
Administrative Customer Service (Norcross)



1300 Oakbrook Drive, Norcross, GA 30093

Carpet South specializes in apartment unit turns, providing professional flooring installation services for multifamily properties. Our team installs LVT, carpet, and sheet vinyl, helping property managers prepare apartments quickly and efficiently for new residents.

Responsibilities

This role serves as the primary point of contact for customers and property managers by taking work orders, scheduling projects, resolving customer concerns, preparing invoices, and ensuring accurate billing.

- Answer incoming calls, emails, and customer inquiries.
- Receive and process work orders for apartment flooring replacements and unit turns.
- Schedule installations and coordinate with field crews.
- Handle customer complaints professionally and work toward timely resolutions.
- Prepare invoices and process billing for completed work.
- Answer billing questions and resolve account discrepancies.
- Maintain accurate customer, order, and billing records.
- Communicate with property managers regarding scheduling, job status, and completed work.

Qualifications:

Carpet South is seeking a dependable and customer-focused Administrative Customer Service to join our team. The ideal candidate is organized, detail-oriented, and thrives in a fast-paced environment. Experience working with apartment communities, property management, or the multifamily industry is strongly preferred.

Pay: \$65,000 - \$70,000 a year - Full-time

[Apply Here](#)

Administrative Assistant (Roswell)



1792 Woodstock Rd Bldg 100, Roswell, GA 30075

We are seeking a reliable and organized Office Administrator to join our team. The ideal candidate will be responsible for supporting daily office operations, maintaining accurate records, assisting with administrative tasks, and providing excellent customer service. This position requires strong organizational skills, attention to detail, and the ability to work independently in a fast-paced office environment.

Responsibilities

- Manage daily office operations and administrative tasks.
- Answer and direct incoming phone calls and emails.
- Greet visitors and provide professional customer service.
- Maintain filing systems and company records.
- Schedule appointments, meetings, and coordinate calendars.
- Prepare reports, letters, and other business documents.
- Order and maintain office supplies and equipment.
- Process invoices and assist with basic bookkeeping and data entry.
- Coordinate with vendors and service providers as needed.
- Maintain confidential employee and company information.

Qualifications:

- High school diploma or equivalent; associate's degree is a plus.
- Previous office administration or administrative assistant experience preferred.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Strong written and verbal communication skills.
- Excellent organizational and multitasking abilities.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Professional attitude and dependable work ethic.

Pay: \$27.18 - \$32.44 an hour - Full-time

[Apply Here](#)

Fulfillment & Operations Coordinator (Roswell)



10800 Alpharetta Hwy #208, Roswell, GA 30076

We're hiring a Fulfillment & Operations Coordinator to keep our supply chain and order operations running smoothly as we scale. This is a hybrid position based in the Atlanta area, with a mix of in-person and remote work.

Responsibilities

- Coordinate daily fulfillment operations with our 3PL partner (ShipBob), including order exceptions, shipping issues, and delivery escalations
- Monitor inventory levels across warehouses and sales channels; flag reorder points and coordinate inbound shipments with manufacturing partners
- Resolve customer order issues alongside our support team: replacements, address changes, subscription order adjustments
- Maintain accurate records for purchase orders, receiving, lot tracking, and returns
- Track and report on key operational metrics: fulfillment SLAs, shipping costs, inventory turns, and error rates

Qualifications:

- 2+ years of experience in operations, fulfillment, logistics, or e-commerce administration
- Strong organizational skills and genuinely obsessive attention to detail
- Comfortable working across software platforms. Experience with Shopify, a 3PL dashboard (ShipBob or similar), or Amazon Seller Central is a plus
- Proficient with spreadsheets and comfortable working with data

Nice to Have

- Experience in consumer packaged goods, supplements, or another regulated product category
- Familiarity with subscription e-commerce (Loop, Recharge, or similar)
- Experience with inventory planning or demand forecasting.

Pay: \$55,000 - \$68,000 a year - Full-time

Submit your resume along with a brief note describing an operational process you improved and the result. Applications with this note will be prioritized.

[Apply Here](#)

Sales and General Administrative Assistant (Norcross)



6400 Atlantic Blvd, Norcross, GA 30071

We are an international supply chain enterprise specializing in flooring and building materials, deeply rooted in the US market. We own manufacturing facilities in China and Indonesia, boasting strong R&D and cost competitiveness.

