
Chemical/Material Analyst 1 (Lab Scientist 1) (Norcross)



DEPARTMENT OF NATURAL RESOURCES

Norcross, GA 30071

The Georgia State Government is a large enterprise, composed of various agencies and entities with a common goal to improve the lives of Georgia's more than 10 million citizens!

Join Team Georgia and impact lives everyday while receiving a robust benefits package designed for every stage of your career!

Responsibilities

Job Title: Chemical/Material Analyst 1 (Lab Scientist 1)

Agency: Department of Natural Resources

Job Requisition ID: JR0000004648

The Scientist in this position analyzes environmental samples following EPA approved methods.

Qualifications:

- Bachelor's degree in a physical or natural science from an accredited college or university.

Preference may be given to applicants with:

- Laboratory experience

Pay: \$42,993.03 a year - Full-time

This posting may close at any time prior to the posted close date once a suitable applicant pool is identified.

[Apply Here](#)

Lifeset Specialist (Atlanta 30345)



2200 Century Parkway Suite 200 Atlanta, GA 30345

For over 35 years, Youth Villages has transformed the lives of children and families nationwide through innovative, research-based programs focused on preserving and restoring families. As a national leader in children's mental and behavioral health, we serve more than 47,000 youth, young people, and their families annually across 29 states and Washington, D.C.

Responsibilities

LifeSet Specialists work directly with young adults in community settings—whether at home, school, or other convenient locations—to help them build self-sufficiency and navigate available resources.

- Carries a maximum caseload of 8 to 10 young adults
- Meets with the young adult at a minimum of one time per week, increasing / decreasing as directed by the clinical supervisor on the basis of clinical need
- Provides accurate and complete information to clinical supervisor in a timely manner in the event of a crisis
- Implements suggestions of interventions provided by supervisor and/or licensed program expert in a timely manner to be reflected in the next treatment plan cycle

Qualifications:

- Master's degree in a social services discipline (preferred)
- Bachelor's degree in a social services discipline (required)
- Degrees that can be considered include: social work, drug and alcohol education or counseling, psychology, criminal justice, guidance counseling, or marriage and family therapy (others subject to review)
- One year of experience in counseling and/or case management (required)
- Experience working with at-risk youth and/or families in a volunteer, internship, or paid position (preferred)
- Clinical experience (preferred)

Pay: \$52,000 - \$59,000 a year - Full-time

[Apply Here](#)

Program Director (Norcross)



5360 Old Norcross Road, Norcross, GA 30071

Boys & Girls Clubs of Metro Atlanta has an exciting opportunity for the right person to join our dynamic, forward-thinking team.

Responsibilities

- Front-line accountability for quality program delivery including core programs, new initiatives, summer programs, junior staff development program and outcome measurement systems.
- Trains, monitors and develop staff so that programs are well delivered. Responsible for direct supervision of part-time program staff and program volunteers.
- Evaluation of programming activity and impact is regularly & consistently reviewed. Action steps are implemented, reviewed & updated regularly and program improvements are made as a regular process.
- Plans, develops, evaluates and oversees implementation of arts, education, social recreation, health and physical education, computer center and specialty programs, activities and services that prepares youth for success.

Qualifications:

- Bachelor's degree preferred, Substitute education for experience, Six (6) + years of experience in Youth Development, Education, or related field
- A minimum of two years' work experience directly with youth, in a Boys & Girls Club or similar organization managing full-time/part-time staff, and planning activities based on the developmental needs of young people.
- Flexibility to work clubhouse hours, especially as seasons and service needs change.
- Demonstrated ability to creatively plan, coordinate, and evaluate quality youth programs directly and through collaborations. Demonstrated ability to work collaboratively with other departments/organizations deliver quality programs to club members and potential members.
- Excellent verbal, written, and communication skills. P.C. literate in MS Office.

Pay: \$47,000 a year - Full-time

[Apply Here](#)

Development Specialist (Atlanta 30345)



2305 Parklake Dr NE, Atlanta, GA 30345

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. The Development Specialist is a member of the Resource Development department and works closely with the Grants Coordinator and Development Supervisor to leverage individual and corporate financial and in-kind donors.

Responsibilities

- Assist with the creation and production of annual appeals, monthly solicitation and cultivation materials, daily gift acknowledgements and other written materials to engage current and prospective donors.
- Conduct research on current and potential funders to prepare briefing and debriefing materials for face-to-face meetings with major funders conducted by the Senior Leadership Team.
- Support special events planning, preparation and implementation, including managing and tracking attendees, donations and volunteer support.

