
Planning Coordinator (Chamblee)



3518 Broad Street, Chamblee, GA 30341

The Planning Coordinator provides customer service, supports the Zoning & Code Enforcement divisions, and coordinates code enforcement case management.

Responsibilities

- Serves as the first point of contact for planning, zoning, and code enforcement related customer service matters, both either in-person, by e-mail, and over the phone
- Provides research on ordinances and case-related investigation and provides back-up duty for the department customer service desk
- Inputs all Planning & Zoning applications into the City's permitting software and monitors all active land development cases; assigns plan reviews, and uploads required documentation
- Reviews basic applications for completeness (i.e., LDPs, Variances, Plats).
- Completes Planning Coordinator Reviews for certain permits including Land Disturbance Permits, Plats, Zoning Related Applications; Sign Permits; Fence Permits and Residential Addition/Renovation Building permits
- Manages the closeout process for assigned Zoning & Plan Management permits.

Qualifications:

- Associate degree required; Bachelor's degree preferred
- Local government experience is preferred
- Knowledge of Code Enforcement processes and best practices
- Knowledge of City Unified Development Ordinances and Building Code processes and best practices
- Knowledge of Planning and zoning principles
- Business math, including the calculation of areas, fees, and penalties

Pay: \$30.07 an hour - Full-time

[Apply Here](#)

Assistant Community Manager (Sandy Springs)

FAIRFIELD.

7260 Roswell Road, Sandy Springs, GA 30328

Community: Wayfern Apartments; Number of Units: 286

As an Assistant Community Manager, you'll play a key role in supporting property operations, driving resident satisfaction, and ensuring financial accuracy.

Responsibilities

Accounting & Reporting

- Collect and post rent, process invoices, and prepare financial reports
- Complete bank deposits and account reconciliations
- Use Yardi software for property accounting

Customer Service & Leasing

- Lease apartments and promote resident satisfaction
- Respond to resident inquiries and resolve service issues promptly

Team Collaboration

- Mentor leasing team and support Community Manager
- Ensure compliance with fair housing laws

Qualifications:

- High school diploma or equivalent required
- Valid driver's license may be required
- Minimum of one year of residential leasing, sales, and/or property management experience required
- Experience in leadership and supervising a staff preferred
- Experience using Yardi or other related property management accounting software
- Strong knowledge of Microsoft Outlook, Word, and Excel
- Strong math and accounting skills
- Understanding of financial statements (budget, financial reports, accounting information, etc.)
- Ability to work a flexible schedule to include weekends, evenings, and some holidays

Pay: \$25.11 - \$28.08 an hour - Full-time

[Apply Here](#)

Assistant Manager - Room Operations (Buckhead)

JW Marriott Atlanta Buckhead

3300 Lenox Rd NE, Atlanta, GA 30326

Entry level management position that focuses on supporting the day-to-day activities of Rooms Operations of areas that include Housekeeping, Recreation, Laundry, Staff, AYS and Concierge/Guest Services.

Responsibilities

Supporting the Management of Rooms Operations Activities

- Opens and closes Front Desk shifts / Housekeeping and ensuring completion of assigned shift checklist and other duties.
- Runs and reviews critical information contained in room operations reports.

Contributing Information to Support Managing to Budget

- Supervises same day selling procedures to maximize room revenue and property occupancy.
- Verifies accuracy of room rates to maximize revenue opportunities

Providing for and Managing the Guest Experience

- Assists in the investigation of employee and guest accidents.
- Assists in the use of a guest information tracking system to ensure that a successful repeat guest recognition program is in use to recognize guest preferences.

Qualifications:

- High school diploma or GED; 3 years experience in the guest services, front desk, housekeeping, or related professional area.
- 2-year degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 1 year experience in the guest services, front desk, housekeeping, or related professional area.

Pay: \$25.77 - \$28.37 an hour - Full-time

[Apply Here](#)

Assistant Hotel Front Office Manager (Buckhead)

Wyndham Atlanta Buckhead Hotel & Conference Center

3405 Lenox Road NE, Atlanta, GA 30326

We're looking for a motivated and guest-focused **Assistant Front Office Manager** to help lead the daily operations of our Front Office team.

Responsibilities

- Assist in managing the daily operations of the Front Desk and Guest Services team.
- Lead by example to provide exceptional guest service and resolve guest concerns promptly and professionally.
- Supervise Front Desk Associates, Night Auditors, and Guest Service Agents during assigned shifts.
- Assist with scheduling, training, coaching, and performance management of team members.
- Ensure accurate check-in and check-out procedures, cash handling, and night audit processes.
- Monitor room inventory, room assignments, and special guest requests to maximize guest satisfaction.
- Handle guest complaints and service recovery while maintaining brand standards.

