
Medical Reception Supervisor (Dunwoody)



5471 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Nore Women's Health is a growing, multi-site women's healthcare practice serving the greater Atlanta area.

Responsibilities

- Serve daily in a front office role (check-in or check-out) while leading site operations.
- Supervise, coach, and develop front office and clinical support staff, establishing clear expectations and accountability.
- Partner with NP and PA providers to ensure efficient clinic operations and a positive provider experience.
- Oversee front office functions, including scheduling, patient registration, insurance verification, and patient communications.
- Ensure accurate and consistent use of ModMed (Modernizing Medicine/EMA) and Klara across the team.
- Provide leadership support and coverage at other practice locations as needed.

Qualifications:

- Previous supervisory or management experience in a physician practice or clinical setting.
- Experience with ModMed (EMA) and Klara strongly preferred.
- Proven ability to support and collaborate effectively with NP and PA providers.
- Exceptional attention to detail, organization, and follow-through.
- Strong leadership, coaching, and team-development skills.
- Flexibility to travel between Atlanta-area locations as needed.
- Proactive, collaborative, and patient-focused approach.

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

[Apply Here](#)

Front Desk Patient Coordinator (Sandy Springs)



5445 Meridian Marks Rd, Atlanta, GA 30342

The Nelson Center for Plastic and Reconstructive Surgery is seeking a polished, personable, and highly organized Front Desk Patient Coordinator to join our boutique plastic surgery practice.

Responsibilities

- Warmly welcome patients and provide a polished, professional front-office experience
- Answer calls, texts, emails, and web inquiries promptly and professionally
- Schedule consultations, treatments, postoperative visits, and other appointments
- Manage appointment confirmations, cancellations, waitlists, and proactively backfill openings
- Assist with patient check-in and check-out and accurately process payments
- Maintain accurate patient demographics, referral sources, appointment information, and lead activity

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred
- 2+ years of experience in a medical office, plastic surgery, dermatology, med spa, luxury hospitality, or other high-touch customer service environment preferred
- Strong service and sales orientation with the ability to build trust and confidently move prospective patients toward consultation
- Strong computer skills and ability to learn new technology quickly
- EMR experience preferred; **Nextech experience is a plus**
- Spanish-speaking ability preferred
- QuickBooks experience is a plus

Pay: \$50,000 - \$55,000 a year - Full-time

[Apply Here](#)

Patient Coordinator (Sandy Springs)



800 Mount Vernon Hwy NE Ste 405, Atlanta, GA 30328

Serenity Dental of Sandy Springs is a dynamic practice that specializes in General Dentistry, Periodontics, Oral Surgery, and more. Our office is expanding, and we are seeking a motivated and friendly Front Office Team Member to join our dedicated team.

Responsibilities

In this full-time position, you will play a vital role in the daily operations of our practice. Your responsibilities will include treatment planning, scheduling appointments, and navigating insurance processes.

Qualifications:

The ideal candidate should possess strong organization skills and a genuine desire to help our patients have a positive experience.

While previous experience is a plus, we are willing to train the right individual who demonstrates a commitment to learning and excellence. Familiarity with Eaglesoft scheduling software is beneficial but not required.

We strive to provide our team with a supportive work environment and offer competitive benefits, including a 401K plan, paid holidays, and paid vacation days. Enjoy convenient parking in the attached deck or lot and a scheduled 30-minute lunch break to recharge.

If you're eager to grow within a multi-doctor private practice, we encourage you to consider this exciting opportunity. Join us and be part of our journey in delivering exceptional dental care!

Pay: \$23 - \$27 an hour - Full-time

Please do not call or email the office to apply.

[Apply Here](#)

Veterinary Client Care Coordinator (Alpharetta)



601 West Crossville Road, Roswell, GA 30075

Alpharetta Veterinary Specialty + Emergency (AVSE) in Alpharetta, GA is seeking a full-time Client Care Coordinator to join our Emergency Services team.