Qualifications:

- Bachelor's degree or equivalent preferred, preferably in Nonprofit Management, Business Administration or Public Administration.
- Minimum of one (1) year of professional work experience required.
- Experience with Salesforce donor management database and email content management platforms preferred.
- Excellent MS Office skills and ability to learn new computer applications.
- Experience working with refugees and immigrants, international work and/or non-profit experience is highly desirable.

Pay: \$21.61 - \$22.75 an hour - Full-time

[Apply Here](#)

Assistant Front Office Manager (Buckhead)



443 East Paces Ferry Road NE, Atlanta, GA 30305

This hotel is owned and operated by an independent franchisee, **Peregrine Hospitality Group**. As an Assistant Front Office Manager, you will be responsible for managing all aspects of the daily operations, including guest service, training, hiring, and administrative responsibilities in accordance with brand standards and direction of the Front Office Manager.

Responsibilities

- Maintain a strong presence on the front desk to deliver exceptional guest service and provide coaching and counseling to front desk agents.
- Handle guest complaints, problem-solving, disturbances, and any special requests during shifts acting as the Manager on Duty.
- Lead daily pre-shift meetings with the Front Office staff and hotel management to align on daily activities and priorities.
- Enforce asset control procedures, maintain accurate logs, inform staff about VIPs and special requests.
- Greet guests upon arrival, ensure special requests are fulfilled, and escort guests to their rooms when appropriate.

Qualifications:

- Understand the mission, vision, and goals of the hotel.
- Must be able to prioritize and work efficiently with limited supervision.
- Must be detail oriented and able to multi-task efficiently.
- Must be able to speak and understand and communicate the primary language(s) used in the workplace.
- General knowledge of the city where the hotel is located and its attractions.
- Extensive knowledge of the hotel, its services and facilities.
- Strong team player, able to partner with management and other employees in a professional manner.
- **Brand knowledge and experience:** Strong Marriott brand knowledge and experience in a full-service or luxury hotel environment is highly preferred.

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

[Apply Here](#)

Leasing Agent (Roswell)



20 Mansell Ct Ste 375, Roswell, GA 30076

Since 2012, we've grown to become one of the leading single-family rental companies and homebuilders in the country. The **Leasing Agent** serves as the company's primary sales rep for prospective residents, responsible for driving occupancy through consultative selling, relationship building and lease conversion.

Responsibilities

- Drives leasing performance by responding to and following up on inquiries from perspective residents
- Engage with potential tenants, offering compelling insights into our housing options to encourage applications.
- Skillfully negotiate lease terms and provide thorough explanations of leases and related documents to new tenants.
- Performs leasing activities in accordance with applicable laws to maximize housing occupancy
- Collaborate with underwriting and leasing teams to navigate applicants through the leasing journey.
- Stay informed about our company's policies and procedures to ensure compliance and up-to-date practices.

Qualifications:

- A High School Diploma or GED required.
- Minimum three (3) years of related sales or customer-facing sales experience required.
- Leasing, real estate, or property management experience preferred.
- A valid State Real Estate License is required.
- Proficiency in MS Office applications (Excel, Word, Outlook) is required.
- Outstanding communication abilities and analytical skills to solve problems effectively.
- Ability to build relationships, organize tasks and deliver top-notch service.
- Flexibility to work weekends is required.

Pay: \$25 an hour - Full-time

[Apply Here](#)

Universal Banker I (Alpharetta)



5825 Windward Pkwy, Alpharetta, GA 30005

The Universal Banker I 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.
- Personally, maintains a balancing record in accordance with the teller 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.
- One to three years' experience in a financial branch environment or experience comparable within the financial industry or a retail environment.
- 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 MS Word, Excel and Power Point software.

Pay: \$23 an hour - Full-time

[Apply Here](#)

Claims Administrator (Buckhead)



3355 Lenox Road NE, Atlanta, GA 30326

Midway Insurance Management International, Inc. provides Claims Management and Adjusting Services. We provide the solutions to the ever increasing demands of the insured, agents and brokers.

Responsibilities

Claims Administrator Position:

The ideal candidate for this role, would previously have experience in a position dealing with Insurance. Excellent grammar, drafting, experience with file management and editing skills are preferred. Responsibilities include setting up new claims, answering phones, drafting letters and scanning mail and faxes. Must be able to multi-task and work quickly with accuracy.

