
Communications Coordinator (Doraville)



3725 Park Avenue, Doraville, GA 30340

The Communications Coordinator serves as the central point of contact for all internal and external communications, ensuring that the City presents a unified, transparent and accessible message to residents, businesses and stakeholders.

Responsibilities

- Develop, coordinate, and distribute internal and external communications to support City priorities, initiatives, public info needs.
- Serve as the primary communication lead for the City's transition into the new City Hall, delivering clear updates on facility information, service changes, and community impacts.
- Manage and maintain the City's website, social media platforms, digital newsletters, and other communication channels, ensuring timely and accurate content.
- Support all City departments with writing, editing, graphic design, and communications planning for newsletters, announcements, outreach materials, presentations, and special events.

Qualifications:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Public Administration, or a related field.
- Two (2) years of experience in communications, public information, digital media management, or a related area.
- Experience with social media management, website content updates, and basic graphic design tools (e.g., Canva, Adobe, etc.).

Preferred Qualifications

- Experience working in municipal government /public-sector communication.
- Bilingual abilities (Spanish or other languages prevalent in Doraville).
- Experience with video editing, photography, or content creation.
- Knowledge, Skills & Abilities: Proficiency with digital communication tools, content management systems, and social platforms.

Pay: \$22 - \$34 an hour - Full-time

[Apply Here](#)

Administrative Assistant (Chamblee)



1954 Airport Road, Chamblee, GA 30341

Founded in 2010, Wisemen Multimedia, LLC is a HUBZone certified hybrid digital business ecosystem creator for people, processes, and technologies. Our principal office is located at Peachtree Dekalb Airport in a designated Opportunity Zone. Wisemen Multimedia, LLC is seeking an organized, proactive, and detail-oriented Administrative Assistant to provide comprehensive administrative support to company leadership and multiple departments.

Responsibilities

- Provide administrative support to executives and department managers.
- Manage calendars, schedule meetings, and coordinate appointments.
- Prepare correspondence, reports, presentations, and meeting materials.
- Maintain electronic and physical filing systems.
- Coordinate travel arrangements and expense documentation when needed.
- Assist Human Resources with onboarding documentation, personnel records, and administrative processes.

Qualifications:

- High school diploma or GED.
- Minimum two (2) years of administrative support experience.
- Strong proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams.

Preferred

- Associate or Bachelor degree in Business Administration or a related field.
- Experience supporting executive leadership.

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

[Apply Here](#)

Receptionist: Another job posting by the same agency.

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

[Apply Here](#)

Office Administrator (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. Georgia Air Associates is seeking a dependable, organized, and detail-oriented Office Administrator to support the daily operations of our accounting, sales, and warehouse teams.

Responsibilities

- Answer phones and greet customers, vendors, and visitors.
- Process customer invoices, payments, and daily receipts.
- Enter vendor invoices and assist with accounts payable.
- Support shipping, warehouse ticket processing, and customer order documentation.
- Maintain customer, vendor, and project records.
- Assist with sales tax documentation, job files, and construction paperwork.
- Prepare customer statements and general correspondence.
- Order office supplies and maintain an organized office environment.
- Assist the Accounting Manager with reports, special projects, and month-end/year-end activities.
- Collaborate with the sales, warehouse, and accounting teams to ensure efficient office operations.

Qualifications:

- 2+ years of administrative or accounting experience preferred.
- Proficiency with Microsoft Office; QuickBooks experience is a plus.
- Excellent organizational, communication, and customer service skills.
- Strong attention to detail and ability to prioritize multiple tasks.
- Professional attitude with the ability to work independently and as part of a team.

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

[Apply Here](#)

Middle School Admin Assistant (Roswell)



700 Grimes Bridge Road, Roswell, GA 30075

We are seeking a dynamic and organized Middle School Admin Assistant to join our educational team!

