
Park Area Coordinator (Brookhaven)



Lynwood Park - 3360 Osborne Rd NE, Atlanta, GA 30319

Under the general direction of the Assistant Director of Park Operations, the Park Area Coordinator ensures the facility conditions of assigned park region providing an opportunity for a positive experience. This employee is assigned to multiple parks of various sizes within a region such as North, South or Central area of the City of Brookhaven.

Responsibilities

- Oversees multiple small park projects and renovations to existing facilities.
- Inspects and patrols parks, recognizes and responds to needed maintenance and safety hazards, and significant repair requests. Communicating with Custodian, maintenance and/or law enforcement as needed regarding all safety concerns including illegal dumping
- May serve as liaison and assist the assigned crew of primarily semi-skilled and/or skilled workers, to perform a variety of maintenance activities
- Assists and review the preparation of engineering plans and specifications for park capital maintenance and improvements. Meeting with contractors to discuss projects before, during, and after completion to advise and ensure standards are met.

Qualifications:

- High school diploma or equivalent
- Georgia Driver's license and able to obtain First aid / CPR certification within first 90dys
- Two (2) years of experience in maintenance and repair or natural area or facilities maintenance Or equivalent combination of training or certification in a technical course, safety, machinery operations, horticulture, landscaping
- Knowledge of general maintenance and repair work.
- Knowledge of occupational hazards, safety precautions in working with tools
- Skill in the use and care of maintenance and repair equipment and tools.

Pay: \$46,788 - \$74,861 a year - Full-time

[View the complete Job posting and Apply](#)

RECORDS CLERK (Brookhaven)



1793 Briarwood Rd NE, Atlanta, GA 30329

This position performs specialized clerical, administrative, and technical work related to the processing, maintenance, security, and dissemination of police records.

Responsibilities

- Processes requests for incident reports, accident reports, criminal background checks, and other authorized records.
- Manages the department's Open Records Request process in accordance with the Georgia Open Records Act, including locating records, reviewing materials for releasability, applying required redactions, and distributing approved documentation.
- Processes requests for audio, video, and other digital media records and prepares copies for authorized requestors.
- Makes copies of video and audio recordings and distributes copies to requestors while collecting applicable fees.
- Collects and documents applicable fees associated with records requests.

Qualifications:

- High School graduate or GED; Associate's degree preferred
- Minimum of two (2) years of experience in an office clerical position preferably in a police environment; Or equivalent education, and/or experience
- Must successfully complete the Georgia Crime Information Center Terminal Agency Coordinator Certification.
- Knowledge of the Georgia Open Records Act and applicable records release requirements.
- Knowledge of National Incident-Based Reporting System (NIBRS) reporting standards.

Pay: \$22.67 - \$31.29 an hour - Full-time

[View the complete Job posting and Apply](#)

Community Outreach Coordinator (Peachtree Corners)



6251 Crooked Creek Road, Peachtree Corners, GA 30092

The Associated Credit Union Foundation was established in 2008 and serves as the philanthropic arm of the credit union. The Community Outreach Coordinator maintains and deepens ACU's impact in the community by building and expanding local partnerships and managing communication between the Foundation and employees, members, donors, partners, and all other stakeholders.

Responsibilities

Department: ACU Foundation; Reports to: Prisca Walters, Asst Vice President

- Project Management: Strategize and independently execute campaigns, programs, and fundraisers.
- Relationship Building: Maintain and expand connections within the community and across the credit union's partners and affiliates.
- Communications: Relay fundraising needs and success stories through regular interaction by phone, in-person, video conference, email, and written correspondence with staff, volunteers, third-party partners and vendors, and Foundation Partners. Must have strong writing background.
- Program Evaluation: Track campaign status and event metrics, gather feedback from donors and participants, and report on outreach impact.
- Monthly submission of grants and maintenance of grant cycles.

Qualifications:

- Education: Bachelor's degree in communications, public relations, social work, nonprofit or not-for-profit management, business, or related field preferred. Equivalent certifications or experience will be considered.
- Experience: Prior work or volunteer history, particularly working with diverse populations and students.
- Resourcefulness: Ability to maximize small budgets and secure in-kind donations from individuals and local businesses.
- Demonstrate computer skills with proficiency with Microsoft Office Suite; experience with data entry and donor management systems preferred.

