
Office Administrator / HR Coordinator (Peachtree Corners)



3265 Saturn Ct, Peachtree Corners, GA 30092

Acme International, Inc. is an established importer and distributor of ethnic food products serving retailers, supermarkets, foodservice customers, and e-commerce channels across multiple states. We are seeking a highly organized, dependable, and bilingual Office Administrator / HR Coordinator.

Responsibilities

- Provide day-to-day administrative support for office and business operations.
- Maintain organized company records, employee files, and administrative documentation.
- Use **Microsoft Excel** to create and maintain spreadsheets, reports, data analysis, inventory-related records, and other business information.
- Use **QuickBooks** for accounting-related tasks, data entry, reporting, and record maintenance.
- Assist with employee onboarding, new-hire paperwork, attendance records, personnel files, and other HR administrative functions.

Qualifications:

- Previous experience in office administration, administrative support, HR coordination, or a similar position.
- **Fluency in both English and Spanish is required.**
- Proficiency in **Microsoft Excel**, including formulas, sorting, filtering, formatting. Preferred: Intermediate or advanced Excel skills, including **PivotTables, XLOOKUP/VLOOKUP, and basic data analysis.**
- Working knowledge of **QuickBooks**. Preferred: Experience with **QuickBooks Enterprise**
- Experience with HR-related functions such as employee onboarding, personnel documentation, attendance tracking or recruiting support.

Pay: \$48,000 - \$53,000 a year - Full-time

[Apply Here](#)

Administrative Assistant (Roswell)



11040 Crabapple Road, Roswell, GA 30075

Administrative Assistants set the tone for our company's relationship with each client. The ideal candidate will possess strong phone etiquette, organizational skills, attention to detail, and the ability to handle confidential information with discretion.

Responsibilities

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

Qualifications:

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

Preferred Qualifications

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

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

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

[**Apply Here**](#)

Client Officer (Buckhead)



3280 Peachtree Road, Atlanta, GA 30305

City National Bank was founded in 1954 by entrepreneurs for entrepreneurs and that legacy of integrity, community and unparalleled client relationships continues today. City National is a subsidiary of Royal Bank of Canada, one of North America's leading diversified financial services companies.

Responsibilities

Functions as part of a cohesive unit to service client transactions and is responsible for upholding the operational integrity of the branch as defined by management and bank policy. This colleague understands and is able to execute all functions of the daily processes, including, but not limited to, appropriate cash handling responsibilities. In addition, supports, develops, motivates, and coaches banking office sales/service colleagues. Is one of the experts in risk management and loss prevention. Partners with the CM in completing, monitoring and auditing branch certifications and operational reviews. Utilizes an organized approach to manage and prioritize daily activities to meet all deadlines.

Qualifications:

- Minimum 3 years of direct sales experience required.
- Minimum 2 years experience in a banking environment required.
- Minimum 2 years of basic computer experience (e.g. Microsoft Word, Excel, Outlook) required.
- Must be in good standing under "The Secure and Fair Enforcement for Mortgage Licensing Act of 2008" (Safe Act) and must be registered/licensed with the "Nationwide Mortgage Licensing System and Registry"; or must be able to be registered under the Safe Act
- Good knowledge of Bank policies, procedures and regulatory compliance.
- Working knowledge of Bank products and services.
- General knowledge of Bank audit procedures.

Pay: \$22.27 - \$33.43 an hour - Full-time

[**Apply Here**](#)

Legal Assistant (Alpharetta)



960 North Point Parkway, Alpharetta, GA 30005

Cipriani & Werner is a multidisciplinary law firm. The Atlanta Office in Alpharetta, GA is looking for a Legal Assistant to join our growing team.

Responsibilities

Responsibilities include, but are not limited to:

- Assist with subpoena preparation.
- Prepare legal letters.
- Organize and manage case files.

Qualifications:

- Highschool Diploma required; Some college education preferred.
- Paralegal experience required.
- Proficiency in Microsoft Office 365, Excel, and e-document management software preferred.
- Must be a self-motivated independent thinker with excellent time management skills, strong organizational skills, and outstanding communication skills with the ability to work as a team member in a high-volume fast paced work environment.

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

This is an in-person position. Work schedule is Monday-Friday 8:00am-4:00pm.