Responsibilities

- Retrieves messages from the Middle School voice mail and forwards messages and/or information to appropriate personnel.
- Serves as the primary point person for tracking the daily locations of Middle School personnel and students.
- Answers incoming telephone calls, determines the purpose of callers, and forwards calls to appropriate personnel or department.
- Facilitates and maintains the Middle School AM check-in system and communicates student issues in the early morning email to staff. Supervises the aide who handles the attendance check.
- Facilitates and maintains Middle School early check-out documentation and ensures that the authorized person signs the student out. Maintains Middle School students' attendance for MS
- Participates in office staff meetings, takes official notes, and maintains the minutes for reference. Post them in MS Google Classroom
- Coordinates Rising 9 grade meetings with HS principal for all 8 grade student families looking for re-enrollment for high school.
- Organizes and maintains systems for the campus locator to include:
 - Staff schedules
 - Student current semester academic schedule
 - Current phone numbers and addresses of staff and parents
 - Sports and extracurricular events information
 - Calendar events
 - Emergency Binder
- Maintains the copy machine, assists users, and orders supplies needed for proper function. Able to troubleshoot problems with the machine.

Pay: \$19 - \$22 an hour - Full-time

[Apply Here](#)

After School Engagement Staff (K - 6th Grade) (Roswell)



1335 Northmeadow Pkwy #100, Roswell, GA 30076

International Charter School Of Atlanta seeks a qualified and passionate after school program (ASP) Engagement Staff to work with students after school to assist with student homework, and to work with students in enrichment activities such as art, music, team building and STEM.

Responsibilities

- Provide consistent one-on-one support to an assigned kindergarten student.
- Assist the student with transitions, routines, activities, communication, and social interactions.
- Follow the student's approved support and safety plan.
- Encourage participation in activities while promoting independence.
- Observe the student closely and respond appropriately to behavioral, emotional, or sensory needs.
- Maintain a safe, positive, and inclusive environment.

Qualifications:

- Preferred: College Students with at least 2 semesters completed. All Majors are encouraged to apply.
- Preferred: successful completion of higher education coursework related to education, child development, and/or related field or currently enrolled higher education student.
- Preferred: experience implementing educational programming and working with students as a educational aide, after school care aide, and/or daycare operator or assistant.
- Preferred: background or demonstrated practice in ***one or more of the following***: art, music, elementary tutoring (or working knowledge of elementary academic concepts), team sports, PE, second language tutoring.

Pay: \$19 - \$20 an hour - Part-time; operates on school days from 2:00 PM to 6:00 PM, except Wednesdays 1:00 PM to 6:00 PM. The program operates Monday-Friday only.

[Apply Here](#)

PCC - Complex Scheduler (Sandy Springs)



5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

At Emory Healthcare we fuel your professional journey with better benefits, valuable resources, ongoing mentorship and leadership programs for all types of jobs, and a supportive environment that enables you to reach new heights in your career and be what you want to be.

Responsibilities

- Performs advanced and time intensive scheduling tasks to support complex surgeries and/or imaging and procedures outside of current clinic such as hospital or OP radiology center.
- To be defined as advanced and time intensive, 75% or more of the employee's time must be spent completing cases performed in an ambulatory surgery center or inpatient setting, coordination of multiple specialties, coordination of pre-operation and post-operation testing/clearance.
- May coordinate complex, sequential treatment appointments including clinical trials and standard of care patients.
- Coordinate transplant related work-up and evaluations for donors and patients Serves as the primary point of care for these patients and their families.

Qualifications:

- High school diploma or GED required
- 6 months of healthcare scheduling experience is required.
- A successful candidate will possess the following competencies and skills: Problem-solving ability; Ability to provide a high level of customer service; Excellent communication skills, both verbal and written; Ability to work in a team environment; Time management skills; Empathy for others.