Pay: \$56,725.41 - \$70,906.77 a year - Full-time

[View the complete Job posting and Apply](#)

Consulting Analyst - State & Local Government - Campus 2027 (Atlanta 30340)



Atlanta, GA 30340

Guidehouse is a global AI-led professional services firm delivering advisory, technology, and managed services to the commercial and government sectors.

Responsibilities

The State and Local Government practice provides individuals the opportunity to serve our States, Counties, Cities, Non Profit, and Multi-lateral clients in the areas of: economic development, sustainability, disaster recovery and other areas. We deliver compelling, high impact solutions to our state and local government clients' toughest business and technology problems.

Qualifications:

- Minimum Years of Experience: 0 years
- Minimum Degree Status: Undergraduate Degree (Must still be enrolled in an accredited undergraduate degree program through Fall 2026 and graduate by Summer 2027)

What Would Be Nice To Have:

- Demonstrates knowledge in and passion for improving state and local government through academic courses and project work
- Preferred degree programs include business, public policy, urban planning, economics, engineering, math, computer science and environmental science
- Demonstrates proven success and thorough skills to define and lead client-work including conducting baseline assessments, building a future state vision, developing implementation plans, managing multiple stakeholders, and communicating with varying audiences
- Demonstrates proven success and thorough knowledge of key facets of state and local government, including the following: sustainability, urban planning, education, housing, transportation, justice, and/or administration

Pay: \$56,000 - \$94,000 a year - Full-time

[View the complete Job posting and Apply](#)

Bilingual Case Manager (Sandy Springs)



5009 Roswell Road, Sandy Springs, GA 30342

New South Medical is an interventional pain management practice with multiple locations in the Metro Atlanta Area.

Responsibilities

The Case Manager is responsible for coordinating patient care throughout the treatment process while serving as a primary point of communication between patients, healthcare providers, attorneys, and referral partners.

- Manage an assigned caseload and maintain consistent communication with patients throughout their course of care.
- Complete new patient preparation and review patient charts for accuracy and completeness.
- Conduct introductory and follow-up calls with patients and attorneys to provide guidance regarding appointments, referrals, and next steps in treatment.
- Coordinate referrals, imaging, specialist evaluations, and other services ordered by providers.
- Track patient appointments and treatment progression and follow up on missed or incomplete care.
- Maintain accurate and timely documentation within eClinicalWorks (ECW), ChiroTouch, patient trackers, and other case-management systems.
- Monitor daily task queues, telephone encounters, emails, digital communications, and assigned case-management tasks.
- Maintain and update patient information, attorney information, imaging, provider documentation, referrals, and other relevant case documents.

Qualifications:

- Experience:
 - Case management: 1 year (Preferred)
 - Paralegal: 1 year (Preferred)
- A self starter that anticipates patient and provider needs.
- Familiar with eClinical Works and ChiroTouch EHR systems.

Pay: \$25 - \$30 an hour - Full-time

[View the complete Job posting and Apply](#)

Personal Injury Reduction Specialist (Sandy Springs)



200 Sandy Springs Pl NE, Sandy Springs, GA 30328

The candidate will be responsible for reviewing, negotiating, and resolving medical liens/bills arising from personal injury cases. This role works closely with attorneys and medical providers.

Responsibilities

- Review medical bills, liens, and treatment records for personal injury cases.
- Identify negotiable charges, duplicated bills, and billing discrepancies.
- Negotiate reductions with medical providers, hospitals, and lienholders.
- Communicate professionally providers and law firms.
- Track bill negotiation status on cases and maintain accurate case updates.
- Ensure reductions are finalized appropriately.
- Meet deadlines and reduction targets while maintaining high accuracy.

Qualifications:

- The ideal candidate will have experience in personal injury law, lien negotiation, and/or legal support.
- The candidate must have strong negotiation, communication, and organizational skills.
- A working knowledge of lien type including Letters of Protection (LOPs), hospital liens, ERISA liens, and related matters is required.
- This person must also demonstrate the ability to independently manage a high-volume caseload while meeting deadlines and maintaining accuracy.

Pay: \$50,000 - \$70,000 a year - Full-time

[View the complete Job posting and Apply](#)

Retirement Plan Administrative Support Specialist (Norcross)



230 Scientific Dr, Norcross, GA 30092

Our cloud-based SaaS platform provides employer solutions that increase cash flow and efficiency, reduce risk, and give a competitive edge in managing and retaining high-quality employees.