Salary is negotiable based on experience.

Qualifications:

- Proficiency in Microsoft Office suite
- Experience: Administrative: 2 years (Required)
- Experience: Insurance Related: 1 year (Preferred)
- Excellent attention to detail for proofreading and editing tasks
- Experience in legal drafting or related field
- QuickBooks proficiency is a plus
- Bilingual proficiency in Spanish is advantageous

Pay: \$40,000 - \$60,000 a year - Full-time

[Apply Here](#)

Operations Specialist (Dunwoody)



400 Perimeter Center Ter NE, Atlanta, GA 30346

The Operations Specialist is a dynamic, cross-functional role supporting both external business development and internal operational coordination for a home care agency. This individual will serve as a connector between field outreach, internal teams, and organizational leadership.

Responsibilities

Operations & Administrative Support

- Provide day-to-day support to the Operations Manager to ensure smooth internal workflow and service delivery.

Marketing & Community Outreach

- Develop and execute strategic marketing plans to grow brand visibility and referral relationships.

Cross-Department Collaboration

- Serve as a communication bridge between marketing, recruiting, operations, and clinical teams.

Quality & Compliance

- Ensure that all operational and marketing activities comply with internal policies, HIPAA regulations, and Medicaid Waiver requirements.

Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- 2+ years of experience in home care, healthcare operations, or outreach/marketing.
- Knowledge of Medicaid Waiver programs preferred or willingness to learn.
- Excellent interpersonal and communication skills—both written and verbal.
- Proficiency with Microsoft Office Suite, mobile tools, and EMR or scheduling platforms.
- Ability to travel regularly within assigned territory.

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

[Apply Here](#)

Practice Assistant (Peachtree Corners)



Peachtree Corners, GA

Geode Health is a rapidly growing, national provider of outpatient mental health services. Our Practice Assistant is a key member of the office and serves as an important first point of contact for patients. This multi-skilled role supports both the administrative and clinical operations of a fast-paced outpatient mental health practice, helping create a seamless experience for patients and providers.

Responsibilities

- Serve as a welcoming and comforting first point of contact for patients and provide exceptional customer service.
- Deliver an exceptional patient experience through warm, responsive, and compassionate service.
- Manage daily schedules, appointment confirmations, cancellations, and waitlists. This helps optimize provider schedules and reduce no-shows.
- Coordinate patient intake and assist with referrals, authorizations, forms, and follow-up needs.
- Collect payment for services Geode has delivered. Accurately document co-pays, coinsurance, outstanding balances, and other patient payments.
- Maintain patient confidentiality and follow HIPAA, organizational policies, and professional standards.

Qualifications:

- 1+ year of medical office or healthcare experience preferred.
- Mental health or outpatient clinical experience preferred.
- Excellent communication, customer service, and computer skills.
- Comfort and ease answering the phone (this is a firm expectation) – you will serve our existing patient population.
- A self-starter, go-getter. You excel at time management.
- Comfortable learning new technology platforms/systems.
- Associate or bachelor's degree preferred.

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

[Apply Here](#)

Patient Engagement Specialist (Brookhaven)



2556 Apple Valley Rd #100, Brookhaven, GA 30319

As our Patient Engagement Specialist, you are the first impression of Atlanta Dental Spa. You're not just answering phones. You're building trust, easing concerns, and turning curious callers into loyal, long-term patients.

Responsibilities

- Answer inbound calls and convert new patient inquiries into booked appointments
- Guide callers to the right provider with confidence and care
- Follow up on potential opportunities and proactively nurture interest
- Reach out to patients who are overdue or at risk of going inactive
- Document call outcomes and patient interactions accurately in Carestack
- Partner with clinical and marketing teams to keep new patient onboarding seamless

Qualifications:

- A polished communicator who makes every caller feel heard and confident
- Organized, proactive, and consistent — you follow through without being asked
- Calm and composed, even on high-volume days
- Experienced in a dental or healthcare setting
- Comfortable with scheduling software and patient management systems (Carestack a plus)
- Energized by growth — yours and the practice's

Pay: \$22 - \$28 an hour - Full-time

[Apply Here](#)

Operations Assistant (Sandy Springs)



755 Mount Vernon Highway NE, Atlanta, GA 30328

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
- Provide basic patient education when needed

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](#)

Training Coordinator (Dunwoody)



4891 Ashford Dunwoody Road, Atlanta, GA 30338

LifeSouth is a non-profit community blood bank serving more than 150 hospitals in Alabama, Florida, Georgia, and Tennessee. LifeSouth is looking for a dedicated and organized Training Coordinator to join our team in Dunwoody, GA. Our District Training Coordinators are responsible for assigning and tracking employee training plans while providing support for learning initiatives.