Pay: \$21.88 - \$26.66 an hour - Full-time

[Apply Here](#)

Patient Access Representative (Remote)



Atlanta, GA 30339

At PT Solutions Physical Therapy, we're more than just a private practice—we're a clinician-founded, mission-driven community dedicated to expanding access to life-changing care. As a Patient Access Representative, you'll play a vital role in delivering an exceptional patient experience by coordinating referrals and scheduling across a group of clinics within a regional support model. **Plus, we have been recognized as a USA Today Top Workplace five years in a row, including 2026!**

Responsibilities

- Schedule patient appointments across clinics based on provider availability, patient needs, and location.
- Manage referrals end-to-end, ensuring accurate patient, insurance, and documentation details.
- Communicate proactively with patients and teams about scheduling updates, cancellations, and missing information.
- Deliver a high-quality, patient-first experience while assisting with questions and providing support.
- Accurately document scheduling activity and coordinate with internal teams to resolve issues.

Qualifications:

- At minimum, a High School or GED diploma (Submission of diploma for the highest level of education obtained will be required).
- 1-2 years of experience in healthcare scheduling, patient access, or customer service preferred.
- Experience using EMR systems and scheduling platforms strongly preferred.
- Proficiency in MS Office and comfort using EMR and scheduling platforms.

Pay: \$19-\$20/hr plus monthly incentive - Full-time

- Full Time: Mon-Fri (10am-7pm ET)
- 100% remote position supporting our Wellstar partnership in the Atlanta Metro area

[Apply Here](#)

Administrative Assistant (Buckhead)

OptumMD

91 W Wieuca Rd NE Ste 1000, Atlanta, GA 30342

Our growing concierge internal medicine practice is seeking a polished, motivated Front Office Administrator to support our offices in both Atlanta and Alpharetta.

Responsibilities

- **Patient Hospitality:** Greet patients warmly and deliver premium customer service.
- **Front Desk Operations:** Answer phones, schedule appointments, and manage check-in/check-out.
- **Physician Support:** Remind physicians of upcoming appointments and manage daily schedule flow.
- **Financial Administration:** Collect patient co-pays and process payments.
- **Data & Records Management:** Upload insurance cards to EMR, handle medical records requests, and prepare patient charts.
- **System Updates:** Keep patient information perfectly accurate across multiple applications.
- **Team Collaboration:** Step in to assist coworkers across various administrative tasks as needed.

Qualifications:

- **Education:** Bachelor's degree or higher is required.
- **Experience:** Previous administrative office experience is necessary.
- **Location Flexibility:** Reliable transportation and total willingness to work out of both the Atlanta and Alpharetta locations.
- **Technical Skills:** Strong computer skills are mandatory.
- **Soft Skills:** Excellent verbal and written communication skills with a positive, solutions-oriented attitude.
- **Professionalism:** Detail-oriented mindset with a highly professional appearance and demeanor.
- Preferred: Experience with Electronic Medical Records (EMR) systems.
- Preferred: Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Pay: \$19 - \$25 an hour - Full-time

[Apply Here](#)

Medical Front Office (Alpharetta)



3333 Old Milton Parkway, Alpharetta, GA 30005

Busy Interventional Pain Management Facility in Alpharetta is seeking a qualified Medical Front Office Assistant.

Responsibilities

- Greet and check-in patients, ensuring a positive and welcoming experience
- Schedule and confirm appointments, coordinating with patients and healthcare providers
- Maintain patient records and update necessary information in the EMR system
- Collect co-pays, deductibles and balances
- Handle phone calls, emails, and other forms of communication with patients and external parties
- Assist with insurance verification/follow up
- Follow HIPAA guidelines to ensure patient privacy and confidentiality
- Perform administrative tasks such as filing, faxing, and scanning documents
- Collaborate with healthcare providers to ensure smooth operations of the medical office

Qualifications:

- Strong administrative skills with the ability to multitask and prioritize tasks effectively
- Excellent customer service skills to provide exceptional patient care
- Experience working in a dental or medical office setting is preferred
- Knowledge of medical terminology and procedures is beneficial
- Familiarity with HIPAA regulations and compliance requirements
- **Must have experience working in a medical office**

Pay: \$19 - \$22 an hour - Full-time

[Apply Here](#)

Patient Care Coordinator / Front Office & Clinical Floater (Roswell)



1240 Upper Hembree Road, Roswell, GA 30076

Integrative Family Dentistry & Airway Center is growing, and we're looking for a new front office team member to join our close-knit practice in Roswell!