Responsibilities

We are actively looking for an Administrative Support Specialist to join our retirement plan benefits team. This role would serve as a contact for our plan vendors and third-party administrators, and also prepare necessary reports and documents for the plans.

- Serve as a contact for plan vendors and third-party administrators
- Upload 401(k) contributions on a per payroll basis
- Prepare quarterly Fi360 reports
- Prepare employee reporting necessary for annual compliance testing
- Process participant documents and requests such as enrollment forms, loans, and distributions.
- Implement new plans; complete and process new plan documents and advising agreements, and set up retirement service in payroll software
- Send and track all required notices in accordance with IRS guidelines
- Responsible for daily maintenance of plans under management guidance.

Qualifications:

- Benefit account administration or payroll experience
- Strong organizational and time management skills
- Ability to meet strict deadlines
- Ability and motivation to work independently
- Proficiency in Microsoft Office Suite.
- Excellent verbal and written communication skills
- Excellent troubleshooting/ problem-solving skills

Pay: \$24.00 - \$26.45 an hour - Full-time

[View the complete Job posting and Apply](#)

Front Desk Patient Coordinator (Sandy Springs)

Nelson Center for Plastic and Reconstructive Surgery

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
- Exceptional interpersonal, telephone, and written communication skills
- 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

[View the complete Job posting and Apply](#)

Front Desk Coordinator (Sandy Springs and Buckhead)



5505 Peachtree Dunwoody Road, Atlanta, GA 30342

We are seeking a dynamic and dedicated Front Desk Office Coordinator to join our top-tier Oral Surgery Practice.

Responsibilities

- Patient Interaction: Expertly answer the phone, assist patients in scheduling appointments, and create patient accounts.
- Administrative Support: Check patients in, post payments, and convert treatment plans with accuracy and efficiency.
- Surgery Coordination: Assist with scheduling surgeries and ensure all necessary preparations are made.
- Team Collaboration: Work closely with other professionals to form a highly effective team, handling administrative tasks seamlessly.
- Versatility and Adaptability: Embrace a wide range of responsibilities and opportunities for learning and growth within the practice.

Qualifications:

- Patient-Centric Attitude: Genuinely serve our patients at every level, enhancing patient satisfaction and increasing office efficiency.
- Educational Background: Completion of high school or equivalent is required.
- Experience Preferred: Previous oral surgery, dental, or medical experience is preferred.
- Administrative Skills: Proven administrative experience with a track record of growth or improvement within previous positions.
- Customer Service Expertise: Experienced with customer service techniques, ensuring a superior patient experience.

Pay: \$22 - \$24 an hour

[View the complete Job posting and Apply](#)

Medical Assistant / Front Desk Coordinator – Dermatology (Peachtree Corners)



6460 Spalding Dr, Ste A, Peachtree Corners, GA 30092

AXIS Dermatology is a new physician-led dermatology practice in Peachtree Corners seeking a friendly, dependable, personable, and highly organized team member to support both clinical and front-office operations.

Responsibilities

- Room patients and obtain histories, medications, allergies, and vitals
- Prepare patients and rooms for medical, surgical, and cosmetic dermatology visits
- Assist with biopsies, excisions, injections, and other procedures
- Handle specimens and pathology/lab paperwork
- Clean and turn rooms and maintain clinical supplies
- Assist with EMR documentation and clinical workflows
- Patient scheduling, check-in, and check-out
- Answer phones and manage patient messages
- Verify insurance eligibility and benefits

Qualifications:

- Medical assistant or medical-office experience
- Dermatology experience strongly preferred
- Prior authorization experience preferred
- EMR experience; EMA/Modernizing Medicine experience is a plus
- Warm, friendly, and professional demeanor with patients
- Excellent communication and organizational skills
- Comfortable working in both clinical and front-office roles
- Reliable, professional, and patient-focused.

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

[View the complete Job posting and Apply](#)

Medical Office Receptionist (Atlanta 30339)



1899 Powers Ferry Rd SE Ste 250, Atlanta, GA 30339

At LifeStance Health, we strive to help individuals, families, and communities with their mental health needs.