Responsibilities

- Lead estimate creation and treatment plan presentation to clients
- Clearly communicate the value of recommended services and help clients understand treatment options
- Review final invoices with clients prior to discharge
- Maintain up-to-date awareness of patient needs, status, treatment plans, and progress
- Monitor client wait times and provide timely follow-up and communication
- Serve as the primary communication liaison between clients, veterinarians, Veterinary Technicians, and front-office team members
- Provide timely patient updates while managing client expectations throughout the visit.

Qualifications:

- High school diploma or equivalent
- Minimum of 2 years of veterinary experience
- Comfortable explaining medical information, treatment recommendations, and basic discharge instructions to clients
- Proficient with computers and basic keyboarding
- Knowledge of vet medical terminology and medication handling preferred
- Previous experience answering phones, interacting with clients in person
- Ability to work both independently and collaboratively with clinical and client service teams
- Bilingual or multilingual communication skills are a plus.

Pay: \$20 - \$24 an hour - Full-time; Friday–Monday 10:00 AM–8:00 PM

[Apply Here](#)

Veterinary Receptionist: A second job posting by the same agency.

Pay: \$18 - \$22 an hour - Full-time; Availability for evening, weekend, and holiday shifts

[Apply Here](#)

Operations Assistant (Roswell)



11855 Alpharetta Hwy, Roswell, GA 30076

Women's Imaging Specialists is growing, and we're looking for an Operations Assistant to join our team.

Responsibilities

- Welcome patients warmly and check them in with care
- Verify insurance + ID, help patients with digital/paper intake forms
- Answer phones, schedule/reschedule appointments, and confirm upcoming visits
- Manage provider schedules and communicate any changes to the clinical team
- Become our Infinitt scheduling software expert + use Excel/SharePoint for daily productivity tracking
- Scan, file, and keep records organized and HIPAA-compliant
- Keep our waiting room calm, clean, and welcoming

Qualifications:

- Required: 1+ year medical office experience
- Proficient in Microsoft Office: Excel, Outlook, Teams, SharePoint, Word
- Exceptional attention to detail, time management, and conflict resolution skills
- Customer service mindset — on-the-job training or certificate a plus
- Able to sit at a computer for extended periods, lift up to 20 lbs, and occasionally travel to other WIS sites
- High school diploma or equivalent; medical admin certification a plus.

Pay: \$20 - \$21 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](#)

Front Desk Receptionist (Norcross)



5880 Live Oak Parkway, Norcross, GA 30093

The Maxim Clinic is a modern wellness and aesthetics practice dedicated to helping patients achieve healthy, natural-looking results through advanced aesthetic treatments, medical weight loss, and personalized care.

Responsibilities

- Greet visitors, clients warmly, ensuring a positive first impression at all times
- Answer multi-line phone systems promptly and professionally, directing calls efficiently
- Manage appointment scheduling and calendar coordination using productivity software
- Perform data entry tasks accurately within spreadsheets & client databases
- Handle incoming and outgoing mail, filing, and document organization with precision
- Assist with basic office management duties such as supply inventory and equipment upkeep

Qualifications:

- Proven experience in office administration or clerical roles, including front desk responsibilities
- Strong computer literacy with proficiency in Microsoft Office (Word, Excel) and familiarity with spreadsheets
- Exceptional customer service skills combined with professional phone communication and etiquette
- Bilingual abilities are highly desirable to serve diverse client needs
- Proficiency in office management software such as QuickBooks is a plus
- Demonstrated ability to manage time efficiently, prioritize tasks, and maintain accuracy in data entry and proofreading

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

[Apply Here](#)

Practice Assistant (Alpharetta)



286 S Main St Ste 100-200, Alpharetta, GA 30009

Geode Health is a rapidly growing, national provider of outpatient mental health services. Our Mission is to “Transform mental health by making it more accessible, affordable and effective”.