Responsibilities

- Coordinate and manage the scheduling of training sessions and assignments.
- Assign training programs to employees based on their roles and development needs.
- Track employee training progress and maintain accurate records of training activities.
- Collaborate with department heads to identify training needs and develop appropriate programs.
- Support employees in accessing training resources and materials.
- Evaluate the effectiveness of training programs and make recommendations for improvements.
- Assist in the development of training materials and resources.

Qualifications:

- Background in teaching, training coordination, or other related field
- Associate or bachelor's degree, preferred
- Valid driver's license and acceptable driving record, required for travel
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficiency in using Learning Management Systems (LMS) and other training software

Pay: \$19.75 - \$21.73 an hour - Full-time

[Apply Here](#)

Construction Administrative Assistant (Alpharetta)



Alpharetta, GA 30009

Origin Group, a sister company to Aggregate Trades, LLC which is a privately owned, commercial construction company and is a cutting-edge company that specializes in optimizing construction trade processes for our clients.

Responsibilities

- Order Management
- Assist with administrative tasks and provide research and administrative support to Project Manager tasks
- Assist and track contracts/proposals, contractor pay applications, change orders, consultant invoices
- Assist in miscellaneous office administrative duties, including scanning and filing document and report creation).

Qualifications:

- Experience in the construction industry with retail projects.
- Excellent verbal and written communications skills with the ability to collaborate and communicate effectively with all levels of the organization.
- Reliable with an excellent attendance and punctuality record. Show up for work as agreed upon; 8:00am-5:00pm unless altered by supervisor.
- Knowledge of financial and accounting terminology, a plus.
- Experience preferred with Oracle Netsuite and Monday.com
- Intermediate to advanced level of expertise in Microsoft Word, PowerPoint, Excel, Outlook, and web-based applications are required. Ability to learn various other programs and applications as necessary and/or required.
- Minimum 3 years' experience providing progressive administrative support.
- Excellent follow-up skills and attention to detail are required.

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

[Apply Here](#)

Asset Lead (Remote/Hybrid - Buckhead)



RUBICON

950 East Paces Ferry Rd NE Suite 2195, Atlanta, GA 30326

Rubicon is a leading provider of technology-based waste and recycling solutions for waste generators, helping them to understand, manage, and reduce waste. The Asset Lead is responsible for overseeing the day-to-day coordination, utilization, availability, movement, and maintenance of the company's waste equipment.

Responsibilities

- Asset Management: Maintain accurate visibility of all rental assets, including containers, compactors, roll-offs, balers, and other waste equipment.
- Rental Operations: Ensure rental equipment is deployed and recovered according to customer commitments and operational schedules.
- Maintenance & Equipment Readiness: Coordinate with Maintenance teams and vendors to ensure equipment is repaired and returned to service efficiently.
- Reporting & Performance Management: Monitor key asset performance indicators, including Asset utilization, equipment availability.

Qualifications:

- 3+ years of experience in asset management, fleet management, equipment rental, waste operations, logistics, or a related field.
- High school diploma or equivalent required. Bachelor's degree preferred; relevant experience may be considered in lieu of formal education.
- Prior experience leading, supervising, or coordinating a team preferred.
- Experience working with asset management, fleet, rental, or ERP systems.
- Proficiency with Microsoft Office, particularly Excel.
- Waste industry, roll-off, compactor, container, or heavy-equipment experience strongly preferred.

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

[Apply Here](#)

Asset Coordinator: A second job posting by the same agency.

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

[Apply Here](#)

Consulting Analyst - Energy Providers - Campus 2027 (Atlanta 30340)



Atlanta, GA 30340

The Energy Providers practice helps utilities and energy companies lead the way in an industry undergoing rapid transformation. As a Consulting Analyst, you will work alongside experienced professionals delivering consulting projects, both at client sites and within Guidehouse offices to deliver important engagements.

