associate degree preferred
- Prior work experience in a medical front office setting
- Fluent in reading and speaking English and Spanish
- Excellent typing skills
- Good knowledge of Microsoft Office
- Outstanding verbal communication skills
- Great organizational and multitasking abilities

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

[Apply Here](#)

Receptionist/Administrative Assistant (Sandy Springs)



5685 Lake Placid Drive, Sandy Springs, GA 30342

Atlanta Center for Restorative Dentistry has been a trusted provider of dental care in Atlanta for over 40 years. We are dedicated to restoring and enhancing the natural beauty of our patients' smiles.

We are seeking an experienced Administrative Assistant / Receptionist to join our esteemed team. The ideal candidate should have at least 2 years of administrative experience, preferably in a dental setting. Proficiency in technology and a willingness to learn new systems are essential for success in this role.

Responsibilities

- Answering phone calls and responding to inquiries in a professional and courteous manner.
- Greeting and assisting patients upon their arrival.
- Pulling and organizing patient charts accurately and efficiently.
- Handling billing and insurance tasks, including verifying coverage and processing claims.
- Opening and sorting incoming mail.
- Assisting with various administrative tasks to ensure the smooth operation of the office.

Qualifications:

- Minimum of 2 years of administrative experience.
- Experience in a dental setting is highly preferred.
- Strong communication and interpersonal skills.
- Excellent organizational abilities and attention to detail.
- Proficiency in technology, including Microsoft Office Suite and experience with dental software is preferred.

Pay: \$20 - \$30 an hour - Full-time

Monday - Thursday, 9:00 AM - 5:00 PM, with occasional Fridays.

[Apply Here](#)

Orthodontic Treatment Coordinator (Alpharetta)



12455 Broadwell Road, Alpharetta, GA 30004

STABLE Orthodontics is an independent, boutique orthodontic office specializing in straightening teeth and crafting beautiful, confident smiles for children, teens, and adults using braces and Invisalign.

We are actively searching for an individual to serve as a liaison between the doctor, the patient, and their family by providing support throughout the onboarding process.

Responsibilities

- Gather orthodontic records, complete new patient exams, and build relationships.
- Verify insurance benefits. Manage insurance claims and accounts receivable.
- Review the treatment plan and educate patient on the orthodontic process.
- Be a patient advocate and overcome obstacles to beginning orthodontic treatment.
- Present treatment fees, negotiate payment plans, and create financial contracts.
- Generate reports and follow-up with all potential leads, referrals, and marketing efforts to aid in the acquisition of new patients.

Qualifications:

- Exceptional work ethic, trustworthiness, and attention to detail.
- Friendly/bubbly personality. Fast-learner, team player, and adaptable to change.
- High emotional intelligence, and the ability to connect with people.
- Ability to manage time effectively, multi-task, and prioritize work.
- Understanding of orthodontic treatment and previous sales experience preferred.

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

16-24 hours per week with opportunity to extend to 36 hours.

[Apply Here](#)

Dental Assistant (Dunwoody)



4718 Ashford Dunwoody Road, STE 400, Dunwoody, Georgia, 30338

Aspen Dental-branded practices are independently owned and operated by licensed dentists. The practices receive non-clinical business support services from Aspen Dental Management, Inc., a dental support organization.

Responsibilities

As a **Dental Assistant**, you will help support the clinical needs of the practice's patients and doctors. You will have the support and training you need to maximize your career potential and help make a difference in your community one smile at a time.

- Assist during a variety of treatment procedures
- Take dental x-rays
- Set up and breakdown operatory post treatment
- Execute patient handoffs and monitors patient flow within the practice
- Manage infection control – prepare and sterilize instruments and equipment
- Educate patients on appropriate oral hygiene strategies to maintain good oral health
- Complete denture soft relines and manufacture temporary crowns
- Perform quality impressions and bite registrations

Qualifications:

- Strong communication and interpersonal skills, with the ability to build rapport with patients of all ages and backgrounds
- Commitment to ongoing learning and professional development
- Ability to work collaboratively with other members of the dental team to provide exceptional patient care
- High school diploma or equivalent
- Active license, registration, or permit as required by the state of practice; including x-ray certification if required

Pay: \$23 an hour - Full-time

[Apply Here](#)

Preschool Teacher (Norcross)



5030 Georgia Belle Court, Norcross, GA 30093

Job Opening - Norcross Head Start

Position: Lead Teacher - 3/4 Year Old Classroom.