Responsibilities

- The Practice Assistant is a key member of the patient care team by supporting the providers with the delivery of high-quality health care to ambulatory patients
- Practice Assistants are vital to the effective operations of a fast-paced practice
- Secures patient information and maintains patient confidence by completing and safeguarding medical records
- Serves and protects the practice by adhering to professional standards
- Respond to verbal and electronic requests for information and assistance using proper policies, reference tools and provider instructions
- Maintains safe, secure and healthy work environment by establishing and following standards and procedures and complying with legal regulations

Qualifications:

- At least one year of experience working in a medical office and/or mental health is (preferred)
- Experience working with patients who are suffering from anxiety and depression (preferred)
- Ability to maintain professional appearance and demeanor, and interface well with patients in a mental health setting (preferred)
- Excellent computer skills

Education and Experience Requirements:

- Associates or bachelor's degree (preferred)
- Some experience in healthcare settings (preferred)
- Knowledge of working at a clinical setting (preferred).

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

[Apply Here](#)

Bookkeeper (Doraville)



Doraville, GA 30340

Over the past 10-plus years, Liam Homes has been constructing luxury living throughout Atlanta, including Brookhaven, Kirkwood, Morningside, Buckhead, Chamblee, and Dunwoody. Our Family Run Business includes everything from Architectural Design to Construction to Interior Design.

Responsibilities

We are seeking a detail-oriented and experienced Bookkeeper to join our boutique construction company.

- Manage day-to-day bookkeeping activities, including recording financial transactions accurately using QuickBooks Online
- Maintain and reconcile accounts payable and accounts receivable to ensure timely payments and collections
- Process payroll efficiently while adhering to relevant regulations and standards
- Prepare and update spreadsheets to track financial data, budgets, and project costs

Qualifications:

- Proven experience as a Bookkeeper, preferably within the construction or related industry
- Proficiency in QuickBooks Online and strong knowledge of accounting software tools
- Excellent skills in managing spreadsheets for data analysis and reporting
- Strong understanding of accounts payable, accounts receivable, payroll processing, and general ledger management
- Knowledge of accounting standards relevant to small businesses or construction firms

Pay: \$26 - \$30 an hour - Full-time

[Apply Here](#)

Full-Charge Bookkeeper & Accounting Coordinator (Roswell)



1210 Warsaw Rd Ste 1000, Roswell, GA 30076

We are seeking a dynamic and detail-oriented Full-Charge Bookkeeper & Accounting Coordinator to join our team. In this vital role, you will oversee comprehensive accounting functions, manage financial records, and ensure the accuracy of all bookkeeping activities.

Responsibilities

- Manage full-cycle bookkeeping including accounts payable, accounts receivable, payroll processing, and bank reconciliations
- Maintain and update the general ledger using accounting software such as QuickBooks Online and our CRM.
- Prepare accurate journal entries, financial reports, and balance sheet reconciliations in accordance with GAAP (Generally Accepted Accounting Principles)
- Conduct account analysis and general ledger reconciliation to ensure data integrity across all financial records
- Oversee payroll processing ensuring timely and accurate employee payments while complying with relevant regulations

Qualifications:

- Extensive experience with accounting software such as QuickBooks (including QuickBooks Online)
- Strong knowledge of corporate accounting principles along with non-profit accounting practices
- Proficiency in double entry bookkeeping, journal entries, debits & credits, and account reconciliation processes
- Skilled in bank reconciliation, balance sheet reconciliation, account analysis, and general ledger management
- Familiarity with payroll processing procedures and related tax regulations

Pay: \$48,000 - \$55,000 a year - Full-time

[Apply Here](#)

Facilities Administrator (Brookhaven)



4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

ABM (NYSE: ABM) is one of the world's largest providers of integrated facility, engineering, and infrastructure solutions. Every day, our over 100,000 team members deliver essential services that make spaces cleaner, safer, and efficient, enhancing the overall occupant experience.