Responsibilities

- **Order Fulfillment Management:** Relying on our domestic and overseas factory resources, follow up on the entire sales order process—from placement and production progress tracking to final delivery—ensuring efficient supply chain operations.
- **International Logistics & Compliance:** Coordinate with customs, shipping, and logistics providers to handle transnational freight and customs clearance matters, ensuring smooth inbound product processing.
- **Warehouse Data Coordination:** Assist in managing the daily operations of the 60,000-square-foot warehouse, taking responsibility for accurate inventory data verification and coordination of inbound / outbound info.
- **Comprehensive Administrative Support:** Handle basic human resources work, employee payroll calculations, and daily administrative affairs for the Atlanta office to ensure smooth company operations.

Qualifications:

- **Experience & Background:** Proficient in office software operations; candidates with experience in order processing, international logistics, or customs business coordination are preferred.
- **Professional Skills:** Possess basic warehouse management knowledge, as well as practical experience in HR/financial calculations.
- **Key Traits:** A strong sense of responsibility and sensitivity to numbers; detail-oriented and rigorous, with excellent multitasking, communication, coordination, and stress management skills.

Pay: \$23.70 - \$28.54 an hour - Full-time

Submit Resume To: operations@artreefloorinc.com

[Apply Here](#)

Client Resource Coordinator (Roswell)



1350 Northmeadow Pkwy #100, Roswell, GA 30075

Johnson Controls, a global leader in thermal management, mission-critical building systems, energy efficiency, and decarbonization, helps customers use energy more productively, reduce carbon emissions, and operate with the precision and resilience required in rapidly expanding industries such as data centers, healthcare, pharmaceuticals, advanced manufacturing, and higher education.

Responsibilities

- Receives customer requests for unscheduled or scheduled service.
- Coordinates labor scheduling to align technician to the appropriate customer and service need.
- Communicates the action plan and services to be provided directly to the customer. Ensures work has been performed to the customer's expectations and performs follow-up with the customer, as needed.
- Answer any customer inquiries and resolve or escalate customer issues, as appropriate.
- Debrief activities daily

Qualifications:

- High school diploma or equivalent required, plus two to five years of service industry experience managing service operations and/or service scheduling.
- Must demonstrate the ability to perform work independently and demonstrate solid organizational and attention to detail skills.
- Must have strong interpersonal skills to effectively communicate with both internal and external clients. Must have the ability to simultaneously handle a large and diverse number of projects, tasks and issues with tact, cooperation, and persistence.

Preferred

- Associates degree preferred
- Experience and/or basic project accounting or costing principals is desired.

Pay: \$23 - \$31 an hour - Full-time

[Apply Here](#)

Real Estate Executive Assistant (Brookhaven)



804 Town Blvd, Atlanta, GA 30319

We are seeking a highly organized, proactive Executive Assistant to become the operational backbone of a top-producing residential real estate business in Metro Atlanta. This position is designed for someone seeking a long-term career, growth opportunities, and increasing responsibility.

Responsibilities

- Coordinate appointments, meetings, showings
- Screen and prioritize requests
- Prepare agendas and meeting materials
- Protect the executive's time by managing competing priorities
- Coordinate every step of the transaction from contract to closing (contract management, inspection/appraisal/financing deadlines, closing)
- Communication with clients, lenders, attorneys, etc.
- Communication with cooperating agents
- Vendor coordination and contractor scheduling
- Coordinate the preparation of listings (photography/videography, staging, cleaning, repairs, painting)
- MLS data entry, Marketing coordination
- Showing preparation, Open house preparation

Qualifications:

- Minimum 2 years of experience working in residential real estate or the mortgage industry
- Experience managing multiple deadlines and competing priorities
- Strong computer and technological skills
- Ability to prioritize and solve problems without constant direction

Preferred experience includes:

- Real estate license, FMLS and Georgia MLS, Dotloop, Google Workspace, Trello, Canva, , CRM systems, Social media platforms, Microsoft Office

Pay: \$40,000 - \$50,000 a year - Full-time; Hybrid remote in Atlanta, GA 30319

[Apply Here](#)

Front Desk Receptionist (Norcross)



5855 Jimmy Carter Blvd Ste 260, Norcross, GA 30071

Total Services Turnkey LLC is looking for a friendly, organized, and professional Front Desk Receptionist to join our growing team.