Qualifications:

- Minimum of 2 years of hotel Front Office experience required.
- Previous supervisory or leadership experience preferred.
- Experience in a full-service hotel strongly preferred.
- Knowledge of hotel Property Management Systems (PMS); OPERA experience is a plus.
- Strong customer service, communication, and conflict-resolution skills.
- Excellent organizational and multitasking abilities.
- Proficient with Microsoft Office.
- Ability to work a flexible schedule, including weekends, evenings, and holidays.

Pay: \$22 - \$25 an hour - Full-time

[Apply Here](#)

Administrative Assistant (Sandy Springs)



5901 Peachtree Dunwoody Rd, Atlanta, GA 30328

PRMTR is a results-driven sales and marketing firm based in Sandy Springs, GA, serving the greater Atlanta area and expanding into key East Coast markets.

Responsibilities

- Manage multi-line phone systems, answer inquiries promptly, and direct calls with professionalism and courtesy
- Provide front desk support by greeting visitors, handling check-ins, and maintaining a welcoming environment
- Perform data entry tasks accurately using productivity software such as spreadsheets and word processing tools
- Maintain organized filing systems, both digital and physical, ensuring quick retrieval of documents
- Assist with calendar management, scheduling meetings, and coordinating appointments for staff and clients

Qualifications:

- Proven clerical experience in an office setting with computer literacy skills
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook) and proficiency in creating spreadsheets and documents
- Experience managing multi-line phone systems and demonstrating excellent phone etiquette
- Bilingual abilities are highly valued to effectively communicate with diverse clients and team members
- Previous experience with office management or personal assistant roles is advantageous
- Demonstrated ability to handle data entry accurately while maintaining attention to detail
- Excellent time management skills to meet deadlines and manage multiple responsibilities simultaneously

Pay: \$24.96 - \$30.06 an hour - Full-time

[Apply Here](#)

Front Office Manager (Operations & Development Coordinator) (Roswell)



407 Hardscrabble Rd, Roswell, GA 30075

For more than 30 years, The Jacob's Ladder Group has provided hope, healing, and transformation to children, young adults, families, and professionals through the Interpersonal Whole-Brain Model of Care® (IWBMC™). We are a nonprofit organization and SAIS-Cognia-accredited private school grounded in science, rooted in love, and committed to seeing and serving each person as a whole.

Responsibilities

Development and Fundraising Support

- Support the organization's annual fund and broader fundraising efforts
- Research and identify prospective corporate sponsors, community partners, and other funding opportunities

Front Office and Campus Support

- Serve as the first point of contact for families, visitors, staff, donors, vendors, and community partners
- Answer incoming phone calls and manage general emails and voicemails with warmth, professionalism, and timely follow-through

Operations Support

- Assist with the coordination and tracking of campus facilities and maintenance projects

Qualifications:

- Bachelor's degree preferred, not required; equivalent combination of education and experience will be considered
- Minimum 2-3 years of experience in office administration, nonprofit operations, or fundraising/development support
- Strong organizational and communication skills
- Proficiency with Microsoft Office/365; experience with donor databases or CRM platforms a plus

Pay: \$42,000 - \$48,000 a year - Full-time

[Apply Here](#)

Administrative Assistant - Entry Level (Dunwoody)



TOTAL QUALITY LOGISTICS

301 Perimeter Center North, Atlanta, GA 30346

At TQL, we keep the world moving 24/7/365. Pursue a meaningful career by bridging the gap between customers with transportation needs and carriers who have the capacity to move their freight. Businesses rely on us to manage their shipping needs seamlessly and efficiently from the moment of pickup to delivery by providing them with a quality of service they don't see every day.

Responsibilities

As an Administrative Assistant for TQL, you play an integral role in the culture and employee experience in our satellite office.