Responsibilities

- Provide a safe, nurturing, stimulating and secure learning environment
- Prepare lesson plans based on data collected during observations
- Monitor and record progress of children
- Maintain all required documentation
- Hold parent/teacher conferences and conduct student home visits
- Work to provide early establishment of a trusting and productive partnership with their students' families to promote the advancement of those children and families
- Meet all guidelines and policies of the classroom
- Work to ensure that all aspects of the program meet or exceed Head Start.

Qualifications:

- Associate's degree or higher in Early Childhood Education or a related field
- Acceptable criminal records check
- Experience with preschool or kindergarten age children, including those with special needs
- Valid driver's license and access to a vehicle that can be used on the job
- Aware of cultural and linguistic diversity of the children and families we serve
- Knowledgeable of basic computer skills

Pay: \$19.45 - \$29.21 an hour - Full-time

[Apply Here](#)

Client Veterinary Technician/Assistant — Evenings & Weekends | Johns Creek, GA



10710 State Bridge Road, Johns Creek, GA 30022

Ruby Veterinary Urgent Care is a modern platform created to fill the void between primary and specialty/ER care. Working closely with the local primary care veterinarian and ERs, we offer same day appointments to evaluate and initiate a treatment plan that will get pets back home or, if needed, transferred for more intensive care.

Responsibilities

- Positive attitude and ability to work as a team player
- Ability to work independently and as a team
- Able to effectively communicate with clients (triage, discharge, client education, reviewing medications, etc.)
- Experience with placing IV catheters, administering IV or SQ fluids, administering medications IV, SQ, IM or PO, venipuncture and perform bloodwork
- Comfortable taking radiographs, small animal restraint, triage, surgery prep, and monitoring anesthesia
- Obtain laboratory sample collection, process, and interpret results (fecal/parasite analysis, ear cytology, skin cytology, urinalysis, blood smears)
- Able to effectively communicate with DVM and other technicians
- Ability to multi-task and adapt to fast-paced environment
- Able to commit to evening and weekend shifts

Qualifications:

- Credentialed Veterinary Technician (CVT, LVT, RVT) preferred but not required
- Minimum 2 years of experience as a veterinary technician, preferably in urgent care or ER
- High school diploma or equivalent

Pay: \$23 - \$28 an hour - Full-time

[Apply Here](#)

Marketing Coordinator – Field & Digital Growth (Dunwoody)



5535 Chamblee Dunwoody Road, Dunwoody, GA 30338

Scenthound is a fast-growing dog wellness franchise focused on keeping dogs clean, healthy, and happy. We operate multiple locations across North Atlanta and are continuing to scale.

We are hiring a high-energy, outgoing Marketing Coordinator to own local field marketing, community outreach, and digital marketing performance oversight across our six locations. You will not be running ads day-to-day—but you will own performance, ROI accountability, and alignment between field marketing and digital campaigns.

Responsibilities

- Spend approximately 3 hours per week per location in the field
- Build partnerships with: Apartments & HOAs, Schools & churches, Local businesses, Veterinarians & pet-related partners
- Represent Scenthound at: Local events, pop-ups, and brand activations; ~10 events per year across 6 locations
- Own the relationship with our digital marketing agency (Hibu)

Qualifications:

- Extremely outgoing and confident
- Comfortable walking into businesses and starting conversations
- Comfortable reviewing basic marketing performance data
- Reliable transportation for local travel

Preferred Experience (Not Required)

- Community or field marketing, Marketing coordination, Event marketing, Brand ambassador work, Exposure to Facebook or Google Ads reporting

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

Location: Atlanta North Metro (Chastain, Brookhaven, North Druid Hills, Dunwoody, Sandy Springs, Johns Creek, South Forsyth, Suwanee + nearby areas)

Schedule: 18–25 hours per week

[Apply Here](#)

Sales Coordinator (Buckhead)

GLENNCREST

— AT BUCKHEAD —

1000 Lenox Park Boulevard NE, Atlanta, GA 30319

QSL Management which is a fast-growing senior living company with ample opportunities for advancement, mission is to provide seniors a luxurious and comfortable home with resort-style hospitality, promoting wellness, security, longevity, family, joy, and self-worth. We have an immediate need for a **Sales Coordinator** for the Glenncrest at Buckhead.