Responsibilities

- Answer incoming phone calls professionally.
- Respond to text messages from customers and contractors.
- Direct calls and messages to the appropriate team members.
- Provide outstanding customer service to clients and subcontractors.
- Assist with general office administrative tasks.
- Maintain organized and timely communication.

Qualifications:

- Excellent communication and customer service skills.
- Strong organizational and multitasking abilities.
- Basic computer skills (Microsoft Office, email, and office software).
- Ability to work in a fast-paced environment.
- Bilingual (English & Spanish) is a plus, but not required.
- Previous front desk, receptionist, or customer service experience is preferred.

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

To apply, please send your resume to:

- Alejandro@tsturnkey.com
- carolina@tsturnkey.com

[Apply Here](#)

Licensing Coordinator - in Office (Alpharetta)



6000 Windward Pkwy, Alpharetta, GA 30005

This position is responsible for processing new unit/transfer in title and registration paperwork and processing annual renewals on existing fleet across multi states and branches in the US.

Responsibilities

- Create state paperwork needing to procure title and registration on new or transfer in units. Coordinate any other needed documents with domicile shop such as weight slips, Vehicle Identification Number (VIN) verifications etc. Accuracy of paperwork submitted for titles and registrations to state and/or federal agency is especially important when procuring license and title. Information must be accurate when submitting as VIN#s, make, model and year are essential to ensure legalization of the vehicle.
- Upon receipt of renewal notices from state: open, sort, prepping renewal docs, submit for review. Subsequently processing annual renewals for existing equipment. 100% compliance of timely renewals, incurring zero penalties and only renewing active vehicles. Receipt of renewal documents delivered to shops allowing two full weekends to install prior to expiration.
- Provide support to internal and external customers to answer questions regarding the status of license and permits for their respective state(s).

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more customer service experience preferred
- MS Office Suite - Excel, Word, PowerPoint, Outlook and Teams. (Excel knowledge to include vlookups, pivot tables, working with large amounts of data) intermediate required
- Workday intermediate preferred
- Strong knowledge of commercial vehicle licensing & permitting process including obtaining credentials & billing processes

Pay: \$21 - \$22 an hour - Full-time

[Apply Here](#)

Accounting Assistant (Roswell)



1005 Mansell Road, Roswell, GA 30076

We are seeking a motivated and highly organized Accounting Assistant to join our dynamic team. departments.!

Responsibilities

- Manage calendar appointments, schedule meetings, and coordinate conference room bookings
- Perform data entry, filing, and maintain organized records using digital tools like Google Workspace and Microsoft Office
- Handle correspondence including proofreading emails, memos, and reports for clarity and accuracy
- Support bookkeeping tasks using QuickBooks or similar accounting software
- Assist with office management tasks such as supply inventory, equipment maintenance, and general clerical duties
- Provide exceptional customer service by addressing inquiries via phone or email with patience and professionalism with vendors and customers
- Support personal assistant with special project coordination as needed

Qualifications:

- Proven experience in an office environment role with strong clerical skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace tools
- Excellent organizational skills with keen attention to detail and accuracy in proofreading and data entry
- Strong computer literacy including familiarity with multi-line phone systems and office management software like QuickBooks
- Exceptional phone etiquette combined with effective time management skills to prioritize tasks efficiently
- Demonstrated ability to handle confidential information discreetly while providing outstanding customer support

Pay: \$20 - \$24 an hour - Full-time

[Apply Here](#)

Personal Injury Case Manager (Peachtree Corners)



SCOTT PRYOR LAW GROUP

Personal Injury & Accident Attorneys

6185 Crooked Creek Rd NW Ste. H, Peachtree Corners, GA 30092

Responsibilities

The primary purpose of the position is to perform all pre-litigation duties that are key to supporting the attorney who is managing each personal injury case. The goal of this role is to ensure each client is served with excellence, and is communicated with in a timely manner, kept abreast of his/her case, and that all supporting documents are handled properly.