- Office Management
 - Support events and employee engagement efforts in your office
 - Assist with onboarding new hires in your office
- Leader Support
 - Manage and maintain the manager's schedules
 - Create weekly and monthly Sales reports
 - Complete expense reports for manager
- Reception Support
 - Greet and escort job applicants through their onsite interviews
 - Prepare and distribute agendas for department meetings

Qualifications:

- 1+ years of experience in customer service, front of office, or related field
- High energy with excellent communication skills
- Ability to work in a multitasking, fast paced environment
- Organized with a strong attention to detail
- Proficient computer skills – Outlook, Word, Excel, PowerPoint
- Adaptable to changing priorities
- Have a professional attitude and confidentiality

Pay: \$19.78 - \$21.00 an hour - Full-time

[Apply Here](#)

Receptionist (Peachtree Corners)



3930 E Jones Bridge Rd #150, Peachtree Corners, GA 30092

Capital Insight Group is a team of financial planners and professionals who specialize in financial planning and asset management for successful families, small business owners and high net worth individuals. We're looking for a friendly, reliable part-time receptionist to be the welcoming face and voice of our office.

Responsibilities

- Greet and welcome visitors, clients, and vendors in a professional and courteous manner
- Answer, screen, and direct incoming phone calls and emails
- Manage the reception area to ensure it remains tidy, organized, and presentable
- Schedule appointments and maintain calendars
- Handle basic administrative tasks (mail sorting, filing, data entry, etc.)
- Coordinate with other departments to ensure smooth communication
- Maintain confidentiality of sensitive information
- Perform other light office duties as assigned

Qualifications:

- High school diploma or equivalent
- Previous reception, customer service or administrative experience preferred
- Excellent verbal and written communication skills
- Strong organizational skills and attention to detail
- Ability to multitask and work independently with minimal supervision
- Basic computer proficiency (Microsoft Office, Google Workspace, email, calendar tools)
- Reliable and punctual

Preferred Qualifications

- Experience with phone systems or CRM software
- Knowledge of the financial services industry (preferred but not required)

Pay: \$19 - \$24 an hour - Part-time; weekday schedule 9:30 AM – 2:00 PM

[Apply Here](#)

Universal Banker II (Roswell)



1184 Alpharetta St, Roswell, GA 30075

The Universal Banker II combines the roles of a teller and seller to provide exceptional service to both members and potential members.

Responsibilities

- Greet members in a welcoming manner and ensure they feel valued and connected to Georgia's Own Credit Union, whether in person, over the phone, or digitally.
- Receives and processes financial transactions including deposits, withdrawals, check cashing, loan/credit card payments and loan advances, issuing savings/cashier's checks, and redeeming savings bonds.
- Maintains a balancing record in accordance with the balancing standards.
- Must be familiar with Credit Union policies and procedures in order to effectively handle/direct problems, complaints, and special situations while remaining compliant.

Qualifications:

- High school diploma and equivalent years of experience. Bachelor's degree preferred.
- Three to Five years' experience in a financial branch environment or experience comparable within the financial industry or a retail sales
- Provide coverage at other branches when necessary and work Saturday rotation schedule
- Experience with the loan application process and standard or typical internal operating policies and procedures.
- Knowledge of current industry offers, market trends, competitors, and Credit Union lending and member service policies and procedures.
- Demonstrates the ability to interpret and apply financial information (e.g., credit scores, debt, assets, balances, payments, interest rates, etc.).
- Working knowledge of Microsoft Word, Excel and Power Point software

Pay: \$25 an hour - Full-time

[Apply Here](#)

Financial Wellbeing Coach, Credit (Sandy Springs)



4 Concourse Parkway, Sandy Springs, GA 30328

For twenty-five years Operation HOPE has been dedicated to empowering underserved communities through financial literacy.

Responsibilities

In this role you will coach in a manner that encourages measurable, positive outcomes in client development.

- Conduct client and consultant interactions using Strategic Client Management methodologies and tools
- Recruit, build and lead clients in order to achieve strategic performance objectives.
- Build productive relationships with Bank Partners for shared Client relationships
- Promote Operation HOPE, Inc. solutions via social media
- Schedule and facilitate workshops on financial literacy topics i.e. credit, money management
- Coach individuals by phone and in-person

Qualifications:

- Bachelor's degree is preferred, however will consider comparable 2+ years work experience in the financial industry
- Must possess strategic thinking expertise as well as the ability to plan and execute tactical strategies to implement company objectives
- Strong contributor with analytical skills and the ability to identify and proactively communicate industry and governance trends to clients
- Strong presentation skills with the ability to conduct group and individual
- Highly experienced Financial Coach with outstanding people skills and ability to quickly form meaningful working partnerships
- Basic computer literacy a must: minimum proficiency in MS Word, Excel and PowerPoint
- Requires an average of 50% business travel

Pay: \$58,656 - \$60,000 a year - Full-time

[Apply Here](#)

IA Processing Specialist (Atlanta 30339)



2300 Windy Ridge Pkwy SE, Suite 750, Atlanta, GA 30339

The **Investment Advisory Billing Specialist** is responsible for processing billing-related activities for advisory accounts with a strong focus on accuracy, timeliness, and adherence to established procedures. This role supports the calculation, review, and posting of advisory fees within platforms such as the Wealth Management Platform (WMP).