Responsibilities

- Successfully organizes and implements the marketing plan on a daily basis; utilizes QSLM approved reports to inform leadership team of census, lead development, tour planning and up-coming admissions. Know budgeted census, net admission goals and actual census at all times.
- Coordinate move-in dates and times with families, residents, and internal teams. Implement best practices to streamline move-ins, reduce errors, and enhance resident experience.
- Utilizes the CRM daily in order to document inquiries, deposits, admissions, census, schedule, advertising and sales calls.

Qualifications:

- Basic working knowledge of sales and marketing as it relates to senior housing.
- Assumes personal accountability of assigned duties and completes task in a timely and accurate manner. Ability to define specific, measurable, attainable, relevant, timely goals and objectives.
- Able to clearly present information, accurately communicate, provide necessary level of detailed service even under stressful or demanding conditions.
- Able to work a flexible schedule, which may include but not limited to evenings, weekends, and holidays.
- College degree in Marketing or a related field preferred
- Sales experience preferred

Pay: \$22 - \$24 an hour - Part-time

[Apply Here](#)

Fitness Studio Sales Manager (Buckhead)

BODY20®

3655 Roswell Rd NE, Atlanta, GA 30342

Body20 is a premium EMS (Electrical Muscle Stimulation) training studio. Our technology activates up to 90% of muscle fibers simultaneously, delivering results in 20 minutes that would take hours in a traditional gym.

This is a revenue-driving leadership role. You will be the engine of the studio. You will lead client sales conversations, own the onboarding experience, nurture leads from inquiry to membership, support and develop our trainer team, and be accountable for studio performance.

Responsibilities

- Develop and implement strategic marketing initiatives to attract new clients and retain existing members, utilizing digital platforms, community outreach
- Manage B2B sales efforts by establishing partnerships with local businesses, corporate wellness programs, and community organizations
- Utilize CRM tools to track leads, manage customer accounts, and analyze sales data for continuous improvement
- Conduct thorough consultations with prospective clients to understand their fitness needs, present tailored solutions, and negotiate membership packages

Qualifications:

- Proven experience in membership sales, business development within the fitness or health industry and meet or exceed sales goals
- Excellent negotiation skills to close deals effectively while maintaining positive relationships
- Proficiency in CRM platforms for account management and analysis skills
- Exceptional customer service skills to ensure member satisfaction and loyalty
- Ability to analyze market data, identify opportunities for growth, and develop strategic action plans

Pay: \$46,563.57 - \$56,076.56 a year - Full-time

[Apply Here](#)

Entry Level Donor Relations Coordinator (Sandy Springs)

Ignitix Connection

Sandy Springs, GA 30328

Ignitix Connection is a business development focused marketing firm that partners with nationally accredited (501c3) non-profit organizations; to provide funds and awareness in a way that meets local needs and makes an impact on a national scale as well.

Responsibilities

- Represent the non-profit organization with professionalism and integrity
- Execute promotional and professional fund raising events in local communities
- Create informative presentations to potential customers about our non-profit organizations and goals for the betterment of the community
- Learn and apply outreach systems and customer engagement techniques
- Track production and performance metrics through our system and contribute to team outreach goals
- Participate in company-wide training and development on behalf of our clients
- Gradually take on team coordination and coaching responsibilities as you advance in your position.

Qualifications:

- Strong High school diploma or equivalent certificate required
- Strong communication and interpersonal skills
- A competitive, goal-oriented mindset
- Coachability and desire for continuous improvement
- Retail, sales or customer service experience is a plus!

