
Administrative Assistant II - Recreation, Parks, & Cultural Services (Alpharetta)



2 Park Plaza, Alpharetta, GA 30009

Responsibilities

- Processes work orders; completes bid proposals; and contacts vendors for emergency or scheduled maintenance.
- Participates in developing and monitoring the assigned budget; compiles annual budget requests; monitors approved budget accounts.
- Performs accounting duties; process requisitions and all expense vouchers for assigned areas including travel expenses, mileage, and procurement card usage. Coordinates calendar activities, meetings, events and make travel arrangements (authorization, registration, lodging, etc.) for assigned staff
- Maintains and directs the maintenance of staff vehicles through Fleet management program.
- Process new hires and separations paperwork; assists with recruitment tasks, prepares payroll action forms.

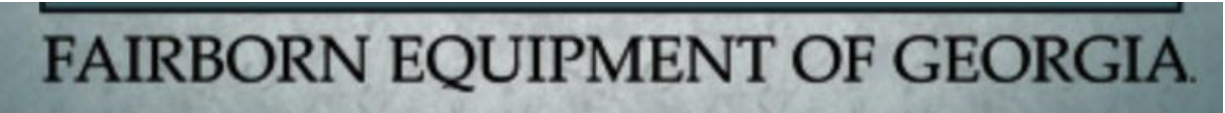
Qualifications:

- High school diploma or GED equivalency; additional specialized course work in secretarial science, office practices, or a related field is desirable.
- Four years of progressively responsible administrative and clerical experience preferably in an area related to the department's function.
- Possession of a valid Georgia Class C driver's license
- Modern office procedures, methods, and equipment including proficiency with personal computers and Microsoft Office.
- Principles and practices of fiscal, statistical and administrative research and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.

Pay: \$50,515 a year - Full-time

[Apply Here](#)

Administrative Assistant (Doraville)

The logo for Fairborn Equipment of Georgia is displayed in a dark, textured rectangular box. The text "FAIRBORN EQUIPMENT OF GEORGIA" is written in a bold, serif, all-caps font, centered within the box.

FAIRBORN EQUIPMENT OF GEORGIA

3077 McCall Drive, Atlanta, GA 30340

Responsibilities

- Manage all portions of a job through completion (creating, scheduling, organizing, finalizing, invoicing, collecting)
- Perform data entry tasks accurately, maintaining organized records and files
- Provide front desk support by greeting visitors, handling inquiries, and ensuring a positive first impression
- Coordinate calendar management and appointment scheduling for staff members and executives
- Utilize productivity software (Microsoft Office) to prepare documents, reports, and correspondence
- Assist with bookkeeping tasks using QuickBooks
- Support office management functions by overseeing supplies inventory, filing systems, and general administrative procedures
- Offer customer service support by addressing client needs promptly and professionally in person or via phone/email
- Proofread documents for accuracy and clarity before distribution or submission.

Qualifications:

- Prior office experience in administrative, clerical or personal assistant
- Demonstrated proficiency with computer literacy including Microsoft Office (Word, Excel, Outlook), Adobe, Service Management Platforms, Financial Payment Portals (Ariba, Oracle, Coupa, HubNetic)
- Familiarity with office management procedures, filing systems, and calendar coordination
- Strong organizational skills with the ability to prioritize tasks effectively in a **fast-paced** environment
- Excellent communication skills with professional phone etiquette; bilingual abilities are a plus but not required
- Experience working with QuickBooks

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

[Apply Here](#)

Business Services Coordinator (Roswell)



1200 Northmeadow Pkwy Suite 180, Roswell, GA 30076

Responsibilities

The **Business Services Coordinator** position is responsible for general business and office activities, including support to various departments for AV-Tech Media Solutions.