Responsibilities

- Welcome and check in patients
- Answer incoming phone calls, texts, and emails professionally
- Schedule appointments and manage the daily schedule
- Confirm appointments and maintain recall systems
- Verify insurance eligibility and enter patient information
- Present financial arrangements and collect payments
- Submit insurance claims and supporting documentation

Clinical Support (as needed)

- Assist the clinical team during busy times
- Help seat patients and prepare treatment rooms
- Sterilization and instrument turnover when needed

Qualifications:

- **Previous dental office experience required**
- **Dental assisting experience strongly preferred**
- Experience with dental insurance verification and claims preferred
- Excellent customer service and communication skills
- Comfortable with computers and learning new software
- Strong organizational and multitasking abilities

Pay: \$18 - \$26 an hour - Full-time

- Monday & Thursday: 7:00 AM - 3:00 PM
- Tuesday & Wednesday: 10:00 AM - 6:00 PM

[Apply Here](#)

Data Entry Clerk (Fully Remote)



Fully Remote • Pittsburgh, PA

For over 25 years Axion Data Services has been an industry leader in providing data entry outsourcing services, data verification, and internet data research services to companies nationwide. Axion Data Services is a proud veteran-owned and operated U.S. based firm. We are looking to hire a motivated Data Entry Operator to join our growing team! This is a part-time position (20+ hours per week) with the potential to increase to full-time (30+ hours per week) position. In this flexible position, you can decide when and where you work!

Responsibilities

- Enter data from various sources into Axion database and/or client portals within project time limits
- Ensure appropriate turnaround time on all data entry
- Transcribe information into required electronic format
- Review and enter data in the appropriate format
- Proactively verify data for accuracy, and correct data where necessary
- Comply with security backups and regular information security checkups to ensure the safety of the database
- Comply with data integrity and security policies
- Communicate effectively with project managers as needed.

Qualifications:

- High school diploma or equivalent required
- Minimum of 2 to 3 years of data entry experience with a keystroke rate of 15,000 keystrokes per hour (equivalent to 50 words per minute) error free
- Proficient in Microsoft Office Suite and with using Windows (preferred) or a Mac computer
- Ability to pass a criminal background check
- Must have reliable high-speed broadband internet connection

Pay: \$29.80 - \$38.90 an hour - Part-time Contract (20+ hours per week)

As a part-time independent contractor, working 20+ hours per week, you will be self-employed and must provide your own equipment and resources to work.

[Apply Here](#)

Client Success Advocate (Alpharetta)



5995 Windward Pkwy, Alpharetta, GA 30005

Every day, Global Payments makes it possible for millions of people to move money between buyers and sellers using our payments solutions for credit, debit, prepaid and merchant services. Our worldwide team helps over 3 million companies, more than 1,300 financial institutions and over 600 million cardholders grow with confidence and achieve amazing results. As a Client Success Advocate, you will provide accurate and timely technical information, advice, and assistance regarding the organization's product and services.

Responsibilities

- Learn about the industry, system, module, and product, and use that information to interact with clients.
- Facilitates client inquiries and learns how to conduct research to solve issues within established guidelines. Receives education for resolving client (and multi-client) issues in accordance with the Issue Resolution Methodology.
- Assists in clarifying impact with clients, validating through internal research, facilitating technical interactions, tracking issue status, validating corrective actions, and communicating the resolution to the client. Has direct contact with the client to assist in the resolution of the client's issue or assist in the definition of the client's problem for subsequent action.