Responsibilities

- Contributing to innovative problem-solving to drive outcomes for clients, leveraging cutting-edge methodologies and tools.
- Conducting comprehensive research and analysis to support project recommendations and solutions, inform strategic decisions, and develop actionable insights. This may include data collection, market research and analysis, benchmarking, and economic modeling.
- Applying problem-solving and critical thinking skills to identify issues, develop solutions, and make informed decisions that align with client goals.
- Preparing detailed, high-quality reports, presentations, and other documentation for client deliverables to communicate findings and recommendations to clients and senior team members.

Qualifications:

- Minimum Degree Status: Undergraduate Degree (Must still be enrolled in an accredited undergraduate degree program through Fall 2026 and graduate by Summer 2027)
- Minimum Years of Experience: 0 years
- Demonstrated ability to work both independently and collaboratively within a team to produce high-impact work products, reports, and deliverables
- Curiosity about the energy industry and a desire to make a tangible impact through consulting work
- Ability to travel; Ability to work in Guidehouse Office or Client Office location

Pay: \$51,000 - \$85,000 a year - Full-time

[Apply Here](#)

Installation Coordinator (Norcross)



5675 Oakbrook Pkwy #A, Norcross, GA 30093

The Installation Coordinator manages the scheduling and administration of residential window, siding, and door installation projects. This role coordinates crews, materials, documentation, customer communication, and project closeout to ensure installations are completed accurately and on time.

Responsibilities

- Schedule installations efficiently and confirm project readiness.
- Track materials, labor requirements, and installation timelines.
- Maintain accurate project records and update job statuses daily.
- Prepare work orders and required documentation for installation crews.
- Assign qualified crews based on project requirements and availability.
- Communicate project updates and estimated timelines to customers and internal teams.
- Resolve installation-related customer concerns.
- Collect payments and submit funding documentation for completed projects.
- Perform additional duties as assigned

Qualifications:

- High school diploma or GED.
- One or more years of administrative, scheduling, or project coordination experience.
- Strong communication, organization, and customer-service skills.
- Ability to manage multiple priorities in a deadline-driven environment.
- Proficiency in Microsoft Office.

Preferred Qualifications

- Home improvement, construction, or home services experience.
- CRM or job-management system experience.
- Accounts receivable or payment collection experience.

Pay: \$24 an hour - Full-time

[Apply Here](#)

Inspections Coordinator (Atlanta 30339)

Fire Protection Services, LLC

2030 Powers Ferry Rd #100, Atlanta, GA 30339

Fire Protection Services, LLC is hiring an Inspections Coordinator to manage recurring inspection scheduling for our Atlanta location.

Responsibilities

- Customer Outreach: Make persistent outbound calls — a minimum of 40 per day — to current clients in the Atlanta area to schedule recurring inspections as they come due, following up consistently until booked.
- Schedule Management: Build and maintain technician schedules a minimum of 30 days out, in coordination with Field Leadership and Inspection Management.
- Customer Correspondence: Keep on top of customer email correspondence, ensuring nothing sits unanswered.
- Customer Onboarding: Support onboarding of new inspection accounts, ensuring service details and schedules are set up correctly from the start.
- Data Integrity: Keep client and job records accurate and current in ServiceTrade; maintain inspection schedules in Excel/Google Sheets.

Qualifications:

- 1–2 years in customer service, dispatch, or scheduling (fire protection or life safety industry experience strongly preferred).
- Excellent phone communication and genuine persistence — you don't give up after one call.
- High attention to detail and strong organizational skills.
- Proficiency with ServiceTrade, Excel, and Google Sheets (or the ability to learn fast).

Preferred

- Experience scheduling or coordinating inspections, testing, or compliance-driven services.
- Familiarity with AHJ (Authority Having Jurisdiction) requirements and inspection compliance timelines.
- Experience with high-volume, high-persistence outbound calling campaigns.

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

[Apply Here](#)

Inside Sales / CSR Representative (Norcross)



3145 Northwoods Parkway, Norcross, GA 30071

NetPlanner Systems is one of the Southeast's leading providers of IT-based solutions. We help our clients maintain a competitive advantage by incorporating cutting-edge technology into their networks. The Inside Sales / Customer Service Representative (CSR) plays a critical role in driving company revenue and ensuring customer satisfaction by managing inbound and outbound sales communications.

Responsibilities

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

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Minimum of 1-2 years of experience in inside sales, customer service, or a related field.
- Proficiency with CRM software and MS Office Suite (Word, Excel, Outlook).