- Manage first impressions to visitors, customers, and vendors
- Coordinate and implement general office services such as answering the phones and doors, maintaining office supply stock, and the upkeep of the office shared spaces, breakroom, and restrooms
- Provide purchasing support by creating Purchase Orders in QuickBooks, order tracking, and managing orders in SharePoint
- Act as backup for deliveries received in the warehouse
- Use various software applications such as spreadsheets, relational databases, update data, and/or reports

Qualifications:

- High School diploma/GED required
- Excellent oral and written communication skills
- Ability to manage moving from one task to another
- Exercises independent judgment in the resolution of administrative problems
- Ability to learn new knowledge, skills, and abilities
- General knowledge of Microsoft Office suite

Software Skills

- Office 365 / SharePoint / Microsoft Office Suite
- QuickBooks
- Operate personal computer to access e-mail, electronic calendars, and other basic office support software

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

[Apply Here](#)

Customer Service Specialist (Alpharetta)



Alpharetta, GA

At Sherwin-Williams, our purpose is to inspire and improve the world by coloring and protecting what matters. Our paints, coatings and innovative solutions make the places and spaces in our world brighter and stronger. Customer Service Specialists work closely with wholesale and retail customers to determine their needs, answer their questions about Sherwin-Williams products, and recommend the right solutions.

Responsibilities

- Ensure high levels of customer satisfaction through excellent sales service
- Assist customers in person and over the phone by determining needs and presenting appropriate products and services
- Build productive trust relationships with wholesale and retail customers
- Process sales transactions accurately and consistently with policies and procedures
- Follow and achieve sales goals on a monthly, quarterly, and yearly basis
- Maintain precise work order files and formulas
- Pull appropriate products from the sales floor or warehouse
- Tint and mix products, as needed, to customer specifications

Preferred Qualifications:

- Have at least a High School diploma or GED
- Have at least one (1) year of experience working in a delivery, retail, or customer service position
- Have previous work experience selling paint and paint-related products
- Have previous work experience operating tinting and mixing equipment
- Ability to read, write, comprehend, and communicate in Spanish

Pay: \$17.50 an hour - Full-time

[Apply Here](#)

Customer Service Representative (Roswell)

50 Floor LLC

205 Hembree Park Dr Ste 170, Roswell, GA 30076

50Floor is on a mission to provide quality flooring by providing customers with a convenient, and enjoyable, in-home shopping experience across the US. We believe that exceptional flooring inspires, connects, and defines the most important space in our customers' lives, their homes.

Responsibilities

50Floor, Inc. is looking for a service-oriented **Customer Service Representative** with good organizational skills.

- Field incoming customer calls
- Data-entry
- Communicate with vendors regarding claims and warranty issues
- Pro-actively follow up on client issues to ensure problems are resolved appropriately
- Communicate changes and collaborate with internal teams
- Filing, faxing, scanning, and other administrative support duties assigned

Qualifications:

- 2+ years of customer service experience preferably on the phone
- Proficiency in MS Office Suite and ability to learn new software systems quickly
- High School Diploma or equivalent; college courses in business and/or courses requiring extensive writing preferred

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

[Apply Here](#)

Care Coordinator - Davita IKC (Sandy Springs)



1150 Lake Hearn Dr NeSte 100, Atlanta, Georgia, 30342

Responsibilities

- Coordinate care for patients by ensuring access to eligible resources/programs and assisting with referrals and provider appointments
- Perform outbound calls and respond to inbound calls from patients, providers, and Village resources
- Complete non-clinical screenings and pathways under the guidance of the Manager; escalate to Integrated Care Nurse as needed
- Assist the clinical team with moving patients through the continuum of care by completing tasks as directed
- Identify eligible resources for members and collaborate with Integrated Care Nurses, dialysis clinics, health plans, and other stakeholders to help members enroll in programs

Qualifications:

- High school diploma or GED required
- 2+ years of experience in a professional office environment
- Ability to handle confidential information with discretion
- Proficiency in Microsoft Office, Excel, and Outlook
- Prior experience with Electronic Medical Records preferred

Preferred Qualifications:

- 1-3 years clinical medical office experience
- CNA or MA experience is a plus

Pay: \$18.00 - \$22.50 an hour - Full-time

- Commute to Davita clinics in the designated region 3-4 times per week, working the remaining time from home
- Full-Time, Monday-Friday schedule. Daily start time between 7:00-8:00 AM
- Must provide flexibility as needed to meet patient and clinic needs
- Reliable transportation required. Mileage reimbursed
- Remote work environment must include a quiet, private space with high-speed internet

[Apply Here](#)

Clinic Assistant (Roswell)



930 Holcomb Bridge Rd, Roswell, GA 30076

Part Time Clinic Assistant - Neurological Chiropractic Brain Based Wellness Center (Roswell) On the job training and certification provided.

