
Industrial Property Associate (Buckhead)



3344 Peachtree Rd NE Ste 1200, Atlanta, GA 30326

Our people at JLL are shaping the future of real estate for a better world by combining world class services, advisory and technology for our clients. As a Property Associate at JLL, you will serve as the primary administrative point of contact for an Industrial portfolio. You will also provide accounting and financial support, maintain positive tenant relations and provide superior customer service. This entry-level position provides an outstanding opportunity to launch your career in commercial property management, where you'll work alongside experienced professionals who are committed to your growth and development.

Responsibilities

- Provide exceptional customer service to tenants by responding to inquiries, processing service requests, coordinating resolution of maintenance issues
- Support property management team with administrative tasks including data entry, document preparation, and maintenance of property records and databases
- Process Accounts Payable (AP) and Accounts Receivable (AR), certificates of insurance (COIs), code invoices and complete other financial tasks
- Assist with vendor coordination and work order management to ensure timely completion of maintenance and repair activities
- Help prepare monthly reports, financial summaries, and property performance updates for senior management and clients

Qualifications:

- Bachelor's degree in Business, Real Estate, Communications, or related field
- 1-2 years of work experience in an office environment, preferably in commercial real estate or property management
- 1-2 years of work experience in a customer service or customer-facing position
- Strong written and verbal communication skills.

Pay: \$26.44 - \$28.85 an hour - Full-time

[Apply Here](#)

Receptionist/Administrative Assistant (Peachtree Corners)



5425 Peachtree Pkwy, Suite 203, Peachtree Corners, GA 30092

Responsibilities

- Greet visitors warmly and professionally, providing exceptional customer service and ensuring a positive first impression
- Manage multi-line phone systems, directing calls accurately and courteously using proper phone etiquette
- Handle front desk responsibilities including answering inquiries, scheduling appointments, and maintaining visitor logs
- Maintain organized filing systems, both electronic and physical, ensuring easy retrieval of documents
- Support office management functions such as calendar management, appointment scheduling, and task prioritization
- Provide clerical support including proofreading documents, word processing, and preparing correspondence

Qualifications:

- Proven experience in office management or administrative roles with strong organizational skills
- Familiarity with multi-line phone systems and professional phone communication techniques
- Bilingual abilities are highly desirable to support diverse client interactions
- Strong typing skills with attention to detail for proofreading
- Ability to handle front desk duties while maintaining under pressure
- Exceptional customer service skills combined with friendly demeanor and positive attitude

Pay: \$23.15 - \$27.88 an hour - Part-time, Full-time

To apply for this position, please email your contact details, including your name and phone number, to email address - career@wealthroses.com

[Apply Here](#)

On Site - Office Assistant (Buckhead)



3445 Peachtree Road NE, Atlanta, GA 30326

We're a physician-led, patient-centric network committed to simplifying health care and bringing a more connected kind of care. The Office Assistant based in the Buckhead area of Atlanta, GA will provide front office support and management and will be directly responsible for providing a positive experience for our Atlanta office visitors and employees.

Responsibilities

- Serve as first point of contact for Atlanta office guests to ensure positive experience and visit
- Handle administrative requests from market leaders
- Maintain inventory of supplies, support materials, office supplies, food and beverages
- Act as a liaison with facilities and assist in overseeing maintenance work orders and requests
- Distribute mail to appropriate clinics or departments and handle postage and shipping needs
- Arrange travel for leadership, including flights, hotels, and ground transportation

Qualifications:

- High School diploma or GED required
- Bachelor's Degree (BS or BA) or equivalent from a four-year college or technical school, or 1 - 2 years related experience / training, or equivalent combination of education and administrative support experience preferred.
- Happy, welcoming, and can-do attitude with visitors and coworkers
- Experience working in any high-volume/high-intensity service industry (e.g., hospitality, restaurant, hospital, medical office or retail) preferred
- Proficiency with Word, Excel, PowerPoint, and Outlook

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

[Apply Here](#)

Office Administrator/Part Time Delivery Driver (Norcross)

VINIFERA IMPORTS

6438 Dawson Boulevard, Norcross, GA 30093

Family owned distribution company is searching for a Part-Time Office Administrator and Delivery Driver based in Norcross, GA.