- Communicate with clients via phone and email during the pre-suit process to address their questions and concerns and to provide and obtain updates
- Communication with treating providers, adjusters, etc.
- Manage Client Treatment
- Schedule all necessary meetings, including depositions, client prep, mediations, etc.
- Request Reductions
- Get all signed paperwork from client in a timely manner
- Prepare some legal documents
- Correctly enter all data in appropriate system
- Conduct timely follow-up on all outstanding documents/assignments and escalate when appropriate
- Meet with clients upon closing the case and ensure that reviews are obtained

Qualifications:

- High School Diploma or GED
- BILINGUAL (EN/SP) preferred
- Paralegal training or certification is a plus
- Experience: Personal injury law: 2 years (Required). 3+ years of Personal Injury Law Experience is preferred

Pay: \$45,000 - \$60,000 a year - Full-time

[Apply Here](#)

Paralegal/Legal Assistant (Chamblee)



3175 Shallowford Rd NE, Chamblee, GA 30341

Immediate great legal job opening at Sperling Law Group, a Dynamic criminal defense, Immigration and personal injury law firm in Chamblee Georgia. Seeking an experienced paralegal / legal assistant to handle multiple important tasks including court fillings, working on the law firm's busy court schedule and lots of client contact. Good writing and communication skills a must. Bilingual in both English and Spanish would be ideal, but otherwise, not a deal breaker. Very competitive salary based on experience along with benefits.

Ability to Commute:

- Chamblee, GA 30341 (Required)

Pay: \$44,127 - \$47,725 a year - Full-time

[Apply Here](#)

Receptionist and Client Services Specialist (Buckhead)



3500 Lenox Rd NE #1650, Atlanta, GA 30326

This position supports the Firm's law practice by serving as the first point of contact for prospective and current clients. This role is responsible for creating a welcoming, responsive, and professional client experience while supporting our intake, onboarding, and front-facing communications.

Responsibilities

- Serve as the primary point of contact for incoming calls, emails, and visitors
- Provide a warm, professional, and empathetic experience for prospective and existing clients
- Gather initial client information and assess needs to route inquiries
- Ensure all client interactions reflect the firm's commitment to service and professionalism
- Support the full client intake process, from initial inquiry through onboarding
- Coordinate client consultations and appointments in collaboration with the Marketing and Client Services Coordinator.
- Collect, verify, and organize client information and documentation
- Assist with opening new client files and transferring relevant materials
- Guide clients through next steps, ensuring clarity and a smooth onboarding experience

Qualifications:

- High school diploma or equivalent required
- Prior experience in a professional office, law firm, or administrative setting preferred
- Experience operating a multi-line phone system, transferring calls, and managing front desk reception required
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel) required
- Familiarity with legal software such as Orion or Applega is a plus
- Excellent organizational skills and attention to detail

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

[Apply Here](#)

Administrative Operations & Billing Assistant (Buckhead)



3290 Northside Pkwy NW #925, Atlanta, GA 30327

We are a small law firm seeking a full-time (Monday - Friday), in-office Administrative Operations and Billing Assistant to support front office operations, office administration, and basic legal tasks.

Responsibilities

- Answer and route incoming phone calls
- Greet clients and visitors, serve as the primary point of contact for the office
- Receive, sort, and manage incoming and outgoing mail
- Create and process client invoices
- Assist with payroll processing
- Perform data entry and general administrative tasks
- Maintain office supplies and coordinate with vendors as needed
- Maintain organized electronic and physical filing systems
- Proactively monitor progress of assigned tasks to ensure timely follow-up and completion

Qualifications:

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Reliable, self-motivated, and comfortable working independently
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills
- Proficiency with Microsoft Office (Word, Outlook, Excel)
- Billing or payroll software experience a plus
- High school diploma required
- Assist with preparation, formatting, and filing of basic legal documents
- Perform other light legal support tasks under attorney supervision

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

[Apply Here](#)

Litigation Support Representative (Roswell)



20 Mansell Ct E Ste 300, Roswell, GA 30076

At Veritext, we focus on the details – so legal teams can focus on the case. Our clients count on us to make the legal process seamless and efficient from scheduling court reporters and legal videographers to ensuring transcripts are delivered on time and flawlessly accurate. As a Litigation Support Representative (Corporate Services), you'll play a critical role in the litigation process by ensuring that the materials attorneys and legal teams rely on – transcripts, exhibits, and records – are meticulously prepared, easy to access.