Responsibilities

- Complete Neurofeedback Certification training course Provided by company.
- Assist Doctors in back office with treatments
- Scribe for doctors during treatment sessions
- Perform EEGs and Brain training exercises with clients.
- Communicate with clients regarding care and treatment.
- Assist with front office duties as needed such as scheduling, check in and out as well as answering phone calls.
- Escort to and from exam and treatment rooms as needed.
- Assist clients on and off of Therapeutic treatment equipment and adjust individual settings for each client's specific need.

Qualifications:

- High school diploma required.
- College degree or Some college completion preferred.
- Previous experience in healthcare, clinical office or other related fields.
- Familiarity with clinical office procedures preferred.
- Willingness and ability to learn new technical /clinical skills.
- Strong organizational skills
- Computer literacy and proficiency
- Microsoft office and general computer proficiency are essential.

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

Mon thru Thursday Approx. Part Time 24 - 25 hrs per week hrs. per week

Mon & Wed 9am - 6pm - Tue & Thurs 9am-1pm

[Apply Here](#)

Operations Associate - Patient Intake Coordinator (Chamblee)



2960 Brandywine Rd Suite 100, Atlanta, GA 30341

At Motus Nova, we are revolutionizing stroke rehabilitation through telerehab robotic medical devices. Our mission is to enhance care and expand access to life-changing treatment for patients—right from the comfort of their homes.

Responsibilities

- Engage inbound and outbound leads via phone, text, and email (internet leads and clinic referrals)
- Educate prospective patients on the Motus Hand and Motus Foot, including how the technology works and the role of neuroplasticity in recovery
- Conduct scheduled 15-minute consultation calls to explain program benefits and guide patients through next steps
- Present and enroll patients in a federally funded program in partnership with the University of Alabama
- Set clear expectations and answer patient questions with professionalism and empathy

Qualifications:

- Strong communication skills (verbal and written) with the ability to build trust quickly
- Comfort with high-volume calling, texting, and scheduling appointments
- Ability to explain complex concepts (healthcare, technology, neuroplasticity) in simple, relatable terms
- High level of ownership and accountability for outcomes
- Empathy and patience when working with individuals facing medical challenges

Nice to Have

- Experience in inside sales, healthcare sales, or patient coordination
- Background in medtech, rehabilitation, or assistive devices
- Startup experience or comfort in a rapidly evolving environment

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

In order to have your application reviewed as quickly as possible, please fill out this form here: <https://forms.gle/Ym1y2BF9zVTaboKB9>

[Apply Here](#)

Legal Intake Specialist (Sandy Springs)



5299 Roswell Rd Unit 216, Atlanta, GA 30342

Our personal injury firm of 3 attorneys have handled over 10,000 cases and have been serving the Atlanta for 15 years. As we continue to grow we need help in our intake department getting all the case information for our team to onboard clients. For this role you must have experience performing intake responsibilities in a personal injury setting.

Responsibilities

- Greet potential clients warmly and professionally, creating a positive first impression.
- Collect, verify, and update patient demographic and insurance information with precision.
- Explain intake procedures clearly and answer patient questions to ensure understanding.
- Schedule next steps efficiently, coordinating with attorneys and paralegals.
- Maintain accurate and detailed records of all client interactions
- Collaborate with attorneys to ensure all necessary documentation is complete prior to appointments.

Qualifications:

- Previous experience working in a personal injury firm
- Strong knowledge of medical terminology to accurately interpret info.
- Proven ability to provide excellent administrative support in a fast-paced setting.
- Office experience demonstrating organizational skills and attention to detail.
- Excellent communication skills, both verbal and written, to interact effectively with patients and team members.