[**Apply Here**](#)

Immediate Assistant Property Manager – LIHTC (Sandy Springs)



6780 Roswell Rd NE, Sandy Springs, GA 30328

This job requires someone with experience in affordable housing programs and a strong ability to manage the day-to-day operations of the property efficiently and in compliance with all policies.

Responsibilities

- Oversee all aspects of the renovation process, including creating and maintaining turnkey and renovation schedules.
- Reviewing all lease files to make sure they are in accordance with the ARP lease file audit program.
- Perform collection of move-in monies and monthly rental payments on-site.
- Perform evictions, utility cut-offs and landlord liens as required on delinquent rents.
- Responsible for obtaining service contracts, vendor relations, process all vendor invoices and obtain certificates of insurance.
- Ensure lease files are complete and being executed properly with proper income documentation.

Qualifications:

- Your resume **MUST** clearly show 1-2 years of experience with the *Low-Income Housing Tax Credit (LIHTC)* program.
- Knowledge of *LIHTC* policies and procedures is required.
- On-site experience with affordable housing is a plus.
- A minimum of 2 years of prior property management experience.

Pay: \$22 an hour - Full-time

[Apply Here](#)

Medical Billing and Coding Specialist (Onsite)- Bilingual Preferred (Buckhead)



3414 Peachtree Rd, Atlanta, GA 30326

New South Medical is an interventional medicine practice with multiple locations in the Metro Atlanta Area. Our practice is dedicated to evaluating and treating acute pain associated with soft tissue injuries.

We are looking for an experienced Medical Biller/Coder to join our team. The ideal candidate should have a thorough understanding of medical coding and billing regulations, as well as excellent communication and customer service skills.

Responsibilities

- Code medical visits, procedures, etc.
- Process medical claims and invoices accurately and in a timely manner.
- Post payments to patient charts
- Maintain accurate patient records.
- Read and understand medical notes
- Communicate with appropriate parties to resolve discrepancies.
- Provide customer service to patients and patient representatives regarding billing issues.
- Maintain knowledge of coding systems and regulations.
- Identify billing errors and take corrective action.
- Proper documentation and record keeping for all bills, records, and claims

Qualifications:

- Highschool diploma or GED equivalent required. Associates degree preferred.
- 2+ years experience preferred
- Able to work in office Monday-Friday with reliable transportation
- Experience with eClinicalWorks a plus

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

[**Apply Here**](#)

ABA Operations Manager (Dunwoody)

The logo for Mommy Angels, featuring the words "Mommy Angels" in a white, stylized font on a red rectangular background.

1 Dunwoody Park, Atlanta, GA 30338

At Mommy Angel's Autism Center, we provide a nurturing and supportive environment where children with autism can thrive. We are seeking a dynamic and highly organized ABA Operations Manager to lead the daily operations of our behavioral health practice specializing in Applied Behavior Analysis (ABA).

Responsibilities

- Oversee the day-to-day operations of the ABA practice, including scheduling, patient management, and clinical workflows.
- Manage fiscal responsibilities such as budgeting, financial management, medical billing, and resource allocation to ensure operational sustainability.
- Supervise clinical and administrative staff, providing guidance on performance standards, training, and professional development.
- Ensure compliance with healthcare regulations including HIPAA, JCAHO standards, state licensing requirements, and health policy policies.
- Maintain accurate medical records using Electronic Health Record (EHR) systems such as Theralytics; oversee documentation quality and confidentiality.

Qualifications:

- Proven experience in healthcare practice management with strong knowledge of medical office operations and healthcare regulations.
- Expertise in fiscal management including budgeting, financial oversight, and medical billing processes.
- Supervising experience managing teams within a healthcare or dental setting; excellent managerial communication skills.
- Proficiency with EMR/EHR systems such as Central Reach or Theralytics, familiarity with patient management software is essential.
- Deep understanding of medical terminology, medical records management, HIPAA compliance, and health regulation policies.

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

[**Apply Here**](#)

Optometric/Ophthalmic Receptionist/Technician for Lead Office Role (Brookhaven)



500 Brookhaven Ave, Brookhaven, GA 30319

Join our dynamic healthcare team as an Optometric Clinical Administrative Assistant, where we help people see better. In this vital cross-trained role, you will serve as the first point of contact for patients, ensuring a warm, welcoming environment while supporting the clinical team with essential eye care procedures. Your enthusiasm and organizational skills will help streamline daily operations, promote patient satisfaction, and uphold the highest standards of medical and optical excellence.