Responsibilities

- This person must be organized, personable, and able to work independently with limited supervision.
- Specifically, this person will maintain and organize files, be responsible for accounts receivable, manage inventory systems, and process invoices.
- The position also requires making small deliveries to local customers.
- You must be able to lift up to 36 lbs.
- Excellent job and compensation for the right person.
- Retirees welcome/ College students welcome

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

3-4 day work week, hours are 8:30-5

Work Days: Tuesday, Thursday and Friday

[Apply Here](#)

Administrative Assistant (Peachtree Corners)



2905 Amwiler Rd D, Atlanta, GA 30360

We are seeking a dynamic and highly organized Administrative Assistant to join our team!

Responsibilities

- Manage multi-line phone systems with professionalism, demonstrating excellent phone etiquette and customer service skills
- Perform data entry tasks accurately using productivity software such as Microsoft Office, Google Workspace, and specialized bookkeeping or accounting tools like QuickBooks
- Organize and maintain filing systems—both digital and physical—to ensure easy access to important documents
- Support office management activities including calendar management, appointment scheduling, and coordinating meetings
- Assist with clerical tasks such as proofreading documents, preparing correspondence, and managing incoming/outgoing mail

Qualifications:

- Previous office experience or administrative support roles demonstrating strong organizational skills and multitasking abilities
- Proficiency in computer literacy with expertise in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and data entry software
- Experience with bookkeeping or financial record-keeping using QuickBooks or similar tools is preferred

Pay: From \$17 an hour - Full-time

[Apply Here](#)

Bookkeeper/Administrative Assistant: Another job posting by the same agency.

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

[Apply Here](#)

Production Coordinator - Builder Division (Peachtree Corners)



3110 Crossing Park NW, Norcross, GA 30071

We are looking for a detail oriented Production Coordinator to join our team. The Production Coordinator is responsible for creating jobs and PO's for flooring material for their assigned builder accounts.

Responsibilities

- Review all new PO's and selections from builder to ensure complete and accurate
- Communicate and follow-up with builder on any discrepancies
- Create all jobs in the system with detailed installation notes for the installers
- Create PO's with accurate SKU's and need by date to ensure material arrives on time for install
- Review all jobs to ensure accurate details and margins
- Create and maintain ordering templates for all assigned accounts
- Assist teammates as needed

Qualifications:

- Experience in construction or a desire to learn the business
- Ability to read and interpret house plans, selections, and specifications
- RFMS MEASURE HIGHLY DESIRED
- Must be highly organized and detail oriented
- Ability to multi-task in a fast paced environment
- Excellent Excel and mathematical skills
- Must be a team player and have a positive attitude

Pay: \$50,000 - \$60,000 a year - Full-time

[Apply Here](#)

Assistant II, Laboratory (Alpharetta)



Alpharetta, GA

Responsibilities

- Serves as the onsite laboratory liaison for the facility: working lab independently. Record temperatures, troubleshooting when out of range, recording action. Equipment maintenance. Assists with training new lab employees and nursing staff.
- Collect laboratory specimens
- Deliver great customer service: Show care and respect for members at all times, resolving issues or finding someone who can.
- Greet members promptly using good customer service skills (make eye contact, smile). Exhibit competency in Cerner, the laboratory information system. Exhibit competency in HealthConnect/EPIC.
- Process specimens: Process STATS, coagulation, and other time sensitive specimens immediately.

Qualifications:

- Minimum two (2) years of experience as a Laboratory Assistant.
- High School Diploma or General Education Development (GED) required.
- Basic Life Support required at hire
- Must demonstrate good customer service skills.
- Must be able to work independently.
- Must have a history of punctuality.
- Must have a history of good attendance.

Preferred Qualifications:

- Minimum one (1) year of customer service experience.
- Completion of a phlebotomy training program.

Pay: \$22.65 - \$29.26 an hour - Part-time

Scheduled Weekly Hours: 20

Workdays: Mon, Tue, Wed, Thu, Fri

Working Hours Start: 02:00 PM **Working Hours End:** 06:00 PM

[Apply Here](#)

Behavior Technician - Entry Level, Company Paid RBT Certification (Norcross)



3070 Business Park Drive, Norcross, GA 30071

The BY YOUR SIDE Behavior Technician directs ABA Therapy to children ages 2-21 years old in the center and in-home environments.