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

[Apply Here](#)

Program Coordinator (Alpharetta)



2555 Northwinds Parkway, Alpharetta, GA 30009

Atlanta Angels is an innovative nonprofit that seeks to change the way children, youth and families experience the foster care system. We are looking for a dependable, compassionate, justice seeker to join our team as a Program Coordinator and help support children and families experiencing foster care.

Responsibilities

The Program Coordinator manages a caseload of up to 30 matches, facilitating connections between volunteers, mentors, foster families, and youth. Acting as the primary lead for their assigned region, the Coordinator drives program execution by cultivating agency partnerships and spearheading community recruitment efforts. Beyond initial matching, they provide continuous support to ensure match longevity, foster a sense of community, and maintain detailed documentation to track and report program outcomes.

Qualifications:

- Degree in social work, human services, or related field
- Bachelor's Degree and 1 + year of related experience
- Masters Degree and 6+ months of related experience
- A background in social work, case management, and/or foster care is preferred, but not required
- Understanding of trauma-informed care and TBRI is preferred, but not required
- Experience training and managing volunteers is preferred, but not required
- Personal car, valid driver's license, insurance
- Fingerprinting, state and federal background checks

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

[Apply Here](#)

Billing Specialist (Alpharetta)



6240 Shiloh Rd, Alpharetta, GA 30005

With innovative lab technologies and a team of highly experienced pathologists, Bako Diagnostics is the podiatric medical community's premier pathology services partner. BakoDx has been acquired by Fulgent Genetics Company in March 2026.

Responsibilities

An integral member of the billing team with primary responsibility for the timely follow up of insurance claims to insurance companies, patients, and other vendors such as hospital and/or nursing facilities.

- Triaging and categorizing the daily requisition load in the billing system based on billing instructions (client, split bill, and third-party billing).
- Client billing: Acquires and verifies information needed to complete client, hospital and physician practice billing. Enters client charges into the billing system.
- Electronic billing software: Uses the current software as appropriate for the follow-up and collections of past due accounts.
- Documentation: Obtain necessary documentation (updated medical order, clinical notes, patient agreement, etc.) and submit to outsourced billing company for all third-party billing (Insurance and Medicare Billing arrangements).

Qualifications:

- H.S. Diploma or equivalent required, Associate's or Bachelor's preferred.
- Billing certification is a bonus.
- Minimum 2+ years of experience in Medical Billing.
- Basic understanding of CMS guidelines, including 14-day rule.
- Knowledge of collection techniques and processes.
- Experience working with all payer types to include Clients (referring hospitals, physicians and other private practices), Medicare, Medicaid, and third-party commercial insurance companies.
- Proficiency in MS Office Suite.

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

[Apply Here](#)

Accounts Receivable (Peachtree Corners)



6600 Jimmy Carter Blvd Suite A, Norcross, GA 30071

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

Responsibilities

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

- Verifies and collects payments prior to releasing sales orders to warehouse for shipping.
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices to customers.
- Processes end of day payment registration and verifications.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent accountholders to request payment.

Qualifications:

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

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

[Apply Here](#)

Logistics Associate (Norcross)



400 Pinnacle Way Ste 450, Norcross, GA 30071

Responsibilities

At Omega Bio-tek, we're looking for a **Logistics Associate** to join our team and play a crucial role in the distribution, storage, delivery, inventory control, and inspection of incoming and outgoing products.

- Accurately pick, pack and ship orders by following standard operating procedure
- Receive incoming shipments from vendors – rejects damaged items, records shortages and corresponds with shipper to rectify damages and shortages
- Operate forklift and pallet jack to move materials to and from loading docks, delivery trucks, storage areas and manufacturing areas
- Perform physical inventory of raw materials, work in progress and finished goods through cycle counts on a timely basis
- Contact freight carriers to schedule pick-up of goods and prepare BOL for shipments
- Scan all shipped orders into the database and update information in a timely manner

Qualifications:

- At least 1-2 years of shipping and receiving experience in a manufacturing environment
- Experience working with any Warehouse management software or ERP system
- Experience with DOT and IATA regulations for hazardous shipments
- Prior experience with freight forwarders for organizing and scheduling international shipment
- Experience with Microsoft Office – Outlook, Excel, and Word

Pay: \$18.50 an hour - Full-time

[Apply Here](#)

Part-time HR Assistant (Norcross)



1266 Oakbrook Drive, Norcross, GA 30093

Lucky Premium Treats is a growing Dog Treat manufacturer and E-commerce company located in Norcross with an immediate need for **PART-TIME** HR Assistant.