Responsibilities

*****Prior experience with reception/front desk is REQUIRED. If no history of prior leadership, promotion to lead position is attainable for those who quickly learn and retain info and skills***

- Greet patients warmly upon arrival
- Answer phone calls/faxes as needed
- Create or reschedule appointments
- Efficiently manage check-in and check-out procedures at the front desk
- Prepare patients for eye examinations by doing pretesting
- Contact lens organization and training
- Maintain patient records according to HIPAA regulations
- Train new staff (once in lead role)

Qualifications:

- Communicate well with patients
- Proficiency in HIPAA compliance
- Quick to learn technology and routines
- Math skills to ensure proper billing during check out
- Experience working with diverse patient groups

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

[Apply Here](#)

Intake Specialist/Customer Service (Home Health) (Dunwoody)



400 Perimeter Center Terrace #300, Atlanta, GA 30346

Our healthcare company specializes in providing comprehensive, compassionate home care services through the applicable Medicaid Waiver programs.

Responsibilities

- Client Assessment: Conduct thorough assessments of potential clients to determine their eligibility and care needs.
- Program Eligibility: Review and verify documentation to confirm eligibility criteria for enrollment in the Source and CCSP programs.
- Intake Process: Facilitate the intake process by collecting and documenting client information, including medical history, care preferences, and personal details.
- Communication and Collaboration: Collaborate with healthcare professionals, case managers, and family members to gather additional information, address concerns, and ensure a smooth transition for clients.

Qualifications:

- Education: Preferred - Bachelor's degree in healthcare administration, social work, nursing, or a related field.
- Experience: Previous experience in healthcare intake, case management, or a similar role is highly desirable.
- Knowledge: Familiarity with Medicaid Waiver programs and their eligibility criteria is advantageous.
- Technology Proficiency: Proficient in using electronic health records (EHR) systems and MS Office suite.
- Ethical Standards: Maintain a high level of integrity, adhering to ethical standards and confidentiality guidelines.

Pay: \$22 an hour - Full-time

[Apply Here](#)

Staffing Coordinator (Alpharetta)



12200 Crabapple Road, Alpharetta, GA 30004

Recognized as a **Great Place to Work®**, Arbor is proud to be one of only 20 companies named by Fortune as a **Best Workplace in Aging Services**.

Responsibilities

- Create and manage schedules for our care department to ensure excellent resident coverage
- Recruit, interview, and help hire outstanding caregivers and Med Techs
- Fill open shifts and proactively manage call-offs
- Support timekeeping, attendance, PTO, and leave management
- Partner with department leaders to anticipate staffing needs
- Build positive relationships with team members while balancing business needs
- Respond to after-hours scheduling calls (evenings and weekends) as part of the on-call rotation
- Help create a positive employee experience from interview through onboarding

Qualifications:

- High school diploma or equivalent required
- Previous staff scheduling experience **required**
- Experience using OnShift or a similar employee scheduling system strongly preferred
- Healthcare or senior living experience preferred
- Ability to work on-site at Arbor Terrace Crabapple
- Willingness to participate in after-hours scheduling support

Pay: \$19.00 - \$21.50 an hour - Full-time

[Apply Here](#)

Direct Support Staff- Case Manager (Roswell)

Just People, Inc.

3000 Dowling Dr, Roswell, GA 30075

"Just" People, Inc. is a private, not-for-profit agency that provides a wide variety of support services to adults with developmental disabilities, mental illnesses, and head injury.

Responsibilities

The ideal employee will be ENERGETIC, CREATIVE, compassionate, detail oriented, and have excellent time management skills.

Direct Support Staff- Our Case Managers will work closely with a group of individuals with developmental disabilities in their own apartment. You have the ability to make a positive impact on someone's life daily! You will help members with multiple areas of their life, from scheduling calendars, to cooking skills, medication management, doctor appointments, cleaning skills, etc. Staff will assist with monitoring behaviors, interpersonal skills, and document goals and progress.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, walk and take flights of stairs multiple times during the shift. Walking from one apartment to another is an everyday requirement. The employee is required to be able to safely operate a motor vehicle.

- Must pass drug test, fingerprinting, and background check
- Driving record will be required to be cleared for insurance
- Must be over 21 years of age

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

Full Time Position- This is a Sunday to Thursday or Tuesday to Saturday schedule including evening hours.