Responsibilities

- Create a positive work environment; be a culture carrier and support in-office clinician and staff engagement activities to promote LFST culture, engagement, and connection.
- Conduct schedule prep process for all patients to ensure all paperwork and documentation is complete, credit card on file is current, demographics are accurate, and patient chart is prepared.
- Provide exceptional customer service, responding quickly and appropriately to patient needs, and being prepared to manage potentially difficult or sensitive situations by following Crisis and De-escalation Processes.
- Manage front desk responsibilities including greeting and checking patients in/out in a courteous manner.
- Provide general clinician support – assist clinicians with administrative questions and/or duties such as sending letters, faxes, etc.

Qualifications:

- High School or equivalent required, associates/bachelor's degree, preferred.
- 1+ years of experience in healthcare operations, customer service, or similar role or setting preferred.
- Ability to multitask and prioritize duties to support delivery of high-quality patient experience.
- Ability to work independently and as a team member.
- Strong communication skills, both written and verbal.
- Proficient in using Computer Software Applications (MS Office & EMRs)
- Comfortable handling sensitive and confidential Information (HIPAA)

Pay: From \$20.25 an hour - Full-time

[View the complete Job posting and Apply](#)

Program Culinary Specialist (Dunwoody)



4536 Barclay Dr, Dunwoody, GA 30338

Clubhouse Atlanta opened its doors in October 2020 and achieved Clubhouse International accreditation in September 2025. Today, more than 100 members are part of our growing community, a place where people are welcomed, valued, and supported in pursuing meaningful and fulfilling lives.

Responsibilities

The Program Specialist/Placement Manager (PS/PM) is responsible for the engagement of members, in all operational aspects of Clubhouse Atlanta, according to Clubhouse International model of psych0-social rehabilitation.

Together with other members and staff, the PS/PM is responsible for

1. Assisting members with meal planning and preparation, kitchen management & organization, and wellness planning & organization
2. Assisting members with social media communications, newsletter development, and database management for unit events.
3. Managing a Transitional Employment (TE) position (see description below)

Qualifications:

- Minimum education level: Bachelor's Degree.
- Commitment to Clubhouse International Standards. Please visit the website
- Possess excellent interpersonal skills, enthusiasm, creativity and belief in the wellness and the potential of every member.
- Comfortability working around a variety of mental health diagnoses
- Experience in meal preparation and kitchen management.

Pay: \$42,000 - \$45,000 a year - Full-time

Please send resume and cover letter to natosha@clubhouseatlanta.org & charles@clubhouseatlanta.org

[View the complete Job posting and Apply](#)

Assistant Manager (Norcross)



3352 Chelsea Park Ln, Norcross, GA 30092

RAM Partners, LLC, is a full-service real estate management company that manages more than 80,000 apartments throughout the United States. We are looking for an Assistant Manager with financial experience for our property.

Responsibilities

- Complete daily transactions and tasks related to the financial operation of the community by collecting and posting rent, fees, and other payments, preparing deposits and financial reports
- Review and submit invoices from vendors and service providers for payment
- Review resident files and accounting records, communicate with residents regarding outstanding balances, implement procedures for collecting on delinquencies
- Process resident move-outs by reviewing lease terms and notice requirements
- Follow up on service requests with the maintenance team and ensure resident's requests have been completed
- Generate interest - brag about your community's unique features and benefits - and highlight what sets it apart from the competition.

Qualifications:

- High School Diploma or equivalent, college degree is a plus
- Valid Driver's license is required
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office (Word, Excel)
- Industry software experience (YARDI, E Site, etc.)
- Able to multitask and meet deadlines in a timely manner
- Willing to work flexible schedule including weekends

Pay: \$25 - \$27 an hour - Full-time

[View the complete Job posting and Apply](#)

Assistant Property Manager (Roswell)

PENNROSE

Bricks & Mortar | Heart & Soul

199 Grove Way, Roswell, GA 30075

Responsibilities

Responsible for marketing and leasing assigned property, as well as providing resident services. Develops and implements policies and procedures to effectively manage property under the direction of the Property Manager and Regional Property Manager.