Responsibilities

- Processing bi-weekly Payroll
- Screening walk-ins
- Onboarding and offboarding.
- Organize and maintain personnel records both paper and electronic.
- Create and submit weekly reports.
- Responsible for employee relations.
- Answer employee's questions about HR related issues

Qualifications:

- 3-5 years related work experience and/or education.
- **BI-LINGUAL SPANISH / ENGLISH REQUIRED**
- Ability to organize, prioritizes daily work, and maintains strict confidentiality
- Working knowledge of HRIS systems, ATS systems, MS Office, including Word, Excel, and PowerPoint.
- Strong phone, email and in-person communication skills

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

[Apply Here](#)

Customer Sales Representative (Sandy Springs)



1155 Perimeter Center W, Atlanta, GA 30338

Join our dynamic team as a Customer Sales Representative and become a vital driver of our business growth!

Responsibilities

- Conduct outside sales activities by prospecting new clients through face to face lead generation and territory management to expand customer base.
- Manage existing accounts with a focus on upselling, cross-selling, and fostering long-term relationships through effective account management.
- Develop and execute business development plans to identify sales opportunities and increase market share within assigned territories.
- Deliver compelling product demos and presentations to prospective clients, highlighting features that meet their specific needs.
- Utilize CRM software and sales management systems proficiently to track leads, manage customer interactions, and analyze sales data.

Qualifications:

- Proven experience in outside sales, B2B sales, or technical sales with a strong track record of meeting or exceeding targets.
- Familiarity with CRM systems such as Salesforce or similar platforms for lead management and customer relationship tracking.
- Excellent negotiation skills combined with strong analysis abilities to assess client needs and craft tailored solutions.
- Demonstrated success in territory management, cold calling, prospecting, and direct sales strategies in a remote environment.
- Knowledge of marketing principles and experience with product demos, upselling techniques, and deal closing processes.

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

[Apply Here](#)

Inside Sales / CSR Representative (Norcross)



3145 Northwoods Parkway, Norcross, GA 30071

NetPlanner Systems is one of the Southeast's leading providers of IT-based solutions. We help our clients maintain a competitive advantage by incorporating cutting-edge technology into their networks.

Responsibilities

- Respond promptly and professionally to customer inquiries via phone, email, and other communication channels.
- Identify customer needs and recommend appropriate products or services to maximize sales opportunities.
- Process orders accurately and efficiently while coordinating with inventory and shipping departments to ensure timely delivery.
- Maintain detailed and up-to-date customer records in the CRM system to track interactions and sales progress.
- Resolve customer complaints and issues by collaborating with internal teams to provide effective solutions.
- Follow up with customers to ensure satisfaction, encourage repeat business.
- Meet or exceed individual and team sales targets and performance metrics.

Qualifications:

- HS diploma or equivalent required; associate or bachelors degree preferred.
- Minimum of 1-2 years of experience in inside sales, customer service, or a related field.
- Proficiency with CRM software and Microsoft Office (Word, Excel, Outlook).

Preferred:

- Experience in a B2B sales environment or technical product knowledge relevant to the industry.
- Familiarity with order management systems and sales analytics tools.
- Demonstrated ability to upsell and cross-sell products or services.
- Additional language skills to support diverse customer bases.
- Customer service certification or sales training credentials.

Pay: \$21 - \$24 an hour - Full-time

[Apply Here](#)

Events and Partnership Coordinator (Buckhead)



3500 Lenox Road NE, Atlanta, GA 30326

Crowe is a top 12 public accounting and consulting firm in the US, with more than 6,600 employees and 40 office locations across the US, India, and the Philippines.