Preferred Qualifications:

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

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

[Apply Here](#)

Operator (Buckhead)



Atlanta, GA 30301

At JINGDONG Logistics (JD Logistics), part of JD.com, we are a leading technology-driven supply chain and logistics solutions provider under JD.com. JINGDONG Logistics has developed one of the most extensive logistics infrastructures in the world, managing more than 3,600 warehouses with over 34 million square meters of space.

Responsibilities

- Perform daily warehouse operations in accordance with standard operating procedures, including receiving, put-away, picking, packing, and shipping.
- Use RF scanners, WMS (Warehouse Management System), and other warehouse equipment to ensure inventory accuracy and order processing.
- Pick, verify, and pack products according to order requirements to ensure accurate and on-time shipments.
- Organize and store inventory properly while maintaining clean, orderly, and efficient storage locations.
- Assist with inventory cycle counts and report inventory discrepancies, damaged goods, or quantity variances in a timely manner.

Qualifications:

- High school diploma or equivalent required; prior experience in warehousing, logistics, or manufacturing is preferred.
- Ability to work in a fast-paced environment with extended periods of standing, walking, and lifting/moving materials.
- Strong sense of responsibility, accountability, and execution.
- Ability to understand and follow work instructions accurately, with a willingness to learn.
- Flexibility to work overtime, shifts, or weekends based on business needs.
- Experience using RF scanners, WMS systems, or operating forklifts is preferred.
- Strong commitment to workplace safety with a satisfactory work record.

Pay: \$20 - \$23 an hour - Full-time

[Apply Here](#)

DeWALT Customer Service Representative 1st shift Mon-Fri \$20/hr (Norcross)

StanleyBlack&Decker

6115 Jimmy Carter Blvd, Suite C, Norcross, GA 30071

We're the World's largest tool company. As a DeWALT Customer Service Representative, you'll be part of our T&O Commercial team working as an on-site employee.

Responsibilities

- Handle pricing, identifying all items as a catalog number and description, verifies quantity, and extending all items on customer orders.
- Attract potential customers by answering product and service questions; drives incremental sales and suggests other products and services.
- Conduct customer sales and service both at the counter and via phone.
- Service customers on product application, features, benefits and proper handling and maintenance. Also responsible for making sales of services, programs and products to customers.
- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Qualifications:

- The ability to work Monday through Friday full-time with additional hours as needed to meet customer demands.
- Bilingual proficiency preferred
- Experience reading schematics and determining parts needed for specific tool repairs
- Experience in a customer-facing role within a Retail/Service environment.
- Excellent skills in Microsoft Excel, Power Point, Word, Outlook.

Pay: \$20 an hour - Full-time

[Apply Here](#)

Operations & Administrative Coordinator (Norcross)



5680 Oakbrook Pkwy Ste 149, Norcross, GA 30093

At DragonEye Technology, while providing a core base of products in the law enforcement speed measurement market, we also address the broader electro-optic sensing and imaging market in select areas. We are seeking a highly organized, dependable, and hands-on Operations & Administrative Coordinator to support our day-to-day operations.

Responsibilities

- Interface with customers,
- Process and prepare Sales Orders, RMAs, certificates and documentation.
- Pack, label, and ship customer orders; receive incoming inventory / supplies.
- Assist with inventory counts, organization, and recordkeeping.
- Maintain accurate physical and electronic files for Sales Orders and RMAs.
- Handle incoming calls, emails, correspondence, and office administration.
- Provide administrative and operational support to the President and team.

Qualifications:

- 2+ years of experience in administrative operations, order-processing, warehouse-support, or similar role.
- Basic computer proficiency, including Microsoft Office Suite & Gmail.
- Ability to maintain accurate records and documentation.

Preferred:

- Experience with sales orders, purchase orders, RMAs, inventory, shipping, or receiving.
- Experience working in a manufacturing, electronics, technology, or distribution environment.
- Experience with ERP, inventory-management, or order-processing system.
- Familiarity with UPS, FedEx, or other shipping systems.
- Experience supporting a small business or executive/President.
- Experience with accounting software a plus, but not mandatory.

Pay: \$40,000 - \$60,000 a year - Full-time

[Apply Here](#)

EDI Service Specialist I (Alpharetta)



5800 Windward Pkwy, Alpharetta, GA 30005

You are a member of the Connection Services team within Client Operations. You are responsible for monitoring the exchange of demographic and enrollment data between the WorkforceNow module and our customers' third-party vendors (e.g., payroll processors, insurance carriers, third party administrators, etc.).