[Apply Here](#)

Implementation Consultant (Alpharetta)



5800 Windward Pkwy, Alpharetta, GA 30005

ADP is hiring a Human Resources **Implementation Consultant**. Your #1 goal is to successfully implement clients on HCM products and services. To thrive in this role, you have a way with clients and project team members that builds rapport, establishes trust, and shines with professionalism.

Responsibilities

- You will partner with clients to truly understand their business and related needs, building long-term trust. You will become the most credible resource, focused on analyzing the client's existing systems, interface requirements, and business processes.
- You will incorporate new processes, tools, and approaches when recommending an ADP solution.
- You will adopt a lifelong learner mentality that enables your career to soar by participating in process improvement initiatives and finding new ways to improve the business.

Qualifications:

- At least 2 years of experience working in an implementation or business consulting environment
- At least 1 year of experience working in Human Resources
- A college degree is great but not required. What's more important is having the skills to do the job.
- Experience noted above, OR Military Experience. We recognize and appreciate the unique talents and experiences Veterans bring to the table.

Preferred Qualifications - **BONUS POINTS FOR THESE**

- You're proficient in the latest web technologies with working knowledge of various operating system
- Proficient using Microsoft Office, FinancialForce, -other relevant system

Pay: \$55,500 - \$103,700 a year - Full-time

[Apply Here](#)

Administrative Assistant (Roswell)

Gladiator Marketing Management

1010 Merrivale Chase, Roswell, GA 30075

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

Responsibilities

- Manage front desk responsibilities, including greeting visitors and handling multi-line phone systems with professionalism and courtesy.
- Perform data entry tasks accurately using spreadsheets, Microsoft Office, Google Workspace, and other productivity software.
- Coordinate calendar management and schedule appointments for team members and clients efficiently.
- Handle clerical duties such as filing, proofreading documents, and maintaining organized records.
- Provide excellent customer support and client communication via phone, email, and in person, ensuring a positive experience.

Qualifications:

- Proven experience in an office environment with strong clerical skills and familiarity with office management procedures.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, spreadsheets, and data entry tools.
- Excellent computer literacy with the ability to adapt quickly to new software applications.
- Strong organizational skills with keen attention to detail for proofreading and document accuracy.
- Exceptional phone etiquette and communication skills; bilingual abilities are a plus for diverse client interactions.
- Experience with multi-line phone systems and front desk operations is highly desirable.

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

[Apply Here](#)

Sales Consultant (Dunwoody)

verizon Company Store

123 Perimeter Center West, Atlanta, GA 30346

Victra is Verizon's largest premium retailer in the United States. We are seeking Sales Consultants who deliver world-class service to Every Guest. Every Time. From executing Victra's sales process to sharing your product knowledge, you will connect our guests to what matters most.

Responsibilities

- Achieve and exceed monthly sales goals.
- work alongside peers and store leaders, learning and sharing ideas while serving customers and providing resolutions to issues.
- Be passionate guest advocate with the desire to be yourself when connecting and having fun doing it!
- Provide product benefits and solution recommendations through exceptional customer service to deliver what our customers need.
- Create personal connections with guests to make tech look simple.
- Foster a competitive drive and ability to succeed in a fast-paced sales environment.
- Assist with merchandising and operational functions.

Qualifications:

- High school diploma or GED.
- One or more years of customer service, preferably in a retail or sales environment.
- Willingness to work evenings, weekends, holidays, November through December, and/or during peak vacation periods.
- At least 18 years of age
- Demonstrated experience communicating with customers to find solutions.

Pay: \$40,000 - \$64,000 a year - Full-time (average annual salary of \$40,000 to \$64,000, combining a base hourly rate plus uncapped commission.)

[Apply Here](#)

Logistics Coordinator (Roswell)



1125 Northmeadow Parkway, Roswell, GA 30076

Applied Information, Inc. is a nationwide leader in Intelligent Transportation Systems (ITS), connected vehicle technology, and smart city solutions. Our Glance® platform and AI-enabled transportation hardware are deployed in thousands of communities to improve safety, efficiency, and mobility.

As a pivotal member of our shipping and receiving team, you'll report directly to the logistics manager. Your primary responsibilities will focus on the efficient handling of incoming and outgoing shipments.