Responsibilities

- Coordinate logistics and scheduling for onsite keynotes, webinars, presentations, association presentations, sponsored opportunities, trade shows, and other third-party events where ITR participates.
- Maintain speaker calendars across multiple systems.
- Proactively monitor speaker calendars, identify conflicts or overload, and recommend schedule blocks, travel buffers, or adjustments.
- Serve as the primary liaison among speakers, clients, event organizers, associations, speaker bureaus, vendors, and internal teams.

Qualifications:

- Event, speaker engagement, or meeting coordination experience required.
- Travel coordination experience required.
- Experience managing multiple calendars or supporting multiple executives, speakers, consultants, or client-facing professionals strongly preferred.
- Experience with associations, sponsorships, trade shows, webinars, or professional events preferred.
- Associate degree or higher preferred.
- Two to five years of experience in event coordination, administrative support, marketing / sales support, executive support or a related field.
- Experience with HubSpot, Asana, Outlook, TripIt, TeamUp, CRM systems, project management tools, or similar platforms preferred.

Pay: \$21.75 - \$44.50 an hour - Full-time

[Apply Here](#)

Client Engagement Senior Associate, Tax Operations: Another job posting by the same agency.

Pay: \$21.75 - \$44.50 an hour - Full-time

[Apply Here](#)

Store Manager (Alpharetta)



3003 Old Alabama Road, Alpharetta, GA 30022

Responsibilities

- Monitors and analyzes the customer service provided by team members. Offers reminders, training, and encouragement, and develops action plans for improvement in both retail and pharmacy.
- Greets customers and clinic patients, offers assistance with services.
- Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer and patient experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.).
- Resolves customer complaints and responds to customers' special needs.

Qualifications:

- Bachelor's degree and 3 years retail management experience or High School Diploma/GED and 5 years of retail management experience.
- Licensed pharmacy technician as required by state OR pharmacy assistant in WA state OR licensed RPh as soon as possible given state law requirements, no later than 12 months from Store Manager position start date.

Preferred:

- Bachelor's Degree.
- PTCB or ExCPT Certification.
- Three years retail management experience, including supervising others, managing, and assigning work.
- Licensed pharmacy technician as required by state OR pharmacy assistant in WA state OR licensed RPh

Pay: \$50,000 - \$120,000 a year - Full-time

[Apply Here](#)

Other Jobs posted by Walgreens:

Certified Pharmacy Technician (Alpharetta) | Pharmacy Technician (Roswell)

\$17.50 - \$21.00 an hour - Full-time | \$16.50 - \$20.00 an hour - Part-time

[Apply Here](#)

[Apply Here](#)

Clinic Manager (Roswell)



885 Woodstock Rd Ste 300, Roswell, GA 30075

At the Massage Envy franchise, we support you to be your best while you inspire a team of caring professionals to deliver an excellent experience that will help others feel their best.

Responsibilities

- Manage all operational aspects including driving memberships, promoting retail sales, guiding the team, managing deposits, overseeing inventory, ensuring compliance with all laws, etc.
- Strive for continuous growth by setting goals, prioritizing work and analyzing business performance
- Effectively resolve customer challenges while maintaining a safe and therapeutic environment

Qualifications:

- Have management and sales experience, preferably in a personal service environment such as a spa, salon, or gym. Massage industry experience is a PLUS but not required
- Are natural leaders who can build relationships while motivating, coaching and supporting a team
- Can have tough conversations in a professional and constructive manner
- Can create a strong workplace culture where all employees feel valued and recognized, issues are resolved quickly and fairly, and everyone feels connected to the mission

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

[Apply Here](#)

General Manager: Another job posting by the same agency.

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

[Apply Here](#)

Assistant Store Manager (Norcross)



6135 Jimmy Carter Boulevard, Norcross, GA 30071

Effectively assist the manager in growing revenues and profitability of an Ames Tools store while complying with company policies and procedures.