Responsibilities

- Provide administrative support to the Account Lead
- Assist with tracking and coordination of open work orders
- Support scheduling, dispatch follow-up, and service updates
- Communicate with customers, service providers, and internal teams regarding open items and service needs
- Maintain records, reports, and routine account documentation
- Prepare weekly updates and support follow-up from recurring calls
- Assist with system updates, paperwork, and general account coordination
- Support timekeeping and attendance tracking for payroll processing
- Escalate unresolved service or process issues to the appropriate manager when needed

Qualifications:

- Administrative, customer service, coordination, or dispatch experience preferred
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Comfortable making outbound calls and following up on open items
- Proficiency with Microsoft Office, including Outlook, Excel, and Word
- Ability to manage multiple priorities and follow established processes
- Ability to work independently and as part of a team
- Dependable, punctual, and professional in approach
- Facilities, maintenance, or service-related experience is helpful but not required

Pay: \$27 - \$29 an hour - Full-time

[Apply Here](#)

Community Liaison (Georgia) (Sandy Springs)



50 Glenlake Parkway, Suite 420, Sandy Springs, GA 30328

Ennoble Care is a mobile primary care, palliative care, and hospice service provider with patients in New York, New Jersey, Maryland, DC, Virginia, Oklahoma, Kansas, Pennsylvania, Texas, Florida, and Georgia. Ennoble Care's clinicians go to the home of the patient, providing continuum of care for those with chronic conditions and limited mobility.

Responsibilities

Ennoble Care is seeking a Full-time, preferred experienced Hospice Community Liaison for our Sandy Springs, Georgia region!

- Analyze the potential of the company's service area to determine target markets.
- Visit Doctor' offices, hospitals, Assisted Living facilities, Skilled Nursing Facilities and other possible sources of referrals to present Agency credentials and obtain patient referrals.
- Analyze the company's organization to determine its strengths and weaknesses.
- Analyze past and current marketing data.
- Complete an analysis of the company's "product" line.
- Analyze patient/company relationships.
- Develop sales/marketing objectives and sales projections.

Qualifications:

- At least 3 years experience in marketing, nursing or social work interacting with health agencies/professionals.
- Must be organized and detail oriented.
- Must be able to communicate effectively orally and in writing.
- Must be a licensed driver with an insured automobile in good working order.

Pay: \$50,000 - \$95,000 a year - Full-time

[Apply Here](#)

Timekeeping Coordinator (Sandy Springs)



Atlanta, GA 30328

C&W Services is a leading integrated facility services company that provides customized solutions in the United States, Canada, and Puerto Rico.

Responsibilities

The Timekeeping Coordinator provides central administrative timekeeping support to teams of industrial front-line employees and their leaders. This subject matter expert will have a deep understanding of the organizational timekeeping system, policies, and procedures.

- Function as a timekeeping system “superuser” for several different client accounts
- Run daily reports to capture errors affecting accurate payroll
- Submit regular reporting on errors to field leadership based on supervisor direction
- Escalate errors to senior Operations leaders
- Weekly PTO reconciliation before close of payroll period
- Audit and enforce schedules in the timekeeping system for compliance
- Manage incoming request volume through escalation paths and timely responses

Qualifications:

- Associate degree in business administration, or equivalent experience, preferred
- At least 3 years of administration or customer service/support
- Intermediate computer skills, including MS Office (Word, Teams, Outlook, Excel); Experience with UKG Kronos, Smartsheet, and JD Edwards a plus
- Ability to multi-task and resolve a variety of issues
- Relationship building skills; must have a passion for helping people
- Comfortable working in a fast-paced, remote environment
- Up to 10% travel annually

Pay: \$24.52 - \$28.85 an hour - Full-time

[Apply Here](#)

Sales Operations & Administrative Coordinator (Norcross)



Norcross, GA 30071

Big Green Machinery Inc. is a material-handling equipment company specializing in forklifts, warehouse equipment, and commercial robotic solutions. We are seeking an organized and dependable Sales Operations & Administrative Coordinator to support our sales team and daily office operations.