Qualifications:

- Learn to use professional concepts and apply company policies and procedures to resolve routine issues.
- Works on problems with limited scope. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained. Build stable working relationships internally.
- Normally receive detailed instructions on all work.
- Ability to understand and communicate technical changes in easy-to-understand business terms
- Bonus if you have: Two years relevant experience in the credit card industry

Pay: \$60,000 - \$70,000 a year - Full-time

[Apply Here](#)

Partner Success Analyst (Buckhead)



Suite 550, Tower Place 100, 3340 Peachtree Road, Atlanta, Georgia 30326

At Radius, we're helping businesses navigate the future through innovative mobility, connectivity and technology solutions. As we continue to grow across North America, we're looking for a Partner Success Specialist to support the successful delivery of key partner programs. Join a growing global technology business where you'll gain exposure to strategic partnerships, develop valuable commercial and customer success skills, and build a rewarding career with a company that's shaping a more connected and sustainable future.

Responsibilities

In this role, you'll work closely with partners and internal teams to coordinate activities, resolve issues, support onboarding and enablement initiatives, and ensure an outstanding partner experience. You'll play a key role in keeping partner accounts organised, tracking actions and helping drive adoption across our solutions.

- Support day-to-day activities across key partner accounts
- Track actions, escalations and customer issues through to resolution
- Coordinate with Sales, Support, Product and Operations teams
- Maintain CRM records and partner account information
- Support partner onboarding, training and enablement activities
- Prepare reports and updates on partner performance and engagement.

Qualifications:

- 2+ years' experience in customer support, customer success, account coordination, sales support or operations
- Strong organisational and communication skills
- Experience using CRM systems and reporting tools
- Ability to manage multiple priorities and stakeholders
- A proactive, customer-focused mindset.

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

[Apply Here](#)

Team Member - AT&T (Sandy Springs)

AT&T Store Sandy Springs

Sandy Springs, GA 30342

Exeltra Consultants is a consulting and business development firm that partners with AT&T to help expand access to wireless and fiber internet services in the local community.

Responsibilities

We're currently adding AT&T Team Members to support our outreach efforts. This role is ideal for individuals who enjoy interacting with people, learning new professional skills, and working in a team-oriented environment. No prior sales experience is required; we provide hands-on training and mentorship. As part of our team, you'll connect with customers in the community, answer questions about AT&T services, and help households choose connectivity solutions that fit their needs.

- Introduce customers to AT&T wireless and fiber internet options
- Speak with residents and answer questions about available services
- Help customers compare service plans and current promotions
- Assist customers with setting up new service agreements
- Work alongside teammates to reach daily and weekly outreach goals
- Maintain accurate notes on customer interactions and results

Qualifications:

- High school diploma or GED
- Positive attitude and willingness to learn
- Comfortable communicating with new people
- Strong work ethic and goal-oriented mindset
- Customer service or retail experience is helpful but not required
- Reliable transportation for working within the local area

Pay: \$52,000 - \$62,000 a year - Full-time

[Apply Here](#)

Dispatcher (Doraville)



4159 Winters Chapel Road, Doraville, GA 30360

Penn Tank Lines is a privately held transportation company with over 50 years of experience moving fuel and bulk products safely and efficiently. With a fleet of 400+ trucks serving two-thirds of the U.S., we're known for reliability, safety, and a strong commitment to our people.

Responsibilities

Penn Tank Lines is seeking an Operations Supervisor (Dispatcher) to coordinate driver schedules, load assignments, and daily terminal activity to support accurate, timely, and well-executed deliveries.

- Oversee daily driver activity and address delivery issues in alignment with dispatch procedures and terminal guidelines
- Develop and adjust delivery schedules based on routing plans, operational requirements, and service priorities
- Monitor petroleum inventories and coordinate allocation needs with suppliers using established processes
- Plan and sequence loads to support efficient delivery flow and dependable service execution

Qualifications:

- High school diploma or equivalent; college degree preferred
- Experience in logistics, transportation, customer service, or a related operational environment
- Prior supervisory, leadership, or military experience in fuel, logistics, or transportation is a plus)
- Ability to work within established procedures while maintaining accuracy across scheduling, inventory, and dispatch activity
- Proficiency with Microsoft Excel; experience with routing or dispatch software is a plus
- Familiarity with local and regional geography

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

[Apply Here](#)

Paralegal — Workers' Compensation / Insurance Defense Law Firm (Sandy Springs)



6100 Lake Forrest Dr NE STE 200, Atlanta, GA 30328

Richter, Head, Shinall, White & Slotkin LLP is seeking a paralegal to join its insurance defense/workers' compensation defense practice in Atlanta/Sandy Springs. Insurance defense or workers' compensation experience preferred, but not required.