Responsibilities

- Assist in the overall operation of an Ames company retail store.
- Open and close the store when the Store Manager is absent.
- Merchandise products and organize the showroom and rear warehouse for safe and effective material handling.
- Report inventory discrepancies or customer issues to the Store Manager.
- Assist with store coverage at other store locations in the region as necessary.
- Maintain positive business relationships with existing Ames customers and cultivate new business opportunities with Interior Finishing Contractors in the assigned selling area.
- Generate revenue growth through effective marketing of Ames automatic taping tools, parts, and equipment, including promotion of add-on sales.

Qualifications:

- High school diploma or general education degree (GED).
- Two to four years of related experience.
- Display trust and integrity and strive to do the right thing.
- Embody servant leadership by putting the needs of others first.
- Ability to effectively present information in one-on-one and small group settings.
- Bilingual Spanish/English preferred.

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

[Apply Here](#)

Assistant to the Funeral Director (Chamblee)



3742 Chamblee Dunwoody Rd, Atlanta, GA 30341

.

Responsibilities

- Funeral planning
- Pre-Planning
- Staffing funerals, viewings, and visitations
- Funeral set-up and breakdown
- Preparation of deceased for burial, cremation, viewings, and transport
- Handling removals of deceased from place of death
- Prepare and publish obituaries
- Proof and file death certificates
- Schedule: 4 days a week and every other weekend
- Will work for both Dressler's Jewish Funeral Care and Fischer Funeral Care.

Qualifications:

- An interest in continuing or beginning a career in the funeral industry.
- Must pass a background check.

Desired Qualities:

- Punctual
 - Good bedside manner
 - Excellent follow-through
 - Excellent communicator
- .

Pay: \$18 - \$23 an hour - Full-time

[Apply Here](#)

Child Care Leader - After School Program - Saint Jude (Sandy Springs)

CHAMPIONS AT
SAINT JUDE THE APOSTLE CATHOLIC SCHOOL

7171 Glenridge Dr, Atlanta, GA 30328

KinderCare Education employs more than 32,000 team members across 1,700 locations nationwide. Our devoted family of education providers includes KinderCare Learning Centers, KinderCare Education at Work, Champions Before- and After-School Programs, Cambridge Schools™ and The Grove School.

Responsibilities

- Enrich the lives of school age kids
- Work in ratio with staff & kids during program hours
- Implement KCE's curriculum & Planning
- Create a safe, nurturing environment
- Partner & communicate with Parents, School Staff, and Students, while Cultivating Positive Relationships
- Supervise Children & complete hourly headcounts

Qualifications:

- At least 1 year of childcare experience
- Ability to meet all state specific licensing or qualification requirements.
- A love for children and a strong desire to make a difference every day
- Ability to build relationships with families and staff and create a dynamic environment where play and discovery go hand-in-hand

Pay: From \$17 an hour - Part-time; Monday to Friday after School Hours: 3pm - 6pm

Virtual interview will take place on Indeed so you won't need to download anything.

Date and time: *Eastern Daylight Time* Jul 7, 2026 | 9 am–1 pm

Estimated duration: 30 minutes *Each candidate will have their own time slot.*

[Apply Here](#)

Child Care Leader - After School Program - Queen of Angels (Roswell): Another job posting by the same agency.

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

[Apply Here](#)

Food service and Hospitality hiring (1)

Lead Bartender (Alpharetta) | Lead Line Cook (Alpharetta)

\$28 - \$35 an hour - Full-time | \$18 - \$21 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Fogon and Lions | 10 Roswell St #100, Alpharetta, GA 30009

Assistant General Manager - Restaurant (Chamblee)

\$22 - \$26 an hour - Part-time, Full-time

Gallas Pizza & Tavern | 4849 Peachtree Rd, Chamblee, GA 30341

[Apply Here](#)

Line Cook/Prep Cook (Dunwoody)

\$22 - \$25 an hour - Part-time, Full-time

Cuddlefish | 90 High St, Dunwoody, GA 30346

[Apply Here](#)

Sous Chef (Atlanta 30339)

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

Bocado | 6300 Powers Ferry Road, Atlanta, GA 30339

[Apply Here](#)

Server and Bartender (Roswell)