Pay: \$3,700 - \$4,300 a month - Full-time

[Apply Here](#)

Relationship Banker II (Sandy Plains Branch, Marietta)



3028 Shallowford Road, Marietta, GA 30062

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

Responsibilities

- Achieves branch targets and goals by identifying customer needs and providing appropriate guidance and perspective about Regions' solutions
- Conducts outbound phone calls using generated customer and prospect lead lists to expand existing customer relationships and acquire new ones
- Educates and advises customers on Regions' Consumer and Business products and services, including all loan and deposit types
- Educates customers on emerging technology and digital solutions such as mobile, online, and ATM offerings, all designed to make banking easier

Qualifications:

- High School Diploma or GED
- Ability to work Saturdays as needed
- Ability to handle cash and process cash transactions
- Ability to communicate in person, on the phone, and through electronic channels
- Ability to use a computer on a frequent basis, including typing and sustained attention to a monitor

Preferences

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

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

[Apply Here](#)

AR / AP Coordinator (Norcross)



3105 Medlock Bridge Rd, Norcross, GA 30071

Responsibilities

- Assist with customer collections and follow up on outstanding invoices.
- Generate and distribute customer invoices accurately and timely.
- Maintain records of collection activities and customer communications.
- Help monitor accounts receivable aging reports and escalate issues as needed.
- Review and process vendor invoices accurately.
- Assist with check runs and electronic payments.
- Reconcile vendor statements and resolve discrepancies.
- Maintain organized accounting files and payment documentation.
- Assist with bank and credit card reconciliations.
- Support month-end accounting and administrative activities.
- Communicate professionally with customers, vendors, and internal teams.
- Maintain professional and courteous communication with customers, vendors, and internal teams.
- Respond promptly to all accounting-related questions and inquiries.

Qualifications:

- 1+ year of experience in accounting, bookkeeping, office administration, or customer service preferred.
- Basic understanding of accounting or bookkeeping principles preferred.
- Strong communication and organizational skills.
- Proficiency in Microsoft Office, especially Excel.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- QuickBooks or accounting software experience is a plus.
- Strong attention to detail and willingness to learn.

Pay: \$25 - \$30 an hour - Full-time

[Apply Here](#)

Sr. Customer Service Representative (Alpharetta)



1 Edison Drive, Alpharetta, GA 30005

Owens & Minor is a global healthcare solutions company providing essential products, services and technology solutions that support care delivery in leading hospitals, health systems and research centers around the world.

Responsibilities

- Responsible for customer experience, maintaining a professional demeanor during entire interaction with customers.
- Answers incoming inquiries in a professional, courteous and efficient manner. Provides superior service to client resulting in high rate of first contact resolution.
- Acts as an internal champion for customer experience.
- Accurately enters manual orders as needed to support customer request.
- Accurately records detailed information about the order as requested.
- Researches and responds to all order ETA requests in a timely manner.
- Researches and documents status of unfilled customer sales order lines for work assigned post customer sales order cutoff.

Qualifications:

- High School Diploma/GED
- 3 or more years of relevant experience (Customer Service, Order Management, etc.)
- Good interpersonal skills with a customer service orientation; Customer Service certification preferred.
- Ability to thrive in a matrix organization where direction may come from direct manager and/or a process owner.
- PC/Systems skills & knowledge: MS Office required; ability to quickly learn and utilize enterprise software technologies like ERP and CRM systems; Salesforce.com experience preferred.
- Knowledge of Health Care industry preferred.

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

[Apply Here](#)

Full Charge Bookkeeper (Roswell)



1003 Mansell Road, Roswell, GA 30076

Paul Mitchell The School Esani in Roswell, GA is seeking a **full-time Full Charge Bookkeeper** to support our multi-location organization that blends creativity, education, and purpose.

Responsibilities

As our Bookkeeper, you will start your day by reconciling financial accounts and managing payables, ensuring everything balances and is up to date. You will prepare deposits and transition into creating journal entries and financial statements that will guide business decisions across multiple locations. Throughout the day, you will generate operational reports and provide leadership with accurate data. You will play a key role in audit preparation, making sure all financial records are organized and compliant.

Qualifications:

We are looking for a hands-on individual with experience in all areas of bookkeeping. Formal accounting degrees are not required! Candidates with practical experience, an accounting certificate, or a completed bookkeeping class are encouraged to apply.