Responsibilities

- Preparing acknowledgement letters to clients
- Serve and respond to discovery
- Prepare pleadings and notices to clients and opposing parties
- Coordinate depositions, mediations, and medical appointments
- Preparation of Request for Production of Documents to Non-Parties and follow ups
- Maintain attorneys' calendars
- Communication with clients to obtain case related information
- Prepare filings and file documents with the State Board of Workers' Compensation
- Billing time in case management software (Caret)
- Read, interpret, and summarize medical records and reports

Qualifications:

Ideal candidate will be proficient with Microsoft Office Suite and Adobe Acrobat.

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

Work Location: Hybrid remote in Sandy Springs, GA 30328

[Apply Here](#)

Tax Paraprofessional / Tax Preparer & Administrative Assistant (Atlanta 30339)



400 Interstate North Parkway SE, Atlanta, GA 30339

International Investor Tax Services (IITS) is the dedicated tax compliance division of **BVT National Capital Partner's, Inc.**, an international real estate investment fund operator advising financial institutions, family offices, and high-net-worth investors. The U.S. office, headquartered in Atlanta, Georgia, is responsible for originating, structuring, monitoring, and managing U.S. real estate investments and investor tax compliance.

Responsibilities

- **Tax Preparation & Compliance:** Prepare nonresident individual income tax returns for investors in real estate partnerships using CCH ProSystem Access Tax software (company will provide training as needed).
- **Document & Package Coordination:** Coordinate with internal data providers to organize, review, and assemble complete investor tax packages.
- **Agency Correspondence:** Initiate clear correspondence and follow-ups with the IRS or state taxing authorities to resolve notices and inquiries.
- **Client & Ownership Records:** Manage client and ownership information, maintain tax database records, scan, and index tax documents into the firm's document storage system.

Qualifications:

Education & Experience: Associate's or Bachelor's degree in Accounting, Finance, or a related field, **OR** 2+ years of relevant experience in accounting, tax preparation, or administrative support within an accounting firm.

Technical Skills:

- Prior experience with tax preparation software preferred (CCH ProSystem Access Tax experience is a plus).
- High proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat.

Core Capabilities: Exceptional detail orientation with strong organizational and time management skills.

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

[Apply Here](#)

Assistant Property Manager (Sandy Springs)



6640 Embassy Row, Sandy Springs, GA 30328

Responsibilities

- Leading by example, living the standards and behaviors consistent with the core values and culture of Bozzuto
- Achieving financial objectives through rent collection and by managing delinquency
- Sales and marketing to include conducting informative and personalized tours of the community which result in new leases
- Building brand loyalty by striving to ensure every resident interaction is positive
- Ensuring that the community's interior and exterior are impeccable and the team appropriately represents the Bozzuto brand with a crisp, professional appearance
- Coaching, mentoring and inspiring team members
- Working weekends when prospective residents are out looking for their new home—one to two weekends per month with two days off during the week
- Stepping in and taking responsibility for leading when the Property Manager is not present

Qualifications:

- 4 year college degree or equivalent relevant experience
- 2+ years of experience in property management, hospitality or retail
- Exposure to revenue, P&L and budget management
- Proficient in leveraging social media platforms such as Facebook and Instagram, and a passion to create /deliver engaging and distinctive content
- Competent with industry software (YARDI preferred), apps, computer programs
- Sales aptitude

Pay: \$55,000 - \$60,000 a year

[Apply Here](#)

Leasing Consultant (Brookhaven)

THE HENDRIX

1000 Barone Ave NE, Atlanta, GA 30329

Fogelman is seeking a professional Leasing Consultant to join the team at The Hendrix Apartments located in the Brookhaven area.