Responsibilities

- Provide direct 1:1 or small group therapy to children and young adults with autism consistent with the treatment plan under the direction of the Clinical Supervisor.
- Maintain targeted caseload hours of therapy per week.
- Maintain confidentiality according to HIPAA guidelines.
- Implement treatment plans across multiple domains, including communication, social behavior, learner readiness skills, self-care, replacement behavior and behavior reduction as instructed by the Clinical Supervisor.
- Passionately motivates clients by adapting activities to their preferences.
- Calmly respond intentionally and in alignment with the client Behavior Intervention Plan to challenging behavior.

Qualifications:

- High School Diploma or GED Equivalent.
- Bachelor's degree and/or enrolled in psychology, communication disorders, education or related field preferred.
- High interest and willingness to learn about, understand and work with children diagnosed with Autism Spectrum Disorder.
- Proficiency in applications, games and web-based technology via an iPad and Microsoft Office Products, Word, Excel and Outlook.

Pay: From \$22 an hour - Part-time, Full-time

[Apply Here](#)

Dental Receptionist (Roswell)



1174 Grimes Bridge Road, Roswell, GA 30075

Join our endodontic practice in the metro Atlanta area. We offer top pay with no nights, weekends, or holidays.

What we need:

Strong organizational skills (bilingual is a plus)

No dental experience required—we provide full training

Responsibilities:

Scheduling, insurance verification, claim submission, treatment planning, and tracking statistics.

Hiring Event:

July 15th at 6:00 PM

1690 Stone Village Lane, Suite 421, Kennesaw, GA 30152

This is our dental assisting school as it allows for more space.

****WE ARE HIRING FOR MULTIPLE POSITIONS AT DIFFERENT LOCATIONS****

Text our COO, Madison Spencer, at 404-263-7206 with your full name to confirm attendance. Only confirmed applicants may attend. Please bring a printed resume.

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

[Apply Here](#)

Medical Assistant/Front Desk (Brookhaven)



1936 N Druid Hills Rd NE suite a, Brookhaven, GA 30319

Responsibilities

- Greet patients and visitors warmly, ensuring a welcoming atmosphere.
- Manage patient intake processes, including gathering medical history and vital signs.
- Utilize EHR systems to maintain accurate patient records and documentation.
- Assist with scheduling appointments and coordinating follow-up visits.
- Provide information about services offered, including dermatology, urgent care, and outpatient procedures.
- Support clinical staff by facilitating communication between patients and healthcare providers.

Qualifications:

- Previous experience in a medical or clinical setting is preferred; familiarity with hospital medicine or urgent care is a plus.
- Knowledge of medical terminology, anatomy, physiology, and ICD coding is essential.
- Experience with EHR systems to manage patient data effectively.
- Basic life support certification is required; additional certifications in geriatrics or emergency medicine are advantageous.
- Strong interpersonal skills with a focus on patient service and care.
- Familiarity with various medical specialties such as internal medicine, medical-surgical, PICU, OR experience, and level I or II trauma center operations will be beneficial.

Pay: \$20 an hour - Part-time

[Apply Here](#)

Medical Assistant (Alpharetta)



3180 North Point Parkway, Alpharetta, GA 30005

Primary care office in Alpharetta, GA is seeking a dedicated and compassionate Medical Assistant to join our healthcare team who brings kindness, organization, and excellence to every patient interaction.

Responsibilities

- **Patient Intake & Vitals:** Greet patients, guide them to exam rooms, and record vital signs (blood pressure, temperature, weight).
- **Medical Histories:** Obtain and document patient medical histories and chief complaints in electronic health records (EHR).
- **Assisting Physicians:** Help doctors during examinations and minor procedures by handing them instruments, positioning patients, and ensuring a sterile field.
- **Specimen Handling:** Collect and prepare laboratory specimens, such as Strep/Flu and Covid swabs or urine samples, and log them for testing.
- **Vaccine Administration:** Administer medications and injections as directed by a physician.
- **Wound Care:** Perform basic wound care, such as cleaning wounds, changing the bandage.

Qualifications:

- Proficiency with electronic health record, experienced with EPIC is a plus
- (EHR) systems is a MUST
- Strong interpersonal skills to effectively communicate with providers, patients and staff.
- Previous work experience in a medical practice is a MUST
- Ability to maintain patient confidentiality and follow HIPAA/OSHA guidelines.
- A commitment to providing high-quality care to all patients, including geriatrics.

Pay: \$18.50 - \$19.00 an hour - Full-time

[Apply Here](#)

Chiropractic Assistant/Receptionist (Roswell)



403 Macy Drive, Roswell, GA 30076

We're hiring! Urgently looking for someone who can start part-time and grow to handle more hours.