Responsibilities

- Receiving incoming shipments, verifying contents against purchase orders, and ensuring accuracy.
- Processing, packaging, and preparing outgoing orders for shipment.
- Managing inventory levels and conducting regular stock checks.
- Using shipping software and equipment to create shipping labels and track packages.
- Collaborating with carriers to ensure a timely and accurate delivery of shipments.
- Inspecting goods for damage or defects and reporting discrepancies to the appropriate parties.

Qualifications:

- Experience in shipping and receiving roles preferred. Familiarity with inventory management practices.
- Proficiency in using shipping software and equipment.
- Detail-oriented with strong organizational skills.
- Ability to lift and move heavy packages.
- Good communication skills for coordinating with carriers and team members.

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

[**Apply Here**](#)

Account Servicing Associate (Total Loss) (Atlanta 30339)



4100 Wildwood Pkwy Atlanta, GA 30339

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 3 million consumers and businesses.

The Account Servicing Associate is responsible for supporting functions and processes within Account Servicing by processing all requests received via multiple channels. This role will ensure all requests/tasks are processed within HCAs timeframes, adhere to HCA's policy and procedures, per stated workflows and all requests are handled in an expeditious manner per HCA's KPI's.

Responsibilities

Account Servicing Activity

- Process account servicing requests, including but not limited to title processes, vehicle protection product (VPP) cancellations, total loss claims and lease buyout transactions, in accordance with established SLAs.
- Respond to emails and resolve escalated account issues within designated timeframes, using a customer-centric approach to ensure a positive experience.
- Ensure productivity, quality, and compliance standards are consistently met.
- Prepare, send, and archive documentation in alignment with HCA policies and procedures.

Qualifications:

- Minimum 1 year of experience working in a customer service role in a fast-paced operations environment.
- Auto finance experience a plus.
- High School diploma or GED.
- Proficient with Microsoft Office Suite and working knowledge of general office equipment.

Pay: \$39,088 - \$58,632 a year - Full-time

[**Apply Here**](#)

Staff Accountant (Dunwoody)



1637 Mount Vernon Road, Dunwoody, GA 30338

SDA CPA Group is a growing accounting and tax firm serving small businesses across North Metro Atlanta and the GA-400 corridor. We provide accounting, tax planning, payroll, and financial reporting as one integrated system — proactively, not just at tax season. Our brand promise: Relax, We Make Accounting Easy.

Responsibilities

This is a bookkeeping and client accounting role, not a tax preparation position. You'll manage a portfolio of small business clients and take ownership of their monthly bookkeeping, financial statements, and day-to-day accounting needs.

- Prepare monthly financial statements
- Reconcile bank and credit card accounts
- Record payroll, depreciation, and other journal entries
- Assist with sales tax preparation and filing
- Process client bill pay and invoicing
- Communicate with clients regarding bookkeeping and QuickBooks Online questions
- Maintain accurate and timely work within SDA workflows and deadlines

Qualifications:

- 2+ years of bookkeeping, accounting, or client accounting experience
- 2+ years of QuickBooks Online experience
- Experience in preparing financial statements and account reconciliations
- Strong attention to detail and organizational skills
- Professional written and verbal communication skills
- Ability to manage multiple clients and deadlines.

Pay: \$25 an hour - Full-time

Georgia residents may work remotely, in a hybrid arrangement, or from our Dunwoody office. This is a full-time role with flexible work hours - typically 9 AM to 5 PM

[Apply Here](#)

Bookkeeper/Accounting Coordinator (Alpharetta)



1110 Powers Pl, Alpharetta, GA 30009

Processors Co-Op, was founded in 1992 by Alan Brown, Sr. and has evolved throughout the years to become PCO Foods. We are a specialty food supplier based in Atlanta, GA offering sales, import, export, marketing and redistribution services to customers worldwide. We are seeking a detail-oriented and proactive Bookkeeper/Accounting Coordinator to join our family owned small business.

Responsibilities

- Perform data entry and maintain accurate accounting records
- Perform general ledger accounting, including journal entries, and account reconciliation processes.
- Conduct bank reconciliations and balance sheet reconciliations to ensure accuracy of financial data.
- Manage accounts payable and accounts receivable processes efficiently, ensuring timely payments and collections.
- Prepare financial reports, including statements and summaries that adhere to GAAP (Generally Accepted Accounting Principles).