Responsibilities

- Process billing-related requests for Investment Advisory accounts, including fee calculations, adjustments, and reconciliations.
- Execute tasks accurately and within established service level agreements.
- Review account data to ensure billing accuracy and identify discrepancies.
- Follow defined procedures and workflows to complete processing activities.
- Maintain detailed records of completed work within systems, ticketing tools.
- Partner with internal teams (e.g., IA Support, Operations, Accounting) to resolve standard processing issues.

Qualifications:

- High School Diploma or GED required
- Bachelor's degree in business, Finance or related field is preferred.
- 0-1 year of experience in financial services, operations, billing, accounting, or a related field (internships or coursework acceptable)
- Basic understanding of accounting or billing concepts preferred
- Basic proficiency in Microsoft Office (Excel, Word, Outlook)
- Ability to learn and navigate systems such as Wealth Management Platform (WMP), NetX360, or similar tools

Preferred Requirements:

- 1+ years of investment advisory support experience
- Completion of the FINRA SIE exam
- FINRA Series 7
- Experience with Envestnet / Wealth Management Platform

Pay: \$53,000 - \$55,000 a year - Full-time

[Apply Here](#)

Engagement Coordinator (Sandy Springs)



8607 Roberts Dr #150, Sandy Springs, GA 30350

Hemophilia of Georgia (HoG) is a [nationally and internationally recognized nonprofit](#) organization that provides programs and support services for people with hemophilia, von Willebrand Disease, and other [bleeding disorders](#).

Responsibilities

- Provide logistical support to Client Engagement Team: answer calls, track communication with patients and volunteers, create reports, manage mailings- create, print & fold invites, order stamps & envelopes, team meeting logistics- schedule, take minutes, order catering when needed
- Manage Community Events calendar to ensure accuracy and invite all HoG
- Staff HoG events as needed/requested to provide logistical support
- Process event follow-up correspondence, including sending out evaluation links, to all stakeholders.
- Support event growth by calling eligible participants to invite them to register and attend
- Ensure appropriate document retention, maintenance/destruction of records at Iron Mountain and electronic document retention
- Support Volunteer Recruitment, retention and onboarding efforts

Qualifications:

- Bilingual (Spanish speaking) is preferred.
- At least 2 years' experience in using Salesforce (preferably NPSP) or other customer relationship management software.
- Must possess excellent written and verbal communication skills with the ability to communicate professionally with colleagues and the public.
- Proficient in Microsoft Office Suite applications, especially Word and Excel.
- Ability to learn and manage department-specific software.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

Pay: \$51,000 - \$56,000 a year - Full-time

[Apply Here](#)

Patient Care Coordinator (Atlanta 30339)



400 Interstate North Parkway SE, Atlanta, GA 30339

Pharma Strategies has developed and offers a proprietary plug-and-play solution designed to significantly lower specialty medication pharmacy expense for most self-insured plans. We seek a self-driven and organized Patient Care Coordinator to join our team. We seek a self-driven and organized Patient Care Coordinator to join our team.

Responsibilities

- Coordinate patient care and ensure timely scheduling of appointments.
- Create and maintain our exclusive network of Clinical Network Providers' telehealth schedules.
- Serve as the primary point of contact for patients.
- Execute outbound phone calls to eligible and active program patients.
- Manage multiple workflows and collaborate across different departments.
- Collaborate with account management and contracted strategic partners to maximize patient onboarding success
- Maintain organized records and documentation of patient care.

Qualifications:

- Strong organizational and multitasking skills.
- Familiarity with HIPAA compliance rules.
- Excellent communication and customer service abilities.
- Ability to handle diverse tasks in a fast-paced environment.
- Advanced in Excel and online platform management.
- Proficient in using technology for scheduling and communication.
- Ability to work both independently from home and collaboratively in-office.
- Healthcare or pharmacy customer service experience is preferred.
- Language: Spanish, English (Preferred)

Pay: \$21.15 - \$22.00 an hour - Full-time

Hybrid: This job requires in office attendance 3-4 days per week

[Apply Here](#)

Customer Service Manager (Atlanta 30345)



302 Parklake Drive, Suite 220, Atlanta, GA 30345

All Ways Caring HomeCare delivers quality, compassionate, and individualized care and support that helps people in need of assistance stay at home – all while maximizing their dignity, privacy, and independence.