- Coordinating leasing events such as open houses, realtor tours, and resident promotional activities
- Assists with the development and implementation of resident services programming
- Maintains knowledge and awareness of corporate in/out migration, property competition, and other market conditions affecting leasing and operations
- Manages property's answering service, ensuring superlative customer service, up-to-date calling sequences, and accurate contact information
- Notifies residents of all issues affecting their tenancy
- Files court documents for eviction and attends scheduled court hearings as Landlord's representative

Qualifications:

- High School Diploma or equivalent
- Bachelor's Degree preferred
- 2 or more year's experience in multi-family property management
- Experience with Low Income Housing Tax Credit Program and/or Hope 6 preferred
- Knowledge of HUD programs including but not limited to HOPE 6 and project-based Section 8
- Proficiency in Yardi preferred
- Proficiency in Microsoft Windows, including Microsoft Excel and Outlook

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

[View the complete Job posting and Apply](#)

Buyer-Assoc Credit (Alpharetta)



11675 Great Oaks Way, Alpharetta, GA 30022

Honda is in the business of moving you in every sense of the word. We create intelligent technologies that enrich lives and make the world more fun to move around in — on the road, on the water, in the air and beyond. Our driving inspiration will always be to enhance the joy and freedom of mobility for all. American Honda Finance Corporation is currently seeking a Credit Buyer.

Responsibilities

As a Credit Buyer, you play the critical role of analyzing credit data and financial information for people or companies that are applying for credit. You extend credit terms to applications according to the credit policy while building and maintaining positive dealer relationships.

The Major Areas of Responsibility

- Make credit decisions
- Maintain dealer relations, make timely call-backs
- Assist in management and development of the Discounting Department

Qualifications:

- BA/BS degree required in business administration or other business-related field, or equivalent work experience
- Experience in external retail consumer lending and collections; a background in general auto finance/dealer finance; and a working knowledge of the Truth in Lending Act is preferred
- Must be proficient in MS Office
- Weekend work is required.

Pay: \$55,700 - \$83,600 a year - Full-time

[View the complete Job posting and Apply](#)

Warranty Administrator - North Point Volvo (Alpharetta)

North Point Volvo

1570 Mansell Road, Alpharetta, GA 30009

Part of the Sonic Automotive family which is a Fortune 500 company that is transforming the way people shop for, buy and service their vehicles.

Responsibilities

The Warrant Administrator is responsible for recording and submitting warranty claims to the factory and/or distributor and reconciling them.

- Processes warranty claims on a timely basis for each franchise or distributor.
- Processes all warranty paperwork to ensure proper documentation.
- Verifies criteria required by factory or distributor.
- Reconciles all warranty receivables with payments through the appropriate accounting schedule.
- Posts credits on computer.
- Resubmits all rejected claims promptly or receives authorization to write them off.
- Follows up on payment of outstanding claims.
- Tracks warranty parts by tagging with repair order number, date of replacement, and date on which part may be disposed.

Qualifications:

- Working knowledge of computers (MS Word, Excel, etc.)Ability to multi-task and work in a fast-paced atmosphere.
- Must possess strong attention to detail.
- High school diploma or GED
- Ability to read and comprehend instructions and information.
- Valid in-state driver's license.
- Professional personal appearance.
- Excellent communication skills.

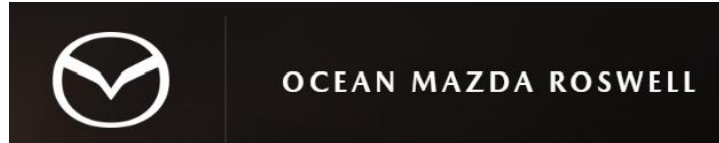
Desired Qualifications:

- Previous automotive dealership experience
- Previous experience dealing with warranty claims

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

[View the complete Job posting and Apply](#)

Parts Counter Person (Roswell)



11185 Alpharetta Highway, Roswell, GA 30076

Ocean Mazda Roswell is seeking an experienced, dependable, and customer-focused **Automotive Parts Counter Person** to join our Parts Department.

Responsibilities

- Assist Service Technicians and Service Advisors with identifying and obtaining required parts.
- Accurately identify parts using electronic parts catalogs and dealership systems.
- Provide parts availability and pricing information.
- Process parts requests for repair orders accurately and efficiently.
- Pull, stage, and distribute parts to technicians.
- Order parts that are not currently in stock and monitor outstanding orders.
- Process and track special-order parts.
- Notify appropriate personnel when special-order parts arrive.
- Assist retail and wholesale customers with parts inquiries and purchases.
- Prepare accurate parts quotes and invoices.
- Maintain accurate documentation of parts transactions.
- Process parts returns and credits according to established procedures.