Qualifications:

- Experience with bank reconciliation, journal entries, general ledger reconciliation, and balance sheet management.
- Knowledge of accounts payable/receivable processes and tax-related procedures.
- Ability to perform detailed account analysis and prepare accurate financial reports.
- Excellent organizational skills with a keen eye for detail in account reconciliation and financial data .
- Strong communication skills to collaborate effectively.

Pay: \$20 - \$25 an hour - Full-time

[Apply Here](#)

AR Refund Specialist 2 (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

We partner with healthcare organizations to problem solve and deliver revenue cycle improvement services that enable their success, support their patients, and nurture their communities. The Refund Specialist-Insurance is responsible for reviewing accounts, identifying insurance overpayments and credit balances. Evaluates and verifies refunds are issued in accordance with current.

Responsibilities

- Reviews refund/overpayment requests from insurance payers to determine if an overpayment has occurred.
- Reviews and resolve credit balances through credit transfers, account corrections and refund request form completion for manual refund check requests.
- Identifies root causes and trends contributing to patient and insurance credit balances and works collaboratively with all areas of the revenue cycle to improve efficiency and eliminate these issues.
- Posts debits for approved refunds.

Qualifications:

- Associate's degree in accounting, business, finance or an equivalent combination of training and experience with revenue management in healthcare setting.
- 1-3 years' experience in health care/managed care environment, preferably in a large physician practice or a combination of experience and education.
- 1 year of experience with complex refunds to insurance
- Advanced Excel and financial analysis related to physician reimbursement

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

[Apply Here](#)

Supervisor, Accounts Receivable Specialist: Another job posting by the agency.

Pay: \$44,304 - \$55,638 a year - Full-time

[Apply Here](#)

Appeals Specialist (Doraville)

Mount Yonah Medical Billing

Winters Chapel Road, Doraville, GA 30360

Mount Yonah Medical Billing is a growing 3rd party billing company specializing in substance abuse and mental health billing. We are looking for dedicated individuals to join our team! We are located in Atlanta, GA (Dunwoody/ Doraville).

Responsibilities

The Appeals Specialist is a vital member of the MYMB System of Care. The Appeals Specialist is responsible for managing and resolving insurance claim denials by submitting timely, accurate, and compliant appeals. This role requires strong knowledge of payer guidelines, medical documentation, and revenue cycle processes to ensure maximum reimbursement and reduce claim denials.

Qualifications:

- High school diploma or equivalent (required)
- Minimum of 1–2 years of experience in medical billing, appeals, or denial management
- Strong understanding of insurance guidelines, CPT, ICD-10, and HCPCS coding
- Familiarity with Medicare, and commercial payer appeal processes
- Proficient in electronic health records (EHR) and billing systems
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Ability to manage multiple appeals and deadlines simultaneously

Pay: \$17 - \$20 an hour - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Line Cook (Buckhead)

\$23 - \$27 an hour - Part-time

True Food Kitchen | 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Server (Roswell)

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

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

[Apply Here](#)

COOK (FULL TIME) (Peachtree Corners)

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

Eurest (part of Compass Group) | 3795 Data Dr, Peachtree Corners, GA 30092

[Apply Here](#)

Server (Alpharetta)

From \$20 an hour - Full-time

Amasa Mexican Kitchen | 15 Academy Street, Alpharetta, GA 30009

[Apply Here](#)

Sous Chef (Doraville)

From \$20 an hour - Part-time

Minhwa Spirits | 2421 Van Fleet Cir Ste 124, Doraville, GA 30360

[Apply Here](#)

Line Cook/Prep Cook (Dunwoody)

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

Horse and monkey cafe | Dunwoody, GA 30338

[Apply Here](#)

Housekeeping Attendant (Sandy Springs)

\$18 an hour - Full-time

Cherokee Town & Country Club | 665 Hightower Trail, Sandy Springs, GA 30350

[Apply Here](#)

Food service and Hospitality hiring (2)

Hotel Front Desk Agent (Alpharetta)

\$18 an hour - Full-time

SPRINGHILL SUITES ALPHARETTA | 12730 Deerfield Parkway, Alpharetta, GA 30004

[Apply Here](#)

Server (Norcross)

Up to \$18 an hour - Full-time

Waffle House | Norcross, GA 30092

[Apply Here](#)

Shift Lead – 4023 (Roswell)

From \$17 an hour - Part-time

Five Guys | 1133 Woodstock Rd # 100, Roswell, GA 30075

[Apply Here](#)