Responsibilities

- Handle general office administration and day-to-day operational support
- Assist with posting job openings, reviewing applications, and scheduling interviews
- Prepare, organize, and maintain quotations, purchase orders, invoices, sales orders, and other business documents
- Support sales managers with order processing, customer information, and document follow-up
- Communicate with manufacturers regarding product specifications, pricing, inventory, availability, and estimated delivery dates
- Track customer orders, payments, shipments, and deliveries
- Maintain accurate customer, sales, purchasing, and inventory records

Qualifications:

- 1-3 years of experience in administration, sales support, order processing, or business operations preferred
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Word, Excel, Outlook, and other standard office applications
- Experience with quotations, purchase orders, invoices, or sales documentation is preferred
- Experience in equipment sales, manufacturing, logistics, automotive, or material handling is a plus

Pay: \$48,000 - \$55,000 a year - Full-time

[Apply Here](#)

Spa Manager (Johns Creek)



3005 Old Alabama Rd Unit 60, Johns Creek, GA 30022

Spavia Old Alabama Square is seeking someone with a passion for the spa industry and is interested in growth with our fast-growing company. We are an independently owned and operated luxury day spa located in Johns Creek, GA.

Responsibilities

- Team management: recruit, interview, hire and train new candidates, with assistance of Spa Director or owner. Manage team of 10-18 specialists: manage the team schedules, requests off, and maximizing weekly schedules.
- Sales and setting goals: set goals and drive team to reach sales quotas within retail, membership and gift cards
- Reporting: provide weekly sales, payroll reports bi-weekly and EOM numbers. Set and adjust monthly goals to reach annual business goals.
- Leadership: Motivate and train team to educate guests about treatments and products, providing an exceptional guest experience, hold contests, and provide incentives to drive annual goals.

Qualifications:

- Managerial experience; 2 year minimum
- Sales experience
- Goal driven
- Reliable, punctual, passionate and goal-driven
- Professional, and drug/alcohol free
- Time management and organization skills
- Computer proficient
- A passion for working with people
- Can-do attitude and high energy

Pay: \$23 - \$25 an hour - Full-time

[Apply Here](#)

Guest Advisor: A second job posting by the same agency.

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

[Apply Here](#)

Eligibility Specialist 2 (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

Here at Savista, we enable our clients to navigate the biggest challenges in healthcare: quality clinical care with positive patient experiences and optimal financial results. We partner with healthcare organizations to problem solve and deliver revenue cycle improvement services that enable their success, support their patients, and nurture their communities, all while living our values of Commitment, Authenticity, Respect and Excellence (CARE).

Responsibilities

- Perform in-home patient visits to complete patient eligibility applications.
- Conduct advanced eligibility screening in-person, including bedside visits, to assess financial assistance eligibility and provide compassionate guidance on available programs.
- Facilitate the application process for programs such as Medicaid, Medicare, Disability, hospital charity care or unique requirements for non-traditional funding, ensuring timely submission of accurate documentation.
- Act as a liaison between patients, hospital staff, and government agencies to establish eligibility, secure funding and resolve coverage issues.

Qualifications:

- High school diploma or GED
- **Proficiency in English and Spanish**
- At least 2 years of experience in a customer-facing role, preferably in healthcare or financial counseling.
- **Must be able to obtain license to become a Public Notary, within 3 months of hire date.**
- Must be comfortable completing in-home patient visits within assigned market area.
- Demonstrated ability to work independently.
- **Travel: up to 80%**

Pay: \$22 - \$23 an hour - Full-time

[Apply Here](#)

Accounts Payable Clerk (Doraville)



4069 Winters Chapel Road, Doraville, GA 30360

Greif is a global leader in performance packaging located in 40 countries. The company delivers trusted, innovative, and tailored solutions that support some of the world's most in demand and fastest-growing industries.

Responsibilities

Under direct supervision, performs routine office support services, which may include answering telephones and preparing bills, statements, receipts, checks, or other documents, and/or transferring information from one record to another.

- Welcomes and directs visitors and clients when necessary.
- Process daily accounts payable invoices accurately and timely.
- Review invoices for required information, including vendor name, invoice number, date, amount, purchase order, and supporting documentation.
- Enter invoices into the accounting/ERP system and maintain accurate invoice records.
- Process and reconcile overnight drop-off tickets, ensuring tickets are properly documented and entered for payment processing.
- Respond to routine vendor inquiries regarding invoice status, payment information, and documentation.