Responsibilities

- Monitor the status of connections that have been moved to a production status for the book of business assigned to you (if applicable).
- Support maintenance and troubleshooting of WorkforceNow EDI/Carrier Connections.
- When presented with a case to troubleshoot, investigate and resolve issues/defects with existing code.
- Communicate status and next steps to all partners (internal, carrier, client, broker, etc.) throughout the lifecycle of a case through constant updates to the active case.
- Partner with Account Managers, Engineers, and client to determine best practices for the setup of the EDI.
- Serve as a technical resource for Account Managers and Customer Service Representatives who may have questions regarding active connections/EDI.

Qualifications:

- Experience working in a software and/or service company environment.
- Proficient in MS Excel skills such as creating pivot tables, v-lookups to compare files and data to identify discrepancies between two files.
- Knowledge of Salesforce is helpful for case and project management.

Preference will be given to candidates who have the following:

- SQL
- 1-2 years of benefits experience.
- EDI experience

Pay: \$18.56 - \$34.66 an hour - Full-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Server (Roswell)

\$25 - \$40 an hour - Part-time, Full-time

Lola's Burger and Tequila Bar | 944 Canton Street, Roswell, GA 30075

[Apply Here](#)

Sous Chef (Alpharetta)

\$21 an hour - Full-time

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

[Apply Here](#)

South City Kitchen PM Line Cook, \$20 hr (Alpharetta)

\$20 an hour - Contract, Full-time

South City Kitchen Avalon | 9000 Avalon Blvd, Alpharetta, GA 30009

[Apply Here](#)

Barista (Alpharetta)

From \$19.50 an hour - Full-time

Triple B Hospitality Group | 2900 Westside Parkway, Alpharetta, GA 30004

[Apply Here](#)

Housekeeping Supervisor - Hyatt Regency at Villa Christina (Brookhaven)

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

Hyatt Regency at Villa Christina Atlanta | 4000 Summit Boulevard, Brookhaven, GA 30319

[Apply Here](#)

Hospitality Team Member (Buckhead)

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

5Church Buckhead | 3379 Peachtree Rd NE STE. 125, Atlanta, GA 30326

[Apply Here](#)

Food Truck Drivers & help (Atlanta 30340)

\$700 - \$750 a week - Part-time, Full-time

Spicy Desi Atlanta | 3300 Marjan Drive, Atlanta, GA 30340

[Apply Here](#)

Food service and Hospitality hiring (2)

Hotel Housekeeper (Sandy Springs)

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

Waterwalk Extended Stay Atlanta | 6096 Barfield Road, Sandy Springs, GA 30328

[Apply Here](#)

Front Desk Agent (Buckhead)

\$17 - \$18 an hour - Full-time

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

[Apply Here](#)

Hotel Guest Service Supervisor (Roswell)

\$35,000 - \$38,000 a year - Full-time

CUSA, LLC | 1360 Old Roswell Road, Roswell, GA 30076

[Apply Here](#)

SUPERICA COOK – UP TO \$24/hr. (Dunwoody)

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

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

[Apply Here](#)

Prep Cook (Johns Creek)

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

Famous Dave's BBQ - JOHNS CREEK | 10710 State Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

Host/Hostess (Alpharetta)

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

Café Intermezzo | 100 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

Host/Hostess, South City Kitchen-FT/AM/PM Open availability (Alpharetta)

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

The Hotel at Avalon | 9000 Avalon Blvd, Alpharetta, GA 30009

[Apply Here](#)

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

Orthodontic Receptionist (Sandy Springs)

\$22 - \$24 an hour - Full-time

Atlanta Orthodontic Specialists | 5555 Peachtree Dunwoody Road, Sandy Springs 30342

[Apply Here](#)

Office Manager (Peachtree Corners)

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

United Homecare Center | 6185 Buford Highway, Peachtree Corners, GA 30071

[Apply Here](#)

Toddler Teacher (Sandy Springs)

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

Primrose School of Sandy Springs North | 460 Abernathy Road, Sandy Springs, GA 30328

[Apply Here](#)

Caregiver (Peachtree Corners)

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

Kitchens Home Care | Peachtree Corners, GA 30092

[Apply Here](#)

Residential Assistant (Dunwoody)