Bartender (Johns Creek)

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

Snook's Grill | 8465 Holcomb Bridge Rd Ste 550, Johns Creek, GA 30022

[Apply Here](#)

Cook (Roswell)

From \$16 an hour - Part-time

Movie Tavern Roswell | 4651 Woodstock Road, Roswell, GA 30075

[Apply Here](#)

Server (Peachtree Corners)

\$15 - \$35 an hour - Full-time

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

[Apply Here](#)

Host (Buckhead)

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

Hal's on Old Ivy | 30 Old Ivy Rd NE, Atlanta, GA 30342

[Apply Here](#)

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

Medical Assistant/Front desk (Brookhaven)

\$20 an hour - Part-time

Mend Primary Care | 1936 N Druid Hills Rd NE suite a, Brookhaven, GA 30319

[Apply Here](#)

Male caregiver (Roswell)

\$18 an hour - Full-time

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

[Apply Here](#)

Janitor (Alpharetta)

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

Chemence Medical Inc | 1121 Alderman Drive, Alpharetta, GA 30005

[Apply Here](#)

Patient Ambassador (Roswell)

\$17 an hour - Full-time

HHS Culinary and Nutrition Solutions, LLC (USA) | 3000 HOSPITAL BLVD, Roswell 30076

[Apply Here](#)

On-line Auction & Relocation Specialist Roswell (Roswell)

From \$17 an hour - Part-time

Caring Transitions of Roswell & Buckhead | 4573 Chatsworth Overlook NE, Roswell 30075

[Apply Here](#)

Pediatric Dental Front Desk Position (Roswell)

\$16 - \$21 an hour - Full-time

Pediatric Dentistry & Orthodontics | Roswell, GA 30075

[Apply Here](#)

Dental Assistant-entry level (Alpharetta)

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

Pediatric dentist | Alpharetta, GA 30022

[Apply Here](#)

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

Pharmacy Customer Service Associate (Alpharetta)

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

Walgreens | 3003 Old Alabama Road, Alpharetta, GA 30022

[Apply Here](#)

Receptionist (Roswell)

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

Care More Chiropractic | 1580 Holcomb Bridge Rd #20, Roswell, GA 30076

[Apply Here](#)

Georgia Pre-K Assistant Teacher (Johns Creek)

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

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

[Apply Here](#)

Support Teacher | Preschool Assistant Teacher | Infant Teacher
\$15 - \$16 an hour - Full-time | \$14 - \$16 an hour - Full-time | \$14 - \$16 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

[Apply Here](#)

Primrose School of Roswell North | 11160 Crabapple Road, Roswell, GA 30075

Dog Daycare Attendant Shift Leader (Brookhaven)

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

Dogtopia of Brookhaven | 2152 Johnson Ferry Rd NE, Atlanta, GA 30319

[Apply Here](#)

Experienced Pet Store Retail Associate (Dunwoody)

\$15 an hour - Part-time

WOOF GANG DUNWOODY LLC | 4511 Olde Perimeter Way Suite 200, Dunwoody, GA 30346

[Apply Here](#)

Others hiring

Cleaner/Janitor (Buckhead)

\$28 - \$38 an hour - Part-time

North Co Commercial Cleaning | 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Supervisor (Sandy Springs)

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

Metropolis Technologies | 1000 Johnson Ferry Road NE, Atlanta, GA 30342

[Apply Here](#)

Custodian III (Dunwoody)

\$17.11 - \$20.52 an hour - Full-time

Georgia State University | 2101 Womack Rd, Dunwoody, GA 30338

[Apply Here](#)

Dry Cleaning Presser (Sandy Springs)

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

Fabricare Center Cleaners | 8611 Roswell Road, Atlanta, GA 30350

[Apply Here](#)

Stock Worker and Receiver (Buckhead)

\$17.00 - \$18.50 an hour - Full-time

Sodexo | 950 East Paces Ferry Road NE, Atlanta, GA 30326

[Apply Here](#)

RECEPTIONIST/PHONE OPERATOR--NOT REMOTE POSITION (Norcross)

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

CTC Plumbing Services LLC | 6447 Warren Dr, Norcross, GA 30093

[Apply Here](#)

Housekeeper/ House Cleaner- No Nights/No Weekends. (Sandy Springs)

From \$16 an hour - Full-time

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

[Apply Here](#)