We're beginning our search for an Office Administrator / Chiropractic Assistant to join our rapidly growing practice!

We're looking for someone who is: **Punctual, present, and reliable**

Someone who takes ownership of their responsibilities and follows through to ensure tasks are completed correctly. Attention to detail is critical.

Comfortable asking questions when clarification is needed Receptive to feedback and eager to learn and grow

Thrives in a fast-paced, high pressure environment where expectations are high. The clinic's success depends on us as a team and we have a responsibility to the public as a healthcare clinic.

Welcoming, personable, and able to make people feel comfortable Enthusiastic and excited to be part of a growing practice

Looking for more than "just a job" and excited to contribute to a mission centered around helping people

I'm willing to train the right person who has a great attitude, strong work ethic, and genuine desire to learn.

Qualifications:

- Strong computer, typing, and software skills are important.
- Familiarity with Microsoft Office, Google Workspace, Canva, CapCut, and similar platforms is a plus.
- Medical billing, healthcare, customer service, or office administration experience is a plus, but not required.

Pay: \$18 - \$22 an hour - Part-time; Paid time off

Schedule: Start with 10-15 hours per week. Position will grow to 25-30 hours per week by September.

[Apply Here](#)

Communications Coordinator (Chamblee)



3731 Chamblee Dunwoody Road, Atlanta, GA 30341

At Simon Says Smile Orthodontics, we believe every smile begins long before treatment starts. It begins with the very first phone call, the first text message, and the first warm welcome when a family walks through our doors.

We are looking for an energetic, compassionate, and highly organized Communications Coordinator to become the heart of our practice. This person will serve as the first impression of Simon Says Smile Orthodontics and play an essential role in creating an exceptional patient experience from start to finish.

Responsibilities

- Welcome every patient and family with warmth, professionalism, and enthusiasm.
- Answer incoming phone calls with confidence and exceptional customer service.
- Communicate with patients through phone calls, text messages, email, and in-person conversations in both English and Spanish.
- Schedule appointments efficiently while maintaining an organized clinical schedule.
- Verify insurance benefits and assist with claim submission.
- Manage patient accounts, payments, and financial communication.

Qualifications:

- Is fluent in both English and Spanish (speaking, reading, and writing).
- Has a naturally bubbly, friendly, and outgoing personality.
- Loves working with children, teens, and families.
- Communicates clearly, confidently, and professionally in person, over the phone, and in writing.
- Takes pride in creating memorable patient experiences.

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

[Apply Here](#)

Optical Sales Associate (Peachtree Corners)



5270 Peachtree Pkwy NW #109a, Peachtree Corners, GA 30092

At Ferdon Family Eye Care, we strive to provide our patients with an excellent experience.

Our relaxed and patient focused optometric practice in Peachtree Corners is seeking a candidate to join our staff to provide high quality care to our patients.

Responsibilities

Responsibilities include answering phones with warm and friendly customer service, scheduling appointments, patient check-in and check-out, preparing patients for their visit, frame styling and frame adjustments and repairs.

Qualifications:

- No experience is required. All responsibilities can be learned on the job. Salary will depend on previous experience.

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

[Apply Here](#)

Personal Injury Case Manager (Sandy Springs)



5901 Peachtree Dunwoody Road, Atlanta, GA 30328

The CP Law Group, we are dedicated to helping clients navigate the complexities of personal injury claims. We are a growing firm seeking an experienced and detail-oriented Case Manager to join our personal injury team.

Responsibilities

- Support firm attorneys and staff with various duties for Personal Injury cases to facilitate and expedite service to firm clients.
- Obtain pertinent information from clients, including treatment status, doctor appointment information, changes in medical care and/or work status, documents and records information, etc.
- Communicate with insurance companies to secure policy information, acceptance of liability, and the like.
- Open and maintain client files.
- Obtain medical bills and records from healthcare providers.

Qualifications:

- Experience in Personal injury law required. Minimum of 2 years experience preferred.
- Auto insurance claims and medical records expertise required.
- Must be able to multi-task and handle tasks quickly and tactfully with all levels of Firm personnel and the public.
- Data entry proficiency and computer skills – Word, Excel, etc.
- Ability to keep case notes current and documented appropriately.
- Bilingual (English/Spanish) a plus.

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

[Apply Here](#)

Records Clerk: Another job posting by the same agency.