Responsibilities

The Customer Service Manager (CSM) is responsible for managing quality care, customer service, employee performance, and overall customer satisfaction for our valued clients

- Oversee quality care and overall client satisfaction
- Supervise and provide guidance to the Caregivers who provide direct care to the clients served
- Manage employee scheduling, identify problem situations, and implement proactive solutions
- Maintain strong and positive relationships with referral partners, payor sources, and clients
- Ensure proper documentation and record-keeping
- Conduct periodic home visits and safety checks

Qualifications:

- Associate or bachelor's degree in business, Nursing, Social Services, or related field of study preferred (per regulatory requirements)
- Accountable, reliable, and ability to work independently with good judgement
- Valid driver's license and auto insurance
- Effective verbal and written communication
- Excellent customer service skills

Pay: \$21 an hour - Full-time

[Apply Here](#)

Appointment Setter – Preventive Medicine (Sandy Springs)



6105 Peachtree Dunwoody Rd NE Building E Suite 145, Atlanta, GA 30328

We are a leading preventive medicine and early disease detection center dedicated to helping people identify serious health conditions before symptoms appear. Every appointment you schedule could be the first step toward detecting heart disease, cancer, aneurysms, or other life-threatening conditions early enough to make a difference.

Responsibilities

We're looking for a positive, compassionate, high-energy professional who enjoys talking with people and believes exceptional customer service can truly change lives.

As an Appointment Setter, you'll be the first point of contact for prospective patients. Your enthusiasm, professionalism, and ability to build trust will help individuals take an important step toward protecting their health.

- Speaking with prospective patients by phone.
- Scheduling appointments for preventive health screenings and consultations.
- Following up with inquiries and existing leads.
- Providing accurate information about our services.
- Creating a welcoming, professional experience on every call.
- Maintaining accurate records and appointment schedules.
- Working closely with our patient care team to ensure an outstanding experience.

Pay: \$20.00 - \$29.06 an hour - Full-time

[Apply Here](#)

Patient Access Engagement Specialist (Atlanta 30345)



4800 Briarcliff Road, Atlanta, GA 30345

Responsibilities

- Acts as a first point of contact within the Scheduling Department for new and reoccurring patients and physician offices scheduling various outpatient/inpatient appointments across Emory Healthcare. Answer inbound calls in high volume call center environment.
- Greets callers in an enthusiastic manner providing exceptional customer service and positive attitude at all times.
- Enters all patient demographic, medical and financial information accurately into Epic scheduling system. Maintain basic understanding of insurance, pre-certification and referrals.
- Performs scheduling functions in accordance with policies and procedures.

Qualifications:

- Minimum 6 months of medical office experience, scheduling environment or call center required.
- AS/BS degree in Business Administration, Healthcare or medical office experience, scheduling environment or call center is preferred. Preferred scheduling knowledge in various specialties including mammography and bone density.
- ADDITIONAL REQUIREMENTS: Previous experience in imaging scheduling, including but not limited to ultrasound, general diagnostic, MRI, preferred.
- Applicants must maintain quality scores requirements and adhere to scheduling guidelines.
- Experience in registration aspects is also preferred, along with the ability to navigate multiple applications effectively.
- Strong computer, writing, and customer service skills are essential.

Pay: \$19.85 - \$24.19 an hour - Full-time

[Apply Here](#)

Patient Access Emergency Operator: Another job posting by the same agency.

Pay: \$18.90 - \$23.03 an hour - Full-time

[Apply Here](#)

Client Enrollment Specialist - Remote



Atlanta, GA 39901

Thriveworks is a clinician-founded and led mental health provider offering therapy and psychiatry services both in person and online. With 340+ offices and more than 2,200 clinicians across the United States, Thriveworks is committed to making mental health care more accessible and helping people get the support they need.

Responsibilities

- Convert inbound inquiries into scheduled appointments through consultative sales techniques.
- Build trust quickly by understanding each prospective client's unique needs, concerns, and goals.
- Confidently guide prospective clients through the decision-making process using empathy, active listening, and solution-oriented conversations.
- Consistently achieve or exceed sales and quality metrics including: Conversion Rate, Intakes, Appointment show rate, Revenue Contribution, QA, Scheduled adherence, and Productivity.