Qualifications:

- **Previous automotive parts experience required.**
- **Franchise dealership parts experience strongly preferred.**
- Mazda dealership or Mazda parts experience is a plus.
- **CDK experience strongly preferred.**
- Experience using electronic parts catalogs and dealership management systems.
- Knowledge of automotive parts, terminology, and basic vehicle systems.
- Ability to accurately identify and order parts.
- Strong computer and data-entry skills.

Pay: \$50,000 - \$90,000 a year - Full-time

[View the complete Job posting and Apply](#)

Service Advisor (Atlanta 30340)



Atlanta, GA 30340

VFM North America, Inc. operates as an automotive sales and service provider representing a premium European vehicle brand in the Atlanta, Georgia area. We're building a team of professionals who take pride in doing things the right way for our clients and for each other.

Responsibilities

- Greet service clients, listen to their concerns, and accurately document requested work and vehicle history.
- Prepare detailed, transparent estimates and review them with clients.
- Coordinate to schedule work, track job status, and manage timelines.
- Communicate proactively with clients about additional recommended work, delays, or changes in cost.
- Review completed work with clients at pickup and ensure their questions are answered before they leave.
- Maintain organized, accurate service records and process orders & invoices.

Qualifications:

- Prior experience as a service advisor, service writer, or in a similar automotive service role.
- Strong organizational skills and the ability to manage multiple open jobs.
- Clear, patient communication style — comfortable explaining technical issues in plain language.
- Basic familiarity with dealership service software (or a fast learner who picks up new systems quickly).

Pay: \$45,000 - \$85,000 a year - Full-time

Submit your resume and a note about why you're a fit for this role careers_usa@vfm.group

[View the complete Job posting and Apply](#)

Front Desk Receptionist: A second job posting by the same agency.

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

Submit your resume and a note about why you're a fit for this role careers_usa@vfm.group

[View the complete Job posting and Apply](#)

Production Purchasing Coordinator (Peachtree Corners)



3480 Green Pointe Pkwy NW Norcross, GA 30092

Artisent Floors is a fast growing, full-service flooring company, and we're looking for the right people to join our team.

Responsibilities

We are looking for a detail oriented Production Coordinator to join our team. The Production Coordinator is responsible for creating jobs and PO's for flooring material for their assigned builder accounts. The person in this role will be in the office full time.

- Review all new PO's and selections from builder to ensure complete and accurate
- Communicate and follow-up with builder on any discrepancies
- Create all jobs in the system with detailed installation notes for the installers
- Create PO's with accurate SKU's and need by date to ensure material arrives on time for install
- Review all jobs to ensure accurate details and margins
- Create and maintain ordering templates for all assigned accounts
- Assist teammates as needed.

Qualifications:

- Experience in construction or a desire to learn the business
- Ability to read and interpret house plans, selections, and specifications
- RFMS MEASURE HIGHLY DESIRED
- Must be highly organized and detail oriented
- Ability to multi-task in a fast paced environment
- Excellent Excel and mathematical skills
- Must be a team player and have a positive attitude.

Pay: \$50,000 - \$60,000 a year - Full-time

[View the complete Job posting and Apply](#)

Retail Sales Consultant (Buckhead)



3431 Lenox Road NE, Atlanta, GA 30326

Create meaningful connections with every customer, with your personalized sales expertise. Meeting sales targets and earning your commission happens with the power of AT&T's full suite of products at your fingertips – the latest devices and personalized services that bring friends, families and communities closer together.

Responsibilities

- Possess a competitive spirit and desire to meet and exceed sales goals.
- Stay up to date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools.
- Understand customers' needs and help them discover how our products meet those needs.
- Multi-task in a fast-paced team environment
- Educate and engage customers through product demonstrations.
- Interact with customers and provide prompt and courteous customer service to all customers.

Qualifications:

- Ability to work flexible hours, including evenings, weekends and holidays
- Ability to stand for long periods of time
- Ability to complete all paperwork completely, accurately, in a timely manner
- Ability to lift up to 25 pounds
- Ability to operate a personal computer, wireless equipment, copier and fax
- Submit all transaction journals on a daily basis.
- Assists with inventory maintenance
- Desired Qualifications: 1-3 years retail/customer facing/sales experience preferred.