Pay: \$35,000 - \$40,000 a year - Full-time

[Apply Here](#)

Client Services Coordinator (Dunwoody)



2 Ravinia Drive, Atlanta, GA 30346

Responsibilities

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.

- 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
- Extreme attention to detail and organization; able to focus on multiple tasks simultaneously
- Ability to handle multiple projects, prioritize effectively and be flexible
- 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](#)

Legal Coordinator (Buckhead)



Recruiter: Maven HR Advisory Group

Work location: 3355 Lenox Rd NE #750, Atlanta, GA 30326

Edwards Law is a boutique Atlanta law firm specializing in residential real estate closings, with additional practice areas in estate planning and probate administration. We're hiring a Legal Coordinator to support all three — with real estate closings as the primary focus. This is a precision role: errors in settlement statements, probate filings, and estate planning documents carry real financial and legal consequences.

Responsibilities

Real Estate Closing Responsibilities

- Coordinate pre-closing tasks: title, payoffs, HOA letters, communication
- Prepare preliminary settlement statements for attorney review
- Maintain Qualia task lists and file organization across all active closings

Estate Planning & Probate Responsibilities

- Coordinate client intake: questionnaires, document collection, follow-up
- Prepare document signing packages; coordinate execution meetings
- Track probate court deadlines and coordinate filings and correspondence

Qualifications:

- Exceptional attention to detail — the core competency for this role
- Ability to manage multiple open files across different workflows
- Bachelor's degree preferred; equivalent experience in legal, real estate, title, estate planning, or financial services considered in lieu of degree

Preferred (not required)

- Prior experience in real estate closings, title, estate planning, probate, or legal office support
- Experience with Qualia, DocuSign, or Google Workspace
- Georgia notary commission

Pay: \$18 - \$22 an hour - Full-time; Hybrid. In-office required on days with scheduled closings. During training, in-office presence is required 2–3 days per week.

[Apply Here](#)

Estimator (Norcross)



GEORGIA AIR ASSOCIATES

6135 Northbelt Drive, Norcross, GA 30071

Georgia Air Associates, Inc. is a leading manufacturer's representative for commercial HVAC products, partnering with top industry brands to provide reliable heating, ventilation, and air conditioning solutions. We have an opening for an estimator to provide support and estimates for projects quoted by the sales team. The day-to-day initiative would be assisting the sales team with providing quotes for commercial HVAC products. Hands on training provided.

Responsibilities

- Review construction plans and specifications to obtain job specific scope
- Compile a take-off list of material to be estimated
- Provide an estimate of pricing for the equipment needed from our manufacturers
- Perform selections and obtain pricing using manufacturer software selection tools
- Obtain external vendor pricing via email communication for manufacturers that do not provide software selection/pricing tools
- Work together with a Georgia Air Associates outside sales representative to facilitate an accurate and timely quotation in a deadline driven industry to ensure repeat business
- Distribute quotation to mechanical contractors

Qualifications:

- Bachelor's Degree (preferred)
- Construction estimating or field experience (preferred)
- Experienced with Microsoft Office and Adobe
- Time management & organizational skills
- Windows-based computer knowledge
- Proficient math, written and verbal skills

Pay: \$50,000 - \$75,000 a year - Full-time

[Apply Here](#)

Spa Manager (Johns Creek)



3005 Old Alabama Road, Johns Creek, GA 30022

Spavia is hiring a full-time Designated Manager!

\$40k-\$50k annual in addition to bonus pay, which varies by location, schedule, and results; transparent ranges provided at interview.

- ✓ Performance bonuses tied to membership, retail, gift cards, utilization, reviews/NPS
- ✓ Additional earning opportunities through team performance, membership growth, retail success, and leadership bonuses.
- ✓ If you're passionate about leading teams, delivering five-star guest experiences, and elevating service standards in a calm, luxury spa environment—this leadership role is for you.
- ✓ Enjoy the balance of working in the wellness industry with a consistent, reliable schedule, allowing you to sup

Schedule & Benefits

- Full-time
- Evenings/weekends/holidays as needed
- Keyholder with opening/closing responsibilities
- 30 hours in front of the house with a consistent weekly schedule

Benefits may include:

- Paid in-house training
- Family + Friends treatment discounts

Why You Will Love Spavia

- Luxury spa feel: Retreat areas, robes, showers, top-tier products
- Guests come back: Membership model means regular guest

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

[Apply Here](#)