Qualifications:

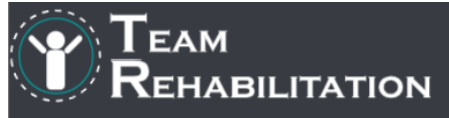
- Sales experience is required.
- Demonstrated success in a high-volume sales environment, preferably inside sales, phone sales, healthcare, digital health, or a similar industry.
- Proven ability to influence, persuade, overcome objections, and close sales.
- Strong customer service and call center experience required.
- Experience in mental health or healthcare preferred.
- High proficiency with Google Workspace, including Docs, Sheets, and Gmail.
- Experience with CRM platforms, particularly Salesforce, preferred.
- Reliable high-speed internet connection and ability to meet the technology requirements of a remote call center environment.

Pay: \$19.23 an hour - Full-time

Center of Excellence (CoE) Hours of Operation: Monday–Friday, 8:00 am to 12 am EST; Saturday & Sunday, 8:00 am to 6:00 pm EST (subject to change). This is an FT position with benefits, ranging between 32 and 40 hours per week, depending on the business needs

[Apply Here](#)

Patient Administrative Coordinator (Roswell)



1570 Holcomb Bridge Road, Roswell, GA 30076

Team Rehab is a therapist-owned network of outpatient clinics across Michigan, Illinois, Indiana, Wisconsin, and Georgia. Since 2001, we've been delivering exceptional outcomes, outstanding patient satisfaction, and a work culture that supports and values every team member.

Responsibilities

Team Rehabilitation is seeking that outgoing, dynamic individual to be that all-important first point of contact within our clinic. The ideal candidate would be empathetic to patient conditions and willing to do whatever is needed to help, accommodate, and support the patient's success in therapy.

- Greet patients in a friendly, outgoing manner. Verify appointments and assist in completing any necessary paperwork.
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care - including any necessary follow-ups.
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate number of visits. May include coordinating with the Physical Therapist and other staff members to accommodate the patient's needs.
- Assist patients with any insurance-related questions. Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed

Qualifications:

- No prior experience or education required.
- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage but is not necessary
- Excellent verbal and written communication skills.
- Must possess solid basic computer skills
- Commitment to diversity, equity, and inclusion.

Pay: \$18 - \$21 an hour - Full-time

[Apply Here](#)

Centralized Maintenance Operation Representative - Remote



6525 Shiloh Road, Suite 900, Alpharetta, GA 30005

The Centralized Maintenance Operation (CMO) Representative is a member of the Fleet Operations team, serving as the primary point of contact in a call center environment, supporting site managers by coordinating vehicle maintenance and repair needs.

Responsibilities

- Receive, coordinate, monitor, and manage maintenance and repair requests with site managers and repair vendors within an assigned geographic area.
- Assign repairs to preferred, contracted vendors within Lazer's network.
- Enter and maintain complete, accurate service request data in the FMS.
- Keep service records current for reliable reporting, tracking, and accuracy.
- Investigate and resolve issues related to repair timelines, cost, and vendor performance in partnership with internal and external stakeholders.
- Build strong working relationships with site managers, repair vendors, and internal teams to keep service delivery running smoothly.

Qualifications:

- High school diploma or equivalent; coursework in business administration or a related field is a plus.
- 1+ years of experience in a customer service or call center environment.
- Proficient in data entry and fleet management systems or similar platforms is a plus.
- Experience in fleet operations, maintenance coordination, or a related field preferred.
- Basic knowledge of vehicle maintenance, repair processes is an advantage.
- Previous service writing or mechanic experience required.
- Proficiency with Microsoft Office (Word, Excel, Teams, Outlook, etc.).

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

[Apply Here](#)

Warehouse Clerk (Roswell)



205 Hembree Park Dr #105, Roswell, GA 30076

Responsibilities

- Receipt and inspection of all incoming and outgoing product
- Implementation and adherence to the Corporate Quality Management System.
- Promoting Quality Assurance throughout the warehouse operation.
- Provide assistance in preparing and properly labeling of product for stock and daily shipment.
- Packing orders for shipment
- Inputting of shipments in appropriate shipping manifest
- Stocking of inventory
- Perform scheduled cycle counts as required
- Proper filing of control records
- Perform stock checks
- Minor assembly/kitting of parts
- Maintain a clean and safe work area.
- To have a working knowledge of job functions throughout the department
- Provide assistance and support to department co-workers, members of the sales and purchasing teams, and to management
- To meet schedules and deadlines as required

Qualifications:

- High Experience: Inventory control: 1 year (Required).
- Ability to Relocate: Roswell, GA 30076: Relocate before starting work (Required)

Pay: \$42,500 - \$47,500 a year - Full-time

To be considered for this position please make sure to complete both assessment tests. Only candidates with completed assessments will be considered.