Pay: \$46,400 - \$75,000 a year - Full-time

[View the complete Job posting and Apply](#)

Junior Systems Administrator (Atlanta 30339)

KAHANE & ASSOCIATES, P.A. ATTORNEYS AT LAW

180 Interstate North Parkway SE, Atlanta, GA 30339

Responsibilities

- Provide day-to-day technical support for employees in the Atlanta office and remote users as assigned.
- Install, configure, maintain, and troubleshoot Windows desktops, laptops, and related hardware.
- Assist with the admin and support of Windows Server environments.
- Perform basic Active Directory administration, including user accounts, groups, permissions, and computer objects.
- Assist with Microsoft Exchange/Outlook and email-related support.
- Support printers, scanners, multifunction devices, conference room equipment, and other office technology.
- Troubleshoot LAN, WAN, Wi-Fi, VPN, DNS, DHCP, and general network connectivity issues.

Qualifications:

- Associate degree in Information Technology, Computer Science, Information Systems, or a related field preferred.
- Equivalent technical training, certifications, and relevant professional experience may be considered in lieu of a degree.
- Microsoft, CompTIA A+, Network+, Security+, or similar industry certifications are preferred but not required.
- 1-3 years of experience in IT support, desktop support, help desk, network support, or junior systems administration.
- Working knowledge of Microsoft Windows desktop operating systems.
- Basic knowledge of Microsoft Windows Server and Active Directory.
- Familiarity with Microsoft Exchange/Outlook and Microsoft Office applications.
- Basic understanding of TCP/IP networking, DNS, DHCP, VPNs, switches, firewalls, and wireless networking.

Pay: \$45,000 - \$50,000 a year - Full-time

[View the complete Job posting and Apply](#)

Food service and Hospitality hiring (1)

Server/Key Employee (Alpharetta)

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

Citizen Soul | 60 S Main St, Alpharetta, GA 30009

[Apply Here](#)

Line Cook (Buckhead)

\$19 - \$26 an hour - Full-time

Little Alley Steak – Buckhead | 3500 Lenox Rd NE #100, Atlanta, GA 30326

[Apply Here](#)

Kitchen Assistant (Johns Creek)

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

Mr. Bento USA LLC | 6000 Medlock Bridge Pkwy Ste E400, Johns Creek, GA 30022

[Apply Here](#)

Restaurant Shift Leader (Alpharetta)

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

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

[Apply Here](#)

Prep Cook (Alpharetta)

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

Oak Steakhouse Atlanta | 950 3rd St, Alpharetta, GA 30009

[Apply Here](#)

Line Cook (Alpharetta)

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

Snooze Alpharetta | 6065 North Point Pkwy Ste 230, Alpharetta, GA 30022

[Apply Here](#)

Room Attendant (Alpharetta)

\$16.50 - \$17.00 an hour - Part-time, Full-time

WINDSOR CAPITAL GROUP | 5955 North Point Parkway, Alpharetta, GA 30022

[Apply Here](#)

Food service and Hospitality hiring (2)

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](#)

Restaurant Service Associate (Buckhead)

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

South City Kitchen Buckhead | 3350 Peachtree Rd NE Ste 175, Atlanta, GA 30326

[Apply Here](#)

Dishwasher (Sandy Springs)

\$15.75 - \$16.25 an hour - Full-time

Sodexo | 6205 Peachtree Dunwoody Road, Sandy Springs, GA 30328

[Apply Here](#)

Dishwasher/Busser (Alpharetta)

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

Golden Nights LLC | 11105 State Bridge Rd Ste 250, Alpharetta, GA 30022

[Apply Here](#)

Dishwasher (Brookhaven)

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

Dunwoody Place Personal Care Home | 1460 South Johnson Ferry Road NE, Atlanta 30319

[Apply Here](#)

Housekeeper (full-time) (Roswell)

\$15 - \$16 an hour - Full-time

Resort Lifestyle Communities | 295 E Crossville Rd, Roswell, GA 30075

[Apply Here](#)

Executive Lounge Attendant (Alpharetta)

From \$15 an hour - Full-time

Hilton Alpharetta Atlanta | 5775 Windward Parkway, Alpharetta, GA 30005

[Apply Here](#)

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

Part-Time Household Manager / Nanny – Buckhead

\$28 - \$33 an hour - Part-time

Nanny Job | Atlanta, GA 30324

[Apply Here](#)

Childcare Teacher | Associate Teacher

\$20.75 - \$25.35 an hour - Full-time | \$16.85 - \$20.95 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

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

Staffing Coordinator/ CMA

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

[Apply Here](#)

Cook

\$17.50 an hour - Full-time

[Apply Here](#)