The Leasing Consultant provides tours, completes the leasing process with prospective residents, executes marketing strategies for the community and maintains positive resident relations.

Responsibilities

- Interviews prospective residents and records information to ascertain needs and qualifications.
- Accompanies prospects to model/vacant apartments and discusses size and layout of rooms, available amenities and terms of lease.
- Ensures consistent follow-up with prospects
- Processes application for approval in compliance with policies and procedures.
- May be responsible for processing lease renewals.
- Schedules move ins and completes all lease paperwork with prospect.
- Walks all move-ins prior to the move in date to ensure readiness

Qualifications:

- One year experience as a leasing professional is preferred.
- Up to one year of related experience or training. An equivalent combination of education and experience may be acceptable.
- Experience with virtual and in-person community tours is preferred.
- Working knowledge of property management platforms (i.e. Yardi, Entrata, Yieldstar, CRM) preferred.
- Marketing skills with the ability to execute a property marketing plan through outside marketing, social media and resident functions. Familiarity with the local market preferred.
- Excellent communication (verbal and written), relationship-building and customer service skills.
- Bilingual Spanish/English speaking is highly preferred.

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

[Apply Here](#)

Food service and Hospitality hiring (1)

Host (Dunwoody)

From \$20 an hour - Part-time

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

[Apply Here](#)

Pastry Production Specialist (Doraville)

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

Alon's Bakery and Market | Atlanta, GA 30360

[Apply Here](#)

Food Runner (Sandy Springs)

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

Big B's Fish Joint | 4600 Roswell Road, Sandy Springs, GA 30342

[Apply Here](#)

PT Night Auditor (Dunwoody)

\$18 an hour - Part-time

Atlanta Marriott Perimeter Center | 246 Perimeter Center Parkway NE, Atlanta, GA 30346

[Apply Here](#)

Front Desk Agent (Alpharetta)

From \$16 an hour - Part-time

Holiday Inn Express & Suites Alpharetta - Windward Parkway | Alpharetta, GA 30004

[Apply Here](#)

SUPERICA DISHWASHER (Alpharetta) | SUPERICA HOST/ESS (Alpharetta)

\$15 - \$18 an hour - Part-time | \$14 - \$24 an hour - Part-time

[Apply Here](#)

[Apply Here](#)

Rocket Farm Restaurants LLC | 1130 1st St #1030, Alpharetta, GA 30009

Food service and Hospitality hiring (2)

Busser (Mister O1) Buckhead location

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

Mister O1 Extraordinary Pizza | 3699 Lenox Road NE, Atlanta, GA 30305

[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](#)

Hospitality/Conference Services Specialist (Buckhead)

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

IST Management Services | Atlanta, GA 30326

[Apply Here](#)

Lounge Manager - Assistant (Peachtree Corners)

\$30,000 - \$40,000 a year - Part-time

Grupo Party USA LLC | Peachtree Corners, GA 30092

[Apply Here](#)

Guest Service Representative (Alpharetta)

\$14 - \$19 an hour - Part-time, Full-time

Fairfield Inn & Suites Alpharetta Avalon Area | 3225 Webb Bridge Road, Alpharetta 30005

[Apply Here](#)

Bakery Store Manager (Peachtree Corners)

\$14 - \$19 an hour - Full-time

Cookie Fix The Forum | Peachtree Corners, GA 30092

[Apply Here](#)

Barista (Alpharetta)

\$14 - \$15 an hour - Full-time

Café Intermezzo | 100 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

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

Activities Assistant (Roswell)

\$18 - \$21 an hour - Part-time, Full-time

Historic Roswell Place Assisted Living and Memory Care | 75 Magnolia Street, Roswell, GA

[Apply Here](#)

Caregiver (Peachtree Corners)