- Experience as a Bookkeeper or similar role (not just payables or receivables)
- Solid understanding of full-cycle bookkeeping and accounting principles
- QuickBooks proficiency
- Advanced Microsoft Excel skills (lookups and pivot tables)
- Ability to maintain confidentiality and handle sensitive financial information
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Strong analytical and problem-solving skills.

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

[Apply Here](#)

Order Quality Coordinator (Peachtree Corners)



125 Technology Pkwy NW, Peachtree Corners, GA 30092

Brightree is a wholly owned subsidiary of ResMed. As a global leader in health technology, ResMed has developed transformative cloud-connected medical devices and solutions for people with sleep apnea, COPD, and other chronic diseases.

Responsibilities

- Review and validate high-volume customer orders to ensure accuracy, completeness, and compliance with client-specific processes and quality standards
- Process and manage orders for medical equipment and supplies, including data entry, system updates, and client record maintenance
- Research and resolve order discrepancies, escalate issues as needed, and support order completion in partnership with internal teams
- Collaborate with sales, support, and cross-functional teams to maintain service quality, meet operational goals, and support client needs
- Document order issues, resolutions, and findings; communicate insights and provide performance metrics to stakeholders

Qualifications:

- High school education or GED required
- 1-3 years of experience in customer service, order processing, or a related role
- Experience in high-volume data entry, order management, or quality review environments preferred
- Proficiency in Microsoft Office and familiarity with CRM/order management systems (e.g., Brightree, Snap, or similar) preferred
- DME or related work experience preferred.
- Detail-oriented, with a focus on catching errors and ensuring accuracy

Pay: \$20 an hour - Full-time

[Apply Here](#)

Assistant Community Manager (Sandy Springs)

GREYSTAR

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Greystar is a leading, fully integrated global real estate platform offering expertise in property management, investment management, development, and construction services in institutional-quality rental housing.

Responsibilities

- Completes the daily transactions and tasks related to the financial operation of the community by collecting and posting rent, fees, and other payments, preparing daily bank deposits and reconciling bank accounts, preparing financial reports, and processing invoices and payables.
- Operates the property management software (Yardi/OneSite) and completes transactions by entering all required fields correctly and by completing updates and back-ups to ensure the integrity of the system.
- Reviews resident files and accounting records to determine unpaid and/or late fees owed, communicates with residents regarding outstanding balances, implements procedures for collecting on delinquencies.

Qualifications:

- Bachelor's degree in Business Management, Communications, or related field from an accredited college or university.
- 1-3 years minimum of relevant experience in residence life and/or property management that demonstrates the application of community management, sales, marketing, and customer service background
- Demonstrated proficiency in Internet, word processing, spreadsheet, and database management programs in order to complete required reports.
- Strong proficiency in using property management software (Yardi, OneSite, Entrata, etc.).

Pay: \$22 - \$24 an hour - Full-time; Schedule: Monday-Friday + rotating weekends

[Apply Here](#)

Leasing Professional: Another job posting by the same company.

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

[Apply Here](#)

Leasing Consultant (Buckhead)



3172 Roswell RD NW, Atlanta, GA, 30305

Responsibilities

- Complete the day-to-day transactions and tasks related to the operation of your assigned community, execute all aspects of the leasing process, and assist with resident relations in accordance with company policies and Fair Housing Laws
- Conduct community and apartment tours that result in new leases by highlighting features and providing information on the community and surrounding neighborhood
- Assists in developing and executing comprehensive marketing strategies for the community, encompassing neighborhood/employer outreach plans, social media, digital marketing review, online reputation building, resident event coordination, and community engagement initiatives to foster a strong sense of community and increase visibility
- Maintain organization of resident files; process applications, credit screenings, and criminal background checks; and prepare lease agreements and renewals

Qualifications:

- Six months to one year experience in Property Management Leasing and Sales and/or Relatable Customer Service/Sales Role
- Ability to meet and exceed sales goals
- Proficient in Microsoft Office Suite (Word/Excel/OneDrive)
- Willingness to work weekends and holidays if applicable
- Exceptional customer service and communication (verbal and written) skills
- Reliable transportation