Social Media & Content Coordinator (Norcross)



5964 Peachtree Corners E, Norcross, GA 30071

At VERDI Motors, we're building more than electric golf carts, we're building a brand that brings people together. As we continue to grow across the country, we're looking for someone who shares our passion for creativity and storytelling

Responsibilities

- Plan, create, and publish engaging content across Instagram, Facebook, TikTok, YouTube, and other social media platforms.
- Capture high-quality photography and videography of VERDI golf carts, warehouse operations, dealerships, customer deliveries, company events.
- Manage and grow VERDI's social media presence through engagement.
- Monitor comments, messages, and reviews while responding in a friendly and professional manner.
- Assist with product launches, promotions, events, trade shows, and dealership visits.

Qualifications:

- Has a genuine passion for social media and content creation.
- Has strong photography and videography skills with an eye for composition, lighting, and storytelling.
- Has experience creating content for Instagram, Facebook, TikTok, YouTube, or similar platforms.
- Is proficient with video editing software such as CapCut, Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro, or similar.
- Is comfortable using Canva, Photoshop, Lightroom, Adobe Express, or similar creative tools.
- Professional experience is preferred, but a strong portfolio and demonstrated content creation skills are more important than years of experience.
- Experience in the automotive, powersports, golf cart, or outdoor recreation industries is a plus, but not required.

Pay: \$ \$19 - \$23 an hour - Full-time

[Apply Here](#)

HR Compliance Specialist (Sandy Springs)



270 Carpenter Drive, Atlanta, GA 30328

Family Ties, Inc., provides intensive, home-based assessment, counseling and community integration services for families and children. Our mission is to assist families in the skill and resource development necessary to safely maintain children in their home.

Responsibilities

- Analyze HR/Talent Acquisition data, identify trends, and report insights through Excel visuals and PowerPoint presentations
- Onboard and credential clinical new hires, ensuring each meets all federal, state and regulatory requirements
- Track submission of all required documentation and training for new hires
- Follow-up with new and existing colleagues to collect outstanding documentation, training renewal certificates, etc.
- Regularly check status of colleagues' certifications and ensure timely updating as appropriate
- Register new hires for background checks, 30+ online training courses, and multiple system accounts
- Help coordinate Orientation program bi-monthly, CPR/CPI classes monthly

Qualifications:

- Bachelor's degree in Human Resources field (*preferred*)
- Two years of prior HR/on boarding/ compliance experience in a fast-paced, behavioral health environment
- Skilled in MS Word, Excel & PowerPoint; EHR systems
- Team player with positive outlook.

Pay: \$38,000 - \$40,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Experienced FOH Team Members (Sales Focus) (Alpharetta)

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

One Day in Paris Group | 35 Milton Avenue, Alpharetta, GA 30009

[Apply Here](#)

Cook (Dunwoody)

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

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

[Apply Here](#)

Line Cook (Roswell)

\$19 - \$23 an hour - Part-time, Full-time

Lola's Burger and Tequila Bar | 944 Canton Street, Roswell, GA 30075

[Apply Here](#)

LITTLE REY COOK (Northcreek) | LITTLE REY SERVICE TEAM (Northcreek)

\$18 an hour - Part-time

\$18 an hour - Part-time

[Apply Here](#)

[Apply Here](#)

Rocket Farm Restaurants LLC | Atlanta, GA 30327

Store Manager (Alpharetta)

\$3,000 - \$4,500 a month - Full-time

T-Swirl Crepe | 4150 Old Milton Parkway, Alpharetta, GA 30005

[Apply Here](#)

Line Cook (Peachtree Corners) | Dishwasher (Peachtree Corners)

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

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

[Apply Here](#)

[Apply Here](#)

Marlow's Tavern | 5210 Town Center Boulevard, Peachtree Corners, GA 30092

Food service and Hospitality hiring (2)

SUPERICA COOK – UP TO \$24/hr. (Buckhead / Sandy Springs)

\$16 - \$24 an hour - Part-time

Rocket Farm Restaurants LLC | 3850 Roswell Road, Atlanta, GA 30342, USA

[Apply Here](#)

Cook (Roswell) | Assistant Manager – Restaurant (Roswell)

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

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

[Apply Here](#) |

[Apply Here](#)

IHOP Roswell | 10686 Alpharetta Hwy, Roswell, GA 30076

CAFE COMMA (coffee) (Sandy Springs)