Responsibilities

- Review and finalize court reporter transcripts to ensure every document is accurate, complete, and professionally formatted meeting both internal standards and client expectations
- Track transcript and exhibit submissions, proactively flagging delays or issues that could impact discovery deadlines or court schedules
- Organize, label, and upload transcripts and exhibits to secure client portals, ensuring materials are easy to access, properly linked, and delivered on time
- Serve as a primary point of contact for court reporters setting expectations, providing guidance, resolving discrepancies, and building strong working relationships that support timely, high-quality results

Qualifications:

- 2-4 years of professional experience, familiarity with court reporting or legal services is a huge plus
- Detail driven and quality obsessed – you take pride in accuracy and notice the small things that make a big difference for clients and legal teams
- Organized, process-oriented and client focused – you understand the impact your work has on attorneys and their cases and stay motivated to deliver a seamless, high-quality experience by maintaining organized information
- Comfort with technology and navigating digital platforms, including proprietary software, document management systems and MS Office Suite

Pay: \$17.81 - \$23.00 an hour - Full-time

[Apply Here](#)

Office Clerk (Peachtree Corners)



3500 Parkway Ln #125, Peachtree Corners, GA 30092

PLS Claims, an independent insurance adjusting company, is seeking a dependable and organized Office Clerk to provide administrative and clerical support for our office. The Office Clerk will assist with document processing, data entry, filing, correspondence, incoming calls, office organization, and general administrative support.

Responsibilities

- Answer and direct incoming telephone calls in a professional manner.
- Enter and update information in company databases and claim management systems.
- Scan, upload, organize, and maintain electronic and paper documents.
- Prepare letters, emails, reports, and other business correspondence.
- Review documents for completeness and accuracy.
- Process incoming and outgoing mail and deliveries.
- Maintain organized electronic and physical filing systems.
- Assist with invoice processing, data entry, basic accounting-related tasks.
- Order and maintain office supplies.
- Assist with scheduling meetings and coordinating office activities.

Qualifications:

- High school diploma or equivalent required.
- Previous clerical, receptionist, administrative, or office experience preferred.
- Proficiency with Microsoft Outlook, Word, and Excel.
- Accurate keyboarding and data-entry skills.
- Professional telephone and customer-service skills.
- Experience in an insurance, claims, accounting, legal, or other professional office environment is a plus but is not required.

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

[Apply Here](#)

Community Outreach Coordinator (Buckhead)



3343 Peachtree Rd NE Ste 145, Atlanta, GA 30326

We are hiring Community Outreach Liaisons to serve as the local face of our company in Atlanta. You will build relationships with pediatricians, family practices, and clinical staff, educating them on a 100% free, fully-funded state program that their eligible patients are legally entitled to receive.

Responsibilities

- **Field Outreach:** Hit the road to visit **8-10 healthcare clinics per day** across your assigned Atlanta territory.
- **Provider Engagement:** Meet with medical office managers, pediatricians, and clinical teams to build instant rapport, drop off educational materials, and set up waiting room displays.
- **Lead & Referral Tracking:** Monitor incoming provider referrals in real time, ensuring no lead ever goes cold.
- **Pipeline Logging:** Log daily visits, interaction notes, and clinic feedback into our simple tracking system at the end of each day.

Qualifications:

- Education: Associate's or Bachelor's degree (All majors welcome—Public Health, Communications, Biology, and Business are excellent fits!).
- Reliable Transportation: Must have a personal vehicle, valid driver's license, and a clean driving record.

Pay: \$27 an hour - Part-time

- **Schedule:** Monday – Friday (9:00 AM to 3:00 PM Eastern Time)
- **Car & Gas Allowance:** **\$400/month dedicated perk** to subsidize your field travel.

How to Apply CRITICAL REQUIREMENT: To be considered for this role, you **MUST** submit an **Introduction Video** with your application. Show us your energy, warmth, and why medical office managers will love working with you!

- **Submit your resume** alongside your **Introduction Video**.
- Include a quick note sharing your favorite experience building a quick connection or overcoming a tough challenge.
- Email your video and application materials to: **support@homecarepromise.com**

[Apply Here](#)

Dental Treatment Coordinator (Sandy Springs)



5555 Peachtree Dunwoody Road, Atlanta, GA 30342

Pinewood Dentistry and Implants is a privately owned, comprehensive dental practice with locations in Sandy Springs and Cumming.