Qualifications:

- Typically possesses a High School diploma (or equivalent) and 2-5 years of experience.
- Good verbal and written communication and customer service skills.
- Basic understanding of Microsoft Office Suite software.
- Good knowledge of basic office equipment (i.e., copiers, fax machines, calculators, etc.).
- Basic understanding of clerical procedures and systems, such as recordkeeping and filing.

Pay: \$21.88 - \$37.26 an hour - Full-time

[Apply Here](#)

Dispatcher and Customer Service Representative (Norcross)



6399 Jimmy Carter Boulevard, Norcross, GA 30071

At Chen Plumbing, we've proudly served the Atlanta area since 1998. We've built our reputation through genuine care for both customers and team members. As we continue to grow at a rapid pace, we're looking for a sharp, dependable CSR / Dispatcher to join our team.

Responsibilities

- Answer inbound calls and customer texts professionally and warmly
- Schedule service appointments and gather key job details
- Proactively outbound call and text to our customer base to schedule new jobs
- Solve problems calmly and professionally
- Enter accurate notes and job details into our system
- Dispatch technicians and manage the daily schedule board
- Match the right technician to the right job
- Keep customers updated on arrival times, delays, and changes

Qualifications:

- 2+ years of customer service experience
- Dispatch or home service experience is a plus
- Strong communication skills and professionalism
- Able to stay calm under pressure and multitask
- Detail-oriented and dependable
- Comfortable using computers and scheduling software
- Reliable transportation to our Norcross office
- Someone who takes pride in doing things the right way

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

Submit your application through Indeed, then call 470-822-9102 to complete the next step in our hiring process.

[Apply Here](#)

Guest Services Supervisor - Hyatt Regency at Villa Christina (Brookhaven)

**HYATT REGENCY ATLANTA
PERIMETER AT VILLA CHRISTINA**

4000 Summit Boulevard, Brookhaven, GA 30319

Responsibilities

- Supervise daily Front Desk and Guest Services activities to support guest satisfaction and hotel operational goals.
- Oversee and participate in prompt, courteous, and accurate guest check-in and check-out.
- Review occupancy projections, anticipated arrivals, departures, VIP guests, special requests, and room activity to support effective shift operations.
- Ensure Front Desk and Guest Services coverage is appropriate based on business levels and operational needs.
- Complete and oversee assigned shift checklists and ensure required responsibilities are completed before the end of each shift.
- Maintain awareness of Front Desk, reservations, telephone operations, and Night Audit procedures.

Qualifications:

- At least two years of Front Desk or Guest Services experience in a hotel.
- Previous experience providing shift leadership, training, or supervisory support preferred.
- High school diploma or equivalent.
- Ability to provide clear direction and communicate effectively with guests, team members, and hotel leadership.
- Basic mathematical skills and the ability to complete cash-handling and reconciliation activities accurately.
- Proficiency with hotel property-management systems and standard office technology.

Pay: \$19 - \$23 an hour

[Apply Here](#)

Customer Service Specialist (Roswell)



300 Colonial Center Parkway, Roswell, GA 30076

Turf Masters is a privately-owned company based in Roswell, GA. Since our humble beginnings in 2002, Turf Masters Lawn Care has grown to be one of the largest privately-owned lawn care companies in the United States. We currently have 13 Branch locations in 5 states.

Responsibilities

Turf Masters Lawn Care, is currently accepting applications for the position of **Customer Service Specialist** to join our Customer Care Center at our **Shared Services office located at 300 Colonial Center Parkway in Roswell, GA. (Please note, this is not a remote role, must be able to commute and work on site.)**

These are full-time positions with a competitive hourly rate plus bonuses and commissions. While these are not sales positions, simply making our customers aware of other services and selling incoming leads can be very lucrative.