From \$18 an hour - Temporary, Part-time, Full-time, Contract

Kitchens Home Care | Peachtree Corners, GA 30092

[Apply Here](#)

Cook - Part Time for Senior Living Facility! (Alpharetta)

\$17.25 - \$18.00 an hour - Full-time

Legacy Ridge at Alpharetta Senior Living | 4125 North Point Pkwy, Alpharetta, GA 30022

[Apply Here](#)

Education Coach (Peachtree Corners)

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

Primrose School of Peachtree Corners | 6325 Primrose Hill Court, Peachtree Corners 30092

[Apply Here](#)

Lead Cook (Sandy Springs)

\$16.50 - \$18.00 an hour - Full-time

Legacy Ridge at Buckhead | 4804 Roswell Road, Sandy Springs, GA 30342

[Apply Here](#)

Front office coordinator, insurance experience required (Sandy Springs)

From \$16 an hour - Full-time

Gynfertility Specialists | 755 Mount Vernon Highway NE, Atlanta, GA 30328

[Apply Here](#)

Dog Daycare Customer Experience Specialist (Brookhaven)

\$16 an hour - Full-time

Puppy Haven | 2740 Caldwell Rd NE, Brookhaven, GA 30319

[Apply Here](#)

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

Youth Soccer Coach - Ages 3,4,5 (Chamblee)

\$15 - \$25 an hour - Part-time, Seasonal, Contract

Albion Sc Atlanta | 3496 Keswick Dr, Chamblee, GA 30341

[Apply Here](#)

DENTAL ASSISTANT and DENTAL FRONT RECEPTIONIST (Roswell)

\$15 - \$25 an hour - Part-time, Full-time, Internship

K SMILES DENTAL | 1096 Alpharetta Street, Roswell, GA 30075

[Apply Here](#)

DA/Front Desk Floater Needed - Join the Practice That's Changing Smiles—and Lives (Buckhead)

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

Art of Cosmetic Dentistry | 3333 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Fingerprinting & Office Coordinator (Bilingual English/Spanish) (Sandy Springs)

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

Just Peachy Home Care North | 227 Sandy Springs Pl NE Ste 402, Atlanta, GA 30328

[Apply Here](#)

Associate Two's Teacher | Full Time Substitute Teacher (Brookhaven)

\$14.85 - \$18.50 an hour - Full-time |

\$14.85 - \$18.50 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Bright Horizons | 1198 Old Johnson Ferry Road, Atlanta, GA 30319

Associate Infant Teacher

| Childcare Cook (Brookhaven)

\$14.85 - \$18.50 an hour - Full-time | \$14.42 - \$16.94 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Bright Horizons | 1198 Old Johnson Ferry Road, Atlanta, GA 30319

Others hiring

Professional Residential Cleaner (Buckhead)

\$23.11 - \$27.83 an hour - Full-time, Contract

Maid Kept | Atlanta, GA 30326

[Apply Here](#)

Move Management Specialist (Buckhead)

\$20 an hour - Part-time

ChangingSpaces | 4279 Roswell Rd NE Ste 208, Box 185, Atlanta, GA 30342

[Apply Here](#)

Part-Time Office Assistant (Peachtree Corners)

\$20 an hour - Part-time

Eventeny | Peachtree Corners, GA

[Apply Here](#)

Wedding & Special Order Specialist, Swoozie's, ATL (Buckhead)

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

Swoozie's | 4285 Roswell Road NE, Atlanta, GA 30342

[Apply Here](#)

Pharmacy Technician (Chamblee)

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

CVS Health | 5764 PEACHTREE BLVD, Chamblee, GA 30341

[Apply Here](#)

Janitorial Evening Cleaner (Brookhaven)

\$15.30 an hour - Full-time

ABM Industries | 4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

[Apply Here](#)

Part time receptionist automotive (Alpharetta)

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

Malcolm Cunningham Chevrolet North Point | 2175 Mansell Road, Alpharetta, GA 30009

[Apply Here](#)