Responsibilities

We are seeking an experienced, patient-focused Dental Treatment Coordinator for our growing Sandy Springs office, located near Northside Hospital. This is not primarily a receptionist or check-in position. The person in this role will help patients understand their treatment recommendations, navigate financial decisions, schedule appropriate next steps, and move confidently forward with care.

- Meeting with patients to review recommended treatment
- Helping patients understand treatment priorities and next steps
- Presenting fees, insurance estimates, and financial arrangements
- Explaining third-party financing and payment options
- Helping patients overcome logistical and financial barriers to care
- Scheduling treatment while coordinating appropriate appointment length and provider availability

Qualifications:

- **Previous dental treatment-coordination, dental front-office, or dental assistant experience is strongly preferred.** Experience with larger restorative, implant, cosmetic, orthodontic, or comprehensive treatment plans is especially valuable.
- A college degree is not required but is preferred.
- Warm, confident, and professional
- Comfortable discussing treatment costs and financial arrangements
- Able to explain complex information in a clear and reassuring way
- Persistent with follow-up without being aggressive

Pay: \$50,000 - \$62,000 a year - Full-time.

[Apply Here](#)

Dental Assistant (Alpharetta)



45 Roswell Street, Alpharetta, GA 30009

Moore Dentistry in Alpharetta, GA is growing, and we're looking for a friendly, dependable Dental Assistant to join our team!

Responsibilities

We're a patient-centered practice that values kindness, teamwork, and providing exceptional dental care in a welcoming environment. If you're motivated, compassionate, and enjoy helping patients feel comfortable, we'd love to meet you!

Qualifications:

- Positive, upbeat attitude
- Strong communication and organizational skills
- Team player with a great work ethic
- Dental assisting experience preferred (but we're happy to consider the right candidate!)

Pay: \$18 - \$28 an hour - Full-time

Four-day work week: Monday–Thursday Hours: 7:00 AM – 3:00 PM

[Apply Here](#)

Front Office Associate (Peachtree Corners)



5270 Peachtree Parkway, Peachtree Corners, GA 30092

Elite Personalized Medicine (www.epmlife.com) is an innovative medical establishment. We believe that true health is achieved by education and execution of a personalized wellness plan. Our vision and mission is to inspire a community by empowering members through lifestyle modification and positive reinforcement.

Responsibilities

- Create the best possible first impression for our patients and potential patients, both in person and on the phone
- Administrative work including but not limited to answering phones, scheduling, answering billing and service- related questions, collecting payment for services and/or products, sending and receiving faxes, and other duties assigned by providers or managers
- Contact patients regarding the scheduling of follow-up visits and procedures, as outlined in the Treatment Plan
- Update patient chart notes and files in EMR as needed
- Work with multiple providers to ensure proper patient flow and practice efficiency

Qualifications:

- Experience in sales, customer service admin or medical office preferred
- 1 year of customer service experience preferred
- Must be a team player – willing to help support departments when needed
- 1 year of experience working within an integrative medicine clinic preferred
- Ability to work independently and as part of a multi-disciplinary team
- Document management and excellent organizational skills
- Previous experience with an Electronic Health Records (EHR) system and working in an EHR environment
- Familiarity with Microsoft Office and Quickbooks preferred

Pay: \$17.50 - \$20.00 an hour - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Hostess/host /Server (Sandy Springs)

\$22.47 - \$30.06 an hour - Part-time

AVAD LLC | 111 Glenridge Point Parkway, Atlanta, GA 30342

[Apply Here](#)

Bartender (Alpharetta)

From \$22 an hour - Full-time

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

[Apply Here](#)

Server (Roswell)

\$19.99 - \$20.00 an hour - Part-time

[Apply Here](#)

| Server/Cashier (Roswell)

| \$19.93 - \$20.00 an hour - Part-time

[Apply Here](#)

sushi hut | 915 Woodstock Rd Ste 130, Roswell, GA 30075

CATERING ATTENDANT (FULL TIME) (Peachtree Corners)

\$19 - \$21 an hour - Full-time

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

[Apply Here](#)

Full-Time/Part-Time Sauté Cook (Brookhaven)