Qualifications:

- Previous Customer Service experience:
 - Call center: 1 year (Required)
 - Customer service: 1 year (Required)
- A desire to be helpful
- A clear and articulate phone voice
- Experience with operating systems such as Real Green, Pestpac, Salesforce, etc.
- Experience with Microsoft Office Suite or G Suite
- A sense of humor
- Experience with suggestive selling

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

[Apply Here](#)

Food service and Hospitality hiring (1)

Server (Dunwoody)

\$1,000 - \$1,200 a week - Part-time, Full-time

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

[Apply Here](#)

Fine Dining Server | Wine-Focused Service Team (Buckhead)

\$25 - \$45 an hour - Part-time, Full-time

Yebo Beach Haus | 56 East Andrews Drive NW, Atlanta, GA 30305

[Apply Here](#)

General Manager (Alpharetta)

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

Popeyes | 1050 Ridgeland Parkway, Alpharetta, GA 30004

[Apply Here](#)

Restaurant Host/Hostess (Sandy Springs)

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

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

[Apply Here](#)

Pasta chef (Dunwoody)

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

Varuni Napoli Dunwoody | 120 High Street, Atlanta, GA 30346

[Apply Here](#)

Cook (Peachtree Corners)

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

First Watch Restaurants, Inc | 5230 Town Center Boulevard, Peachtree Corners, GA 30092

[Apply Here](#)

Server FT (Brookhaven)

\$18.93 an hour - Full-time

LENBROOK SQUARE FOUNDATION INC | 3747 Peachtree Road NE, Atlanta, GA 30319

[Apply Here](#)

Food service and Hospitality hiring (2)

Lead Server (Alpharetta)

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

Mansions Management Company | 3700 Brookside Parkway, Alpharetta, GA 30022

[Apply Here](#)

LITTLE REY SERVICE TEAM – \$18/hr. & UP (Northcreek)

\$18 an hour - Part-time

Rocket Farm Restaurants LLC | 3705 Northside Pkwy NW, Atlanta, GA 30327

[Apply Here](#)

Club Lounge Attendant (Buckhead)

\$17 an hour - Full-time

Westin Buckhead Atlanta | 3391 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Crew Member (Alpharetta)

\$16.00 - \$19.20 an hour - Part-time

Sarku Japan | 1000 North Point Cir, Alpharetta, GA 30022

[Apply Here](#)

Guest Services Rep Part Time-104020 (Atlanta 30329)

\$15.65 an hour - Part-time

ESA Management, LLC | 3115 Clairmont Road NE, Atlanta, GA 30329

[Apply Here](#)

Barista/Cashier Part Time (no late hours) (Sandy Springs)

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

Just Love Coffee Cafe - Atlanta Perimeter | 1110 Hammond Dr Ste 10, Sandy Springs 30328

[Apply Here](#)

Server / Host – Needed To Set the Tone & Keep Service Flowing (Roswell)

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

Bambinelli's Italian Restaurants | 2500 Old Alabama Road, Roswell, GA 30076

[Apply Here](#)

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

Montessori Toddler Asst Teacher | Montessori Infant Asst Teacher

[Apply Here](#)

[Apply Here](#)

\$17.50 - \$19.50 an hour - Full-time

The Suzuki School Buckhead

600 Peachtree Battle Ave NW, Atlanta 30327 | 443 East Paces Ferry Road NE, Atlanta 30305

Medical Assistant (Norcross)

\$17 - \$23 an hour - Full-time

Centro De Salud Familiar Norcross Medical Clinic | 5836 Buford Hwy NE, Norcross 30071

[Apply Here](#)

Front Desk Associate (Johns Creek)

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

Bender Eyecare INC | 2880 Old Alabama Rd #300, Johns Creek, GA 30022

[Apply Here](#)

Assistant Teacher (Buckhead)

\$17.00 - \$17.50 an hour - Full-time

The Goddard School of Atlanta (Buckhead), GA | 3525 Piedmont Road NE, Atlanta 30305

[Apply Here](#)

Adoption Counselor (Chamblee)

\$17 an hour - Full-time

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

[Apply Here](#)