[Apply Here](#)

Service Representative Off-Site (Norcross)



2050 Nancy Hanks Drive, Norcross, GA 30071

Graybar is a leading North American distributor of electrical, communications, data networking and industrial products. We serve customers in the construction market, the commercial, institutional, and government (CIG) market, and the industrial and utility markets.

Responsibilities

- Take an active role in selling Company goods and services; fill customer merchandise requirements, including the counter, using knowledge of products sold; suggest selections that meet customer needs
- Coordinate the prompt handling of customer service requests including but not limited to order entry, pricing, expediting, billing, and order maintenance
- Perform all shipping, receiving, and inventory maintenance duties; evaluate inventory requirements/levels, and take steps to maintain correct balance of merchandise
- May perform Delivery Driver duties as needed; operate a light van or delivery vehicle to deliver customer orders; ensure that customer orders are delivered to meet customer expectations

Qualifications:

- Minimum 1 year experience required
- High school diploma or GED required
- Ability to perform the physical requirements necessary to receive, pick, pack, ship, and move materials throughout the warehouse
- Ability to operate and maneuver warehouse equipment
- Knowledge of warehouse procedures and security regulations

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

[Apply Here](#)

Warehouse Material Handler: Another job posting by the same agency.

Pay: From \$18.20 an hour - Full-time

[Apply Here](#)

HR Compliance Specialist (Sandy Springs)



270 Carpenter Drive, Atlanta, GA 30328

Family Ties, Inc., provides intensive, home-based assessment, counseling and community integration services for families and children. The **Human Resources Compliance Specialist** position provides administrative and clerical support to the Human Resources Director. The focus of this position is to ensure total compliance with all federal, state and agency HR policies and procedures, and to successfully on board/credential new hires.

Responsibilities

- Analyze HR/Talent Acquisition data, identify trends, and report insights through Excel visuals and PowerPoint presentations
- Onboard and credential clinical new hires, ensuring each meets all federal, state and regulatory requirements
- Track submission of all required documentation and training for new hires
- Follow-up with new and existing colleagues to collect outstanding documentation, training renewal certificates, etc.
- Regularly check status of colleagues' certifications and ensure timely updating as appropriate
- Register new hires for background checks, 30+ online training courses, and multiple system accounts

Qualifications:

- Bachelor's degree in Human Resources field (*preferred*)
- Two years of prior HR/on boarding/ compliance experience in a fast-paced, behavioral health environment
- Excellent verbal and written skills
- Skilled in MS Word, Excel & PowerPoint; EHR systems

Pay: \$38,000 - \$43,000 a year - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Sous Chef (Brookhaven)

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

The Ashford | 1418 Dresden Drive NE, Brookhaven, GA 30319

[Apply Here](#)

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](#)

Host (Alpharetta)

\$22.32 - \$26.88 an hour - Part-time, Full-time

Taffer's Tavern | 33 S Main St, Alpharetta, GA 30009

[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](#)

Housekeeping Supervisor (Buckhead)

\$18 an hour - Full-time

Hilton Garden Inn Buckhead | 3342 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

SUPERICA COOK (Dunwoody) | SUPERICA DISHWASHER (Dunwoody)

\$16 - \$24 an hour - Part-time |

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

[Apply Here](#)

[Apply Here](#)

Rocket Farm Restaurants LLC | 1220 Ashford Crossing, Dunwoody, GA 30346

Food service and Hospitality hiring (2)

Host/Hostess (Dunwoody)

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

Kevin Kelley Concepts | 4400 Ashford Dunwoody Road, Atlanta, GA 30346

[Apply Here](#)

Housekeeping Room Attendant (Atlanta 30345)

\$16 an hour - Full-time

Atlanta Marriott Northeast/Emory Area | 2000 Century Boulevard NE, Atlanta, GA 30345

[Apply Here](#)

Broista – Roswell, GA

Up to \$15.75 an hour - Part-time

Dutch Bros Coffee | 705 Holcomb Bridge Rd, Roswell, GA 30075

[Apply Here](#)

Events Lead (Roswell)

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

Nothing Bundt Cakes #195 | 625 West Crossville Road, Roswell, GA 30075

[Apply Here](#)

SUPERICA DISHWASHER – UP TO \$18/hr. (Dunwoody)