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

Avellino's Wood Fire Pizzeria | 1328 Windsor Parkway, Atlanta, GA 30319

[Apply Here](#)

Banquet Bartender (Sandy Springs)

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

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

[Apply Here](#)

Food service and Hospitality hiring (2)

Server + Bar Tender (Johns Creek)

\$17 - \$35 an hour - Part-time

Star Foods LLC | 5725 State Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

Senior Line Cook (Chamblee) | Server (Chamblee)

\$17 - \$22 an hour - Part-time, Full-time | \$16 - \$30 an hour - Part-time

[Apply Here](#)

[Apply Here](#)

Galla's Pizza | 4849 Peachtree Road, Atlanta, GA 30341

Barista (Dunwoody)

\$16 - \$22 an hour – Part-time, Full-time

Cuddlefish | 290 High Street, Dunwoody, GA 30346

[Apply Here](#)

Guest Room Attendant (Dunwoody)

\$16 an hour - Part-time

Apsilon Management Perimeter Center | Dunwoody, GA 30338

[Apply Here](#)

Host/Hostess (Dunwoody)

\$15 - \$22 an hour - Part-time

CHUBBY CATTLE DUNWOODY, LLC | 4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

[Apply Here](#)

Dishwasher (Peachtree Corners)

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

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

[Apply Here](#)

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

Live-In Caregiver/Personal Care Assistant (Roswell)

From \$200 a day - Part-time, Full-time

Amada Senior Care Brookhaven GA | Roswell, GA 30009

[Apply Here](#)

After-School Nanny (Alpharetta)

\$18 - \$28 an hour – Part-time

Twinkle Toes Nanny Agency NE Atlanta | Alpharetta, GA

[Apply Here](#)

Enrollment Services Assistant (temporary 6-8 months) (Sandy Springs)

\$17.07 - \$23.95 an hour - Temporary

Herzing University | 5901 Peachtree Dunwoody Rd NE, Sandy Springs, GA 30328

[Apply Here](#)

Concierge (Chamblee)

\$17 an hour - Full-time

Lifeline Animal Project Inc | 3280 Chamblee Dunwoody Road, Chamblee, GA 30341

[Apply Here](#)

Lead After School Teacher (Roswell)

\$16 - \$22 an hour - Part-time, Contract, Full-time

Little Yogis Enrichment Program | 11050 Crabapple Rd Ste D-115A, Roswell, GA 30075

[Apply Here](#)

Infant Teacher - Now Hiring (Alpharetta) | Preschool Teacher (Alpharetta)

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

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

[Apply Here](#)

[Apply Here](#)

Carrington Academy | 2945 Webb Bridge Road, Alpharetta, GA 30009

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

BILINGUAL MEDICAL ASSISTANT (Tucker)

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

Centro Medico San Lucas | 4292 Chamblee Tucker Road, Tucker, GA 30084

[Apply Here](#)

Traveling Front Desk Receptionist (Sandy Springs)

From \$16 an hour - Full-time

Regional Medical Group | Sandy Springs, GA 30342

[Apply Here](#)

Registered Technician/Assistant (Roswell)

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

Hollyberry Animal Hospital | 10915 Alpharetta Hwy, Roswell, GA 30076

[Apply Here](#)

Dental Receptionist (Chamblee)

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

Right Smile Center - Chamblee | 3781 Chamblee Dunwoody Rd, Chamblee, GA 30341

[Apply Here](#)

Veterinary Assistant/Receptionist (Roswell)

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

PeachVet Pet Wellness | 601 Houze Way, Roswell, GA 30076

[Apply Here](#)

Front Desk Associate (Sandy Springs)

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

Hightop Health | 1150 Hammond Drive, Sandy Springs, GA 30328

[Apply Here](#)

Caregiver (Alpharetta)

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

SYNERGY HomeCare | 3050 Royal Boulevard South, Alpharetta, GA 30022

[Apply Here](#)

Others hiring

Submission Officer - Visa Application Centre (Sandy Springs)

From \$20 an hour - Full-time, Contract

VFS Global | 1200 Altmore Ave Ste 175, Sandy Springs, GA 30342

[Apply Here](#)

Front Desk Concierge (Brookhaven)

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

18|8 Fine Men's Salon | 305 Brookhaven Ave A1140, Brookhaven, GA 30319

[Apply Here](#)

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