From \$20 an hour - Part-time

Johnny's New York Style Pizza | 550 West Crossville Road, Roswell, GA 30075

[Apply Here](#)

Starbucks Daily Operations Leader, Perimeter Mall - Full Time (Dunwoody)

\$19.49 - \$31.90 an hour - Full-time

Macy's | 4300 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

[Apply Here](#)

Food service and Hospitality hiring (2)

Guest Service Professional (Alpharetta) | Togo Specialist (Alpharetta)

\$18 - \$20 an hour - Part-time | **\$18 - \$20 an hour - Part-time**

[Apply Here](#)

[Apply Here](#)

Jim 'N Nick's Community BBQ | 5150 Windward Parkway, Alpharetta, GA 30004

Line Cook- Opening shift - up to \$18/hr (Dunwoody)

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

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

[Apply Here](#)

Supervisor (Alpharetta)

\$17.23 - \$24.12 an hour - Full-time

Georgia Fine Wine, LLC | 380 North Point Circle, Alpharetta, GA 30022

[Apply Here](#)

HOH Line Cook (Buckhead)

\$16 - \$19 an hour - Full-time

Twin Peaks | 3365 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

Bakery Team Member (Sandy Springs)

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

Sugar Shane's | 1110 Hammond Drive, Sandy Springs, GA 30328

[Apply Here](#)

Line Cook/Prep Cook (Roswell)

\$15 an hour - Full-time

SmokehouseQ | 4401 Shallowford Road NE, Roswell, GA 30075

[Apply Here](#)

Senior care, Child care, Animal care, Healthcare hiring

Georgia PreK Lead Teacher - Atlanta, GA (Brookhaven)

\$18.75 - \$22.90 an hour - Full-time

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

[Apply Here](#)

Daycare Worker (Special Needs) (Dunwoody)

\$18 an hour - Part-time

Mommy Angels Specialty Care | 1 Dunwoody Park, Atlanta, GA 30338

[Apply Here](#)

Medical Receptionist - No Weekends, Evenings or Holidays! (Alpharetta)

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

North Point Pediatrics | 3180 North Point Parkway, Alpharetta, GA 30005

[Apply Here](#)

Caregiver Needed – In-Home Care in Sandy Springs

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

1Heart Caregiver Services – North Atlanta | 6065 Roswell Road, Sandy Springs, GA

[Apply Here](#)

Dog Daycare Customer Experience Specialist (Buckhead)

\$16 an hour - Full-time

Puppy Haven | 230 Windsor Parkway, Atlanta, GA 30342

[Apply Here](#)

Dental Assistant (Roswell)

\$15 - \$28 an hour - Full-time

iSmile LLC | 11685 Alpharetta Hwy #105, Roswell, GA 30076

[Apply Here](#)

Spanish-Speaking CNA / Home Care Aide — Atlanta, GA 30350

\$15 - \$16 an hour - Part-time, Full-time, PRN, Per diem

MCO Homecare Services LLC | Atlanta, GA 30350

[Apply Here](#)

Others hiring

Short-Term Rental Cleaner - Full-time (Roswell)

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

Bluebird Capital LLC | Roswell, GA

[Apply Here](#)

Dry Cleaner & Spotter (Sandy Springs)

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

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

[Apply Here](#)

Industrial Cleaner (Peachtree Corners)

\$20 an hour - Full-time

Suniva, Inc | 5765 Peachtree Industrial Boulevard, Peachtree Corners, GA 30092

[Apply Here](#)

Floor Technician (Brookhaven)

From \$18 an hour - Full-time

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

[Apply Here](#)

School Photographer - Sandy Springs, GA (Sandy Springs)

\$17.50 - \$19.50 an hour - Part-time, Seasonal

Jostens | Sandy Springs, GA

[Apply Here](#)

Front Desk Associate (Johns Creek)

\$16.90 - \$17.30 an hour - Part-time, Full-time

Art of Problem Solving | Johns Creek, GA

[Apply Here](#)

Property Field Inspector (Alpharetta)

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

All County Property Management North Metro | 700 Abbey Ct, Alpharetta, GA 30004

[Apply Here](#)