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

[Apply Here](#)

HubSpot Administrator & Trainer (Buckhead)

SWISSWATCHEXPO

315 East Paces Ferry Road NE, Atlanta, GA 30305

SwissWatchExpo has been recognized in *Forbes*, *The Wall Street Journal* and *The New York Times* as the premier online retailer of pre-owned luxury watches. We are currently hiring a highly motivated individual to join our team as the **HubSpot Administrator and Trainer**. This is a critical role, as most of our client interactions are inbound through emails, texts, chats and phone calls and this role will help us organize all these various leads in HubSpot and make sure that they are assigned effectively and nothing falls through the cracks. In addition, from time to time, this person will help train individuals on the Sales team regarding how to use their HubSpot dashboard.

Responsibilities

- Maintain a positive attitude while collaborating effectively with the Sales team
- Ensure all inbound leads are entered into HubSpot and properly worked in the tool
- Train members of the Sales team how to use the HubSpot application.

Qualifications:

- Education: Associate (Preferred)
- Strong HubSpot familiarity
- Excellent organizational skills
- Excellent verbal and written communication skills with
- Attention to detail, as well as the ability to multi-task and work efficiently
- Experience working in a professional environment
- Demonstrated ability to work with and assist a Sales team
- A “can-do” attitude and great team spirit
- Strong data entry, math, and reporting skills

Pay: \$49,000 - \$50,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Sushi Team Leader (Buckhead) | **Regional Sushi Chef (Buckhead)**
\$23 - \$25 an hour - Full-time | \$19 - \$22 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Hana Group | 77 West Paces Ferry Road NW, Atlanta, GA 30305

Waitstaff (Roswell) | **Line Cook (Roswell)**
\$20 - \$27 an hour - Part-time, Full-time | \$18 - \$20 an hour - Part-time, Full-time

[Apply Here](#)

[Apply Here](#)

Keke's Breakfast Cafe | 580 East Crossville Road, Roswell, GA 30076

Line Cook (Alpharetta) | **Cook (Alpharetta)**
\$18 - \$23 an hour - Full-time | \$18 - \$23 an hour - Part-time, Full-time

[Apply Here](#)

[Apply Here](#)

Siena Restaurant Alpharetta | 124 Devore Road, Alpharetta, GA 30009

Kitchen / Cook - Full-Time Evening Shift (Dunwoody)

Up to \$18 an hour - Full-time

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

[Apply Here](#)

Restaurant Server (Buckhead)

\$17.05 - \$21.32 an hour - Full-time

Neiman Marcus | 3393 Peachtree Rd NE, Atlanta, GA 30326

[Apply Here](#)

Housekeeping Room Attendant (Dunwoody)

\$16.00 - \$17.50 an hour - Full-time

Hyatt Place Atlanta/Perimeter Center | 1232 Hammond Drive NE, Dunwoody, GA 30346

[Apply Here](#)

Food service and Hospitality hiring (2)

Housekeeper- The Piedmont at Buckhead (Buckhead)

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

The Piedmont at Buckhead | 650 Phipps Boulevard NE, Atlanta, GA 30326

[Apply Here](#)

Food Expeditor (Alpharetta)

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

26 Thai Kitchen & Bar | 210 South Main Street, Alpharetta, GA 30009

[Apply Here](#)

Bakery Associate (Sandy Springs)

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

Sugar Shane's | 1110 Hammond Drive, Atlanta, GA 30328

[Apply Here](#)

Server / Host – Needed To Set the Tone & Keep Service Flowing (Roswell)

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

Bambinelli's Italian Restaurants | 2500 Old Alabama Road, Roswell, GA 30076

[Apply Here](#)

Housekeeper (Alpharetta)

From \$15 an hour - Part-time

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

[Apply Here](#)

Host (Norcross)

Up to \$15 an hour - Part-time

Pappadeaux Seafood Kitchen | 5635 Jimmy Carter Boulevard, Norcross, GA 30071

[Apply Here](#)

Dishwasher/Busser (Sandy Springs)