\$15 - \$19 an hour - Part-time, Full-time

Café Comma | 6125 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

Restaurant Server (Sandy Springs)

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

Dunwoody Country Club | 1600 Dunwoody Club Dr, Atlanta, GA 30350

[Apply Here](#)

Front Desk Agent (Buckhead)

From \$15 an hour - Full-time

Hampton Inn Atlanta - Buckhead | 3398 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Housekeeping Worker (Norcross)

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

Crowne Plaza Atlanta NE - Norcross | 6050 Peachtree Industrial Blvd, Norcross, GA 30071

[Apply Here](#)

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

Caregiver/Care Partner (Roswell)

\$17 - \$21 an hour - Part-time, Full-time

Magnolia Place of Roswell Home and Memory Care | 655 Mansell Road, Roswell, GA 30076

[Apply Here](#)

Preschool Closing Assistant Director (Alpharetta)

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

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

[Apply Here](#)

Shift Supervisor (Alpharetta)

\$16.50 - \$24.00 an hour - Part-time

CVS Health | Alpharetta, GA

[Apply Here](#)

Front Desk Enrollment Specialist – Dog Training Studio (Sandy Springs)

From \$16.50 an hour - Part-time

Zoom Room Dog Training | 220 Sandy Springs Cir, Sandy Springs, GA 30328

[Apply Here](#)

Billing Specialist 2 (Alpharetta)

\$16.00 - \$22.63 an hour - Full-time

Savista, LLC | 200 North Point Center East, Alpharetta, GA 30022

[Apply Here](#)

Healthcare Administrative Assistant (Berkeley Lake)

\$16 an hour - Full-time

Gaddiel Home Care Services, Inc. | 3300 Holcomb Bridge Rd, Norcross, GA 30092

[Apply Here](#)

Veterinary Receptionist (Brookhaven)

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

Buckhaven Veterinary Clinic, LLC | 4226 Peachtree Rd NE, Atlanta, GA 30319

[Apply Here](#)

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

Pre-Kindergarten Teacher (Sandy Springs)

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

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

[Apply Here](#)

Veterinary Assistant (Dunwoody)

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

Winters Chapel Animal Hospital | 3017 Peeler Road, Atlanta, GA 30360

[Apply Here](#)

Veterinary Receptionist/CSR (Roswell)

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

Azalea Veterinary Clinic | 9420 Willeo Road, Roswell, GA 30075

[Apply Here](#)

Assistant GA Pre-K Teacher (Alpharetta)

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

Endeavor Schools | 2852 Holcomb Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

GA Pre-K Assistant Teacher (Roswell)

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

Chroma Early Learning Academy | 1255 Upper Hembree Rd, Roswell, GA 30076

[Apply Here](#)

Georgia Pre-K Assistant Teacher (Johns Creek)

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

Tabula Rasa The Language Academy | 11035 Jones Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

Caregiver 7A-7P & 7P-7A (Norcross)

From \$15 an hour - Full-time

Highlands at Norcross | 680 Holcomb Bridge Road, Norcross, GA 30071

[Apply Here](#)

Others hiring

Team Leader (Doraville)

\$17 an hour - Full-time

Thrillz Parks | 4280 Northeast Expy, Atlanta, GA 30340

[Apply Here](#)

Eyewear Specialist (Roswell)

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

InFocus Eyecare | 910 Holcomb Bridge Road, Roswell, GA 30076

[Apply Here](#)

Events Assistant - Entry Level (Atlanta 30345)

From \$600 a week - Full-time

A.I.M ATL | 2635 Century Parkway NE, Atlanta, GA 30345

[Apply Here](#)

Retail Sales Specialist – Computing (Alpharetta)

\$15.00 - \$19.22 an hour - Part-time, Full-time

Best Buy | 975 North Point Drive, Alpharetta, GA 30022

[Apply Here](#)

Geek Squad Agent (Retail Store) (Dunwoody)

\$15.00 - \$19.22 an hour - Part-time, Full-time

Best Buy | 1201 Hammond Dr NE Ste C, Atlanta, GA 30346

[Apply Here](#)

Seamstress / Sewing Assistant (Doraville)

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

OmniPROTEX | 3404 Oakcliff Rd # C2, Atlanta, GA 30340

[Apply Here](#)

Automotive Cashier (Roswell)

From \$15 an hour - Full-time

Rick Case Automotive | 11446 Alpharetta Hwy, Roswell, GA 30076

[Apply Here](#)