Customer Service Representative (Alpharetta)

\$16 - \$22 an hour - Full-time

FYZICAL Therapy and Balance Centers | 3400 Old Milton Parkway, Alpharetta, GA 30005

[Apply Here](#)

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

Dental Office Front Desk Receptionist (Doraville)

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

Doraville Dentalcare | 5725 Buford Hwy NE #204, Doraville, GA 30340

[Apply Here](#)

Veterinary Assistant/CSR (Roswell)

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

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

[Apply Here](#)

Caregiver Needed 40 Hour Case Available (Sandy Springs)

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

Right at Home North Atlanta | Sandy Springs, GA 30028

[Apply Here](#)

Physical Therapy Technician/Receptionist (Sandy Springs)

From \$16 an hour - Full-time

Peachtree Spine and Sports Physicians | 5555 Peachtree Dunwoody Road, Sandy Springs, GA 30342

[Apply Here](#)

Receptionist/Front Office Assistant (Johns Creek)

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

Windward Animal Hospital | 11895 Jones Bridge Road, Johns Creek, GA 30005

[Apply Here](#)

Caregiver (Alpharetta)

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

Atria Senior Living - North Point | 100 Somerby Dr, Alpharetta, GA 30009

[Apply Here](#)

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

From \$15 an hour - Full-time

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

[Apply Here](#)

Others hiring (1)

House Cleaner (Roswell)

\$26 - \$32 an hour - Part-time, Contract

PrimeTouch Maids | Roswell, GA 30350

[Apply Here](#)

Studio Client and Social Media Coordinator (Sandy Springs)

\$23 - \$25 an hour - Full-time

Spray Studio | 5600 Roswell Rd NE Ste H250, Sandy Springs, GA 30342

[Apply Here](#)

Assistant Parking Manager AT&T Lenox (Morning) (Brookhaven)

\$21.63 an hour - Full-time

Reimagined Parking | 1025 Lenox Park Boulevard, Brookhaven, GA 30319

[Apply Here](#)

Security Officer Full Time Unarmed Alarm Response (Sandy Springs)

\$20.50 an hour - Full-time

Allied Universal | Sandy Springs, GA 30328

[Apply Here](#)

Security Officer Part Time Guest Identity Validation (Sandy Springs)

\$20.06 an hour - Part-time

Allied Universal | Sandy Springs, GA 30328

[Apply Here](#)

Front Desk Coordinator/ Salon Assistant (Buckhead)

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

Craig McQueen Salon | 3872 Roswell Road NE, Atlanta, GA 30342

[Apply Here](#)

Service Specialist (Norcross)

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

TELAID INDUSTRIES INC | 2925 Courtyards Drive, Norcross, GA 30071

[Apply Here](#)

Others hiring (2)

Full-Time Team Lead Alpharetta, GA

\$20 an hour - Full-time

Marsden South | 2900 Westside Parkway, Alpharetta, GA 30004

[Apply Here](#)

Operations Associate - Flex (Buckhead)

\$18.00 - \$20.50 an hour - Part-time, Full-time

Sephora | 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Barista - Porsche Atlanta Perimeter (Chamblee)

From \$18 an hour - Full-time

Jim Ellis Automotive Group | 5855 Peachtree Boulevard Atlanta, GA 30341

[Apply Here](#)

Automotive Sales Porter - Porsche Atlanta Perimeter (Doraville)

From \$18 an hour - Full-time

Jim Ellis Automotive Group | 4006 Carver Dr, Atlanta, GA 30360

[Apply Here](#)

Cashier (Norcross)

\$17 - \$19 an hour - Full-time

Woodstock Furniture Outlet | 6694 Dawson Boulevard, Norcross, GA 30093

[Apply Here](#)

Front Desk Receptionist (Sandy Springs)

\$17 an hour - Full-time

Team Octopus | 6450 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

Full-time Nabisco Merchandiser/Order Writer (Norcross)

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

Mondelēz International | 6300 Brook Hollow Parkway, Norcross, GA 30071

[Apply Here](#)