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

Rocket Farm Restaurants LLC | Atlanta, GA 30346

[Apply Here](#)

Restaurant Host/Hostess (Dunwoody)

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

26 Thai Kitchen & Bar | 4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

[Apply Here](#)

Donut Shop Cashier/Customer Service (Roswell)

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

Donut Shop | Roswell, GA 30076

[Apply Here](#)

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

Pet Groomer | Mobile | North Metro Atlanta | Friday–Sunday | Van Provided

\$50,000 - \$70,000 a year - Part-time, Full-time

Furry Land of North Metro Atlanta | Norcross, GA

[Apply Here](#)

Basketball Trainer / Coach – Part-Time (Chamblee)

\$20 - \$30 an hour - Part-time

Be Great Basketball | Chamblee, GA 30341

[Apply Here](#)

Private School Cook-Lead(Sandy Springs) NO NIGHTS! NO WEEKENDS!

\$18 an hour - Full-time

ChefAdvantage | Sandy Springs, GA 30342

[Apply Here](#)

Preschool Teacher - Atlanta, GA (Atlanta 30339)

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

Bright Horizons | 3175 Windy Hill Road SE, Atlanta, GA 30339

[Apply Here](#)

Server - Senior Living (Alpharetta)

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

Inspired Living | 11450 Morris Road, Alpharetta, GA 30005

[Apply Here](#)

Shift Supervisor (Dunwoody)

\$16.50 - \$24.00 an hour - Full-time

CVS Health | 2500 MT. VERNON ROAD, DUNWOODY, GA 30338

[Apply Here](#)

PT Cook (Roswell)

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

Magnolia Place of Roswell Personal Care Home and Memory Care| 655 Mansell Road,
Roswell, GA 30076

[Apply Here](#)

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

Dog Daycare Customer Experience Specialist | Dog Daycare Attendant

\$16 an hour - Part-time | From \$15 a year - Part-time

[Apply Here](#)

[Apply Here](#)

2740 Caldwell Rd NE, Brookhaven, GA 30319 | 42 Oak Street, Roswell, GA 30075
Puppy Haven

Client Service Coordinator ("CSC") (Roswell) | Shift Lead (Roswell)

\$15.39 - \$19.67 an hour - Full-time | \$18.50 - \$23.64 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

Banfield Pet Hospital | 625 W Crossville Rd Ste 134, Roswell, GA 30075

Kennel Assistant Full Time (Atlanta 30339)

\$15.00 - \$16.50 an hour - Full-time

Powers Ferry Animal Hospital; | 5565 New Northside Dr, Atlanta, GA 30339

[Apply Here](#)

NOW HIRING: Computer Programming Instructors for Kids! (Alpharetta)

\$15 - \$24 an hour - Part-time

The Coder School | 5025 Jones Bridge Rd, Alpharetta, GA 30022

[Apply Here](#)

Cooldest Office Management Job Ever (Roswell)

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

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

[Apply Here](#)

Utility/Dishwasher (Alpharetta)

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

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

[Apply Here](#)

Others hiring

Warehouse Picker Order Selector (Norcross)

\$23.40 an hour - Full-time

Keurig Dr Pepper | 1870 Beaver Ridge Cir, Norcross, GA 30071

[Apply Here](#)

Shipping Operations Assistant (Brookhaven)

\$22.40 - \$23.30 an hour - Full-time

Ai Artixt LLC | 1200 Lake Hearn Drive NE, Atlanta, GA 30319

[Apply Here](#)

Business Operations Associate (Roswell)

\$19.88 - \$22.37 an hour - Full-time

CarMax Auto Superstores, Inc | 11450 Alpharetta Hwy, Roswell, GA 30076

[Apply Here](#)

Customer Service Advisor - Sandy Springs

Up to \$19 an hour - Full-time

Piedmont Lube Centers LLC | Atlanta, GA 30350

[Apply Here](#)

Parking Garage Maintenance 3 Ravinia Garage (Morning shift) (Dunwoody)

\$17 an hour - Full-time

Reimagined Parking | 3 Ravinia Drive, Dunwoody, GA 30346

[Apply Here](#)

Security Officer (Buckhead)

From \$17 an hour - Full-time

Bohling Protective Services, LLC | Atlanta, GA 30326

[Apply Here](#)

Alpharetta - Full Time Receptionist (Alpharetta)

\$16.50 - \$18.50 an hour - Full-time

SEV Laser Aesthetics | 970 North Point Dr, Alpharetta, GA 30022

[Apply Here](#)