From \$15 an hour - Part-time

Taste Wine Bar and Market | 6405 Blue Stone Rd UNIT 220, Sandy Springs, GA 30328

[Apply Here](#)

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

Two's Teacher - Alpharetta | **Toddler Teacher - Alpharetta**
\$18.75 - \$22.90 an hour - Full-time | **\$18.75 - \$22.90 an hour - Full-time**
[Apply Here](#) | [Apply Here](#)

Bright Horizons | 2555 North Winds Parkway, Alpharetta, GA 30009

Two's Teacher (Atlanta 30339) | **Associate Toddler Teacher (Atlanta 30339)**
\$18.75 - \$22.90 an hour - Full-time | **\$14.85 - \$18.50 an hour - Full-time**
[Apply Here](#) | [Apply Here](#)

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

Infant Teacher (Dunwoody)

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

Luma Autism | 4900 Ashford Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

Weekend Cat Adoption Counselor (Johns Creek Adoption Center)

\$18 an hour - Part-time

Furkids Johns Creek Adoption Center | 9850 Nesbit Ferry Rd UNIT 24, Johns Creek 30022

[Apply Here](#)

Dog Daycare Attendant & Driver (Atlanta 30328)

\$17 - \$25 an hour - Full-time

Bent Tree Dogs | Atlanta 30328

[Apply Here](#)

Caregiver - Afternoon/Evenings | **Caregiver - Saturday / Sunday**
Dog Lovers Only (Roswell)

\$16.50 an hour - Full-time |

\$16.50 an hour - Full-time

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Skylark Senior Care | Roswell, GA

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

Lead Infant / Toddler Teacher (Early Head Start) - Mansell (Roswell)

\$16.43 - \$24.02 an hour - Full-time

Easterseal North Georgia, Inc | 80 Mansell Court East, Roswell, GA 30076

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Head Start Assistant Teacher - Mansell Center (Roswell)

\$16.17 - \$18.53 an hour - Full-time

Easterseal North Georgia, Inc | 80 Mansell Court East, Roswell, GA 30076

[Apply Here](#)

Care Giver/Scheduler (Roswell)

\$16.15 - \$20.19 an hour - Full-time

Brookdale Senior Living Inc | 1000 Applewood Dr, Roswell, GA 30076

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Preschool Administrative Assistant (Alpharetta)

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

Adora Early Learning Academy | 5750 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

Toddler Teacher (Sandy Springs)

\$15 - \$21 an hour - Full-time

Primrose School of Sandy Springs North | 460 Abernathy Road, Sandy Springs, GA 30328

[Apply Here](#)

Lead Older Toddler Teacher (Dunwoody)

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

THE ASTOUNDING ACADEMY LLC | 5477 Roberts Dr, Atlanta, GA 30338

[Apply Here](#)

Others hiring

Janitorial Outside Sales (Doraville) | Janitorial Area Manager (Doraville)

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

[Apply Here](#)

[Apply Here](#)

CleanNet of Atlanta | 3299 Northcrest Road, Atlanta, GA 30340

Experienced Tree Care Professional (Chamblee)

From \$25 an hour - Full-time

Pelfrey Tree Company | 3674 N Peachtree Rd, Chamblee, GA 30341

[Apply Here](#)

Bilingual Crew Dispatcher (Peachtree Corners)

\$24.03 - \$28.94 an hour - Full-time

Summit Construction & Development | 6991 Peachtree Ind Blvd, Peachtree Corners 30092

[Apply Here](#)

Auto Body Technician (Roswell)

\$23 - \$32 an hour - Full-time

Gerber Collision & Glass | 11200 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Landscape Clean-up/Tree Crew (Chamblee)

\$20 - \$21 an hour - Full-time

Arbormedics | 4993 New Peachtree Rd, Atlanta, GA 30341

[Apply Here](#)

Salon Assistant/ Loc Assistant (Chamblee)

\$150 - \$500 a week - Part-time, Apprenticeship

Belavish Loc Studio | 3644 Chamblee Tucker Rd # C, Atlanta, GA 30341

[Apply Here](#)

Housekeeper/ House Cleaner- No Nights/No Weekends. Highest Weekly Pay! (Sandy Springs)

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

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

[Apply Here](#)