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

Altapoint Healthcare Group | 53 Perimeter Center East, Atlanta, GA 30346

[Apply Here](#)

Private Catholic School Utility/ Dishwasher, Day Shift (Sandy Springs)

\$18 an hour - Full-time

ChefAdvantage | Sandy Springs, GA 30328

[Apply Here](#)

Nursing Assistant (Atlanta 30327)

\$18 an hour - Part-time

PRIVATE CAREGIVERS, INC | Atlanta, GA 30327

[Apply Here](#)

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

Lead Preschool/Pre-K Teacher (Peachtree Corners)

\$17 - \$22 an hour - Full-time

The Oakling School | 5210 Spalding Dr, Norcross, GA 30092

[Apply Here](#)

Pharmacy Technician (Roswell)

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

CVS Health | 1135 WOODSTOCK RD, Roswell, GA 30075

[Apply Here](#)

Shift Supervisor (Norcross)

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

CVS Health | 5095 PEACHTREE PKWY, Norcross, GA 30071

[Apply Here](#)

Pharmacy Technician / Pharm Tech Apprenticeship (Sandy Springs)

\$16.50 - \$20.00 an hour - Full-time

Walgreens | 4535 Roswell Road, Sandy Springs, GA 30342

[Apply Here](#)

Caregiver (Buckhead)

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

Favor Health Care Services Llc | Atlanta, GA 30301

[Apply Here](#)

Receptionist (Alpharetta)

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

Arbor Terrace Crabapple | 12200 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)

Front Desk Team Member (Peachtree Corners)

From \$15 an hour - Full-time

Greater Dental Health | 5210 Town Center Boulevard, Peachtree Corners, GA 30092

[Apply Here](#)

Others hiring (1)

Spa Manager (Alpharetta)

\$48,000 - \$52,000 a year - Full-time

Hand & Stone | 12850 Highway 9 North, Alpharetta 30004

[Apply Here](#)

Club Specialist (Chamblee)

\$20 - \$24 an hour - Part-time, Full-time

Chamblee Racquet & Paddle | 3031 Shallowford Rd NE, Atlanta, GA 30341

[Apply Here](#)

Associate Account Manager (Alpharetta)

\$40,500 - \$56,700 a year - Full-time

Wheels, Inc | 1165 Sanctuary Pkwy, Alpharetta, GA 30009

[Apply Here](#)

Sales Consultant (Dunwoody)

\$40,000 - \$64,000 a year - Full-time

Victra - Verizon Wireless Premium Retailer | 123 Perimeter Center West, Atlanta, GA 30346

[Apply Here](#)

Store Manager (Sandy Springs)

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

Extra Space Management, Inc | 6780 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

Test Day Supervisor / Line manager (Sandy Springs)

\$19 - \$20 an hour - Full-time

BITTS Testing Services in the US | 1117 Perimeter Center West, Atlanta, GA 30338

[Apply Here](#)

Plumbing Lead & Appointment-Setting Specialist (Roswell)

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

Bluefrog Plumbing & Drain of Alpharetta | 1007 Mansell Rd #A122, Roswell, GA 30076

[Apply Here](#)

Others hiring (2)

Inventory Specialist (Chamblee)

\$18 an hour - Full-time

Asurion | Chamblee, GA 30341

[Apply Here](#)

Customer Care Associate I (USABlueBook) - Atlanta (multiple locations)

\$17.50 - \$18.00 an hour - Full-time

HD Supply (part of The Home Depot)

[Apply Here](#)

OFFICE MANAGER - GEORGIA BRANCH (Peachtree Corners)

\$17 - \$28 an hour - Full-time

Anpota, Inc. | Peachtree, GA

[Apply Here](#)

Shift Lead (Sandy Springs)

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

Walgreens | 4535 ROSWELL RD, SANDY SPRINGS, GA 30342

[Apply Here](#)

Shift Lead (Alpharetta)

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

Walgreens | 173 South Main Street, Alpharetta, GA 30009

[Apply Here](#)

Office Administrator (Norcross)

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

MPW Infrastructure Group | 5315 Oakbrook Pkwy, Norcross GA 30093

[Apply Here](#)

Geek Squad Agent (Retail Store) (Alpharetta)

\$15.50 - \$20.15 an hour - Part-time, Full-time

Best Buy | 975 North Point Drive, Alpharetta, GA 30022

[Apply Here](#)