The Claiborne at Roswell | 2560 Holcomb Bridge Road, Alpharetta, GA 30022

Operations Associate - Customer Success Specialist (Chamblee)

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

Motus Nova| 2960 Brandywine Rd Ste 100, Atlanta, GA 30341

[Apply Here](#)

Dog Transfer Coordinator (Atlanta 30340)

\$17.50 an hour - Full-time

Lifeline Animal Project Inc | 3180 Presidential Drive, Atlanta, GA 30340

[Apply Here](#)

Caregiver/Care Partner (Roswell)

\$17 - \$22 an hour - Part-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)

Office Administrator Pediatric Therapy Clinic (Roswell)

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

Cobblestone Therapy Group | 12010 Etris Road, Roswell, GA 30075

[Apply Here](#)

Community Support Coordinator (Chamblee)

\$17 an hour - Full-time

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

[Apply Here](#)

Home Care Caregiver CNA /PCT/PCA in ROSWELL Mon-Sun 9am to 7pm

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

Hope Private In-Home Care LLC | Mountain Park, GA 30075

[Apply Here](#)

Pharmacy Technician / Pharm Tech Apprenticeship (Alpharetta)

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

Walgreens | 173 South Main Street, Alpharetta, GA 30009

[Apply Here](#)

Veterinary Assistant or Technician

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

[Apply Here](#)

Receptionist

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

[Apply Here](#)

Village Animal Hospital | 1410 Dunwoody Village Pkwy, Dunwoody, GA 30338

Caregiver / PCA / CNA – In-Home Care (Roswell)

\$16 - \$19 an hour - Part-time, Contract, Full-time

Abundant Life Assisted Services | 703 Macy Dr, Roswell, GA 30076

[Apply Here](#)

Others hiring (1)

General Maintenance Worker (Chamblee)

\$27.53 an hour - Full-time

Four Seasons Environmental, Inc | 4770 Buford Highway, Chamblee, GA 30341

[Apply Here](#)

AV Warehouse and Prep Technician (Sandy Springs)

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

OkWhen | 8601 Dunwoody Pl Ste 348, Sandy Springs, GA 30350

[Apply Here](#)

Golf Outside Services Attendant (Alpharetta)

\$25 - \$30 an hour - Full-time

The Golf Club of Georgia | 1 Golf Club Drive, Alpharetta, GA 30005

[Apply Here](#)

Security Officer Full Time Reception Credentialing (Sandy Springs)

\$20.06 an hour - Full-time

Allied Universal | Atlanta, GA 30328

[Apply Here](#)

Assistant Showroom Manager (Dunwoody)

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

Tonal | 4400 Ashford Dunwoody Rd, Dunwoody, GA 30346

[Apply Here](#)

Manager in Training (Sandy Springs)

\$40,000 - \$45,000 a year - Full-time

LA Fitness | 6690 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

Guest Experience Specialist (Dunwoody)

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

Med Spa | Atlanta, GA 30338

[Apply Here](#)

Others hiring (2)

Warehouse Associate (Norcross)

\$18 - \$19 an hour - Full-time

Blue Truck Logistics | 6566 Interstate Court, Norcross, GA 30093

[Apply Here](#)

Golf Shop Attendant Starting \$18/HR - Private Premier Club (Sandy Springs)

From \$18 an hour - Full-time

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

[Apply Here](#)

Maintenance (Atlanta 30342)

\$18 an hour - Full-time

UNIVERSAL PARKING & TRNSP LLC Atlanta, GA 30342

[Apply Here](#)

Hybrid- Associate Technical Support Analyst (Atlanta 30339)

From \$18 an hour - Full-time

Assurant | 260 Interstate North Circle SE, Atlanta, GA 30339

[Apply Here](#)

Floor Technician (Roswell)

\$16.40 - \$16.53 an hour - Permanent, Full-time

Kellermeyer Bergensons Services | 1135 Woodstock Road, Roswell, GA 30075

[Apply Here](#)

Customer Service & Shipping Associate (Johns Creek)

\$16.11 - \$17.24 an hour - Seasonal, Part-time, Full-time

Pakmail of Johnscreek | 9925 Haynes Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

Angel Tree Warehouse Worker (Norcross)

\$16 an hour - Seasonal, Full-time

SALVATION ARMY | 1000 Center Place, Norcross, GA 30093

[Apply Here](#)