
Office Administrator (Buckhead)



3384 Peachtree Road NE, Atlanta, GA 30326

We are seeking a dynamic and highly organized Office Administrator to join our team! In this vital role, you will be the backbone of our daily operations, ensuring the office runs smoothly and efficiently.

Responsibilities

- Manage front desk operations, including greeting visitors and directing phone calls using multi-line phone systems with professionalism
- Maintain and organize office files, records, and documentation through accurate data entry and filing systems
- Coordinate calendar management and schedule appointments for team members, ensuring efficient time management
- Prepare correspondence, reports, spreadsheets, and Word processing documents with attention to detail and proofreading accuracy
- Oversee office supplies inventory, place orders as needed, and ensure the office remains well-stocked and organized

Qualifications:

- Proven experience in office administration or clerical roles with a strong background in office management and customer service
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) along with excellent typing, data entry, and spreadsheet skills
- Demonstrated computer literacy with technical proficiency in productivity software is preferred
- Prior experience managing multi-line phone systems, calendar coordination, and front desk responsibilities preferred
- High school diploma or equivalent required; additional administrative certifications are advantageous

Pay: \$25.14 - \$30.27 an hour - Full-time

[Apply Here](#)

Montessori Program Manager (Buckhead)



443 East Paces Ferry Road NE, Atlanta, GA 30305

Suzuki Schools is seeking a highly organized, detail-oriented, and service-oriented Program Manager to support human resources, licensing compliance, employee communications, billing, and school operations.

Responsibilities

- Coordinate all aspects of the onboarding process for new employees, including collection and verification of required employment documentation.
- Prepare offer letters, new hire paperwork, and onboarding materials.
- Maintain accurate and compliant employee electronic files and records.
- Assist with recruiting activities, including posting positions, screening documentation, coordinating interviews, and tracking candidates.
- Ensure employee records and credentials remain compliant with all company, state, and licensing requirements.

Qualifications:

- High school diploma or equivalent required.
- Minimum of two years of experience in human resources, payroll, billing, office administration, or a related field.
- Demonstrated experience using Microsoft Excel and other Microsoft Office.
- Experience utilizing UKG (Ultimate Kronos Group) or a similar HRIS/payroll.
- Experience with billing, invoicing, record management processes.
- Proficiency with web-based software and technology platforms.

Preferred

- Bachelor's degree in Business Administration, Human Resources, Education, or a related field.
- Experience working in a childcare, Montessori, private school, or early childhood education environment.

Pay: \$45,000 - \$52,000 a year - Full-time

[**Apply Here**](#)

Client Relations Advisor (Chamblee)

SOUTHERN **TURF CO.**

2951 Flowers Rd S #227, Chamblee, GA 30341

Southern Turf Co is the highest-rated and fastest-growing artificial turf company in the Southeast (Google us!). We are seeking a high-energy, team-oriented Client Relations Representative who thrives in a fast-paced environment and is passionate about delivering an exceptional customer experience.

Responsibilities

- Answer and manage incoming calls from prospective customers
- Make a minimum of 35 outbound calls per day to follow up with leads and drive appointment scheduling
- Respond promptly to customer texts and emails
- Schedule in-home estimates for our Turf Advisors
- Accurately enter and maintain customer data in our systems
- Manage multiple streams of customer communication simultaneously
- Support team members and contribute to a positive, high-performance culture

Qualifications:

- Strong customer service mindset
- Excellent verbal and written communication skills
- Ability to prioritize and work independently with minimal supervision
- Highly organized with strong attention to detail
- Comfortable using MS Office, Google platforms, and learning new technology
- Reliable, consistent, and results-driven
- Positive attitude and willingness to learn

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

Please submit your resume and answers to the questions below to keyana@southernturfco.com if interested after reading job description.

- What interests you about this position?
- What experience do you have that will help you be successful in this role?

[Apply Here](#)

Security Operations Coordinator (Atlanta 30339)



3301 Windy Ridge Parkway SE, Atlanta, GA 30339

The Security Operations Coordinator is responsible for overseeing and monitoring security operations for company-owned restaurants, catering production facilities, and corporate locations. This position serves as the central point of coordination for all security-related matters, ensuring the safety of employees, guests, company assets, and facilities.

Responsibilities

- Monitor security operations for restaurants, catering production facilities, and corporate offices.
- Oversee video surveillance systems and investigate suspicious activities or security concerns.
- Monitor facility access control systems and ensure authorized access to company locations.
- Conduct periodic security reviews and identify vulnerabilities or areas for improvement.
- Coordinate responses to alarms, emergencies, and security-related incidents.

Qualifications:

- High school diploma or GED required.
- Associate's or Bachelor's degree in Criminal Justice, Security Management, Business Administration, or a related field preferred not necessary.
- Minimum of 2 years of security, law enforcement, loss prevention, risk management, or related experience preferred.
- Experience monitoring multiple sites or facilities is highly preferred.
- Experience conducting investigations and preparing incident reports.
- Knowledge of security systems, surveillance equipment, and access control technologies.
- Proficiency in Microsoft Office Suite and security monitoring software.

Pay: \$41,000 - \$42,000 a year - Full-time

[**Apply Here**](#)

Full Time Storage Manager (Alpharetta)



Alpharetta, GA

Responsibilities

- Assist customers with renting units in-person, via phone, and through other advertising/marketing opportunities; enhance sales through rentals, insurance and moving supplies
- Provide excellent customer service by identifying storage needs and offering solutions; guide new customers through rental processes
- Resolves issues professionally and positively
- Maintain daily cleanliness and organization of the office, restrooms, grounds, and vacant units; keep well-organized records and perform minor maintenance tasks and regular property inspections to ensure timely and consistent completion
- Shop local competitors in-person and online; report information gathered, including rates and specials, to supervisors and other departments; perform additional marketing functions as needed.
- Monitors rates, specials, and revenue-related factors
- Perform required daily administrative tasks including handling cash, balancing receipts, pursuing collections, posting payments, processing daily bank deposits and completing auctions according to policy and laws

Qualifications:

- High school diploma/GED required
- Experience in sales or retail environment preferred
- Experience in fast-paced, customer service-related environment preferred
- Property Manager: At least one year of experience in property management experience preferred

Pay: \$19 an hour - Full-time

Monday - Friday: 9:00 AM - 5:30 PM

Saturday: 9:00 AM - 3:00 PM

[Apply Here](#)

Administrative Assistant (Roswell)



700 Holcomb Bridge Rd Ste 600, Roswell, GA 30076

We are seeking a motivated and outgoing **Administrative Assistant** to join our team. In this role, you will provide support to our office employees, ensuring they have all the information and resources they need to perform their best. Your responsibilities will include answering and transferring phone calls, responding to emails, entering jobs into the system for scheduling and any other job duties that may be delegated. The ideal candidate is highly organized with excellent written and verbal communication skills and a friendly demeanor.

Responsibilities

- Answer incoming phone calls and route them to the appropriate person
- Responding to customer emails
- Enter jobs and paperwork into system for scheduling
- Maintain office cleanliness and organization
- Any other duties delegated

Qualifications:

- High school diploma/GED required, Associate's degree or administrative training is preferred
- Previous experience as an Administrative Assistant or in a similar position
- Familiarity with standard office equipment such as printers, scanners and modems
- Excellent computer skills and knowledge of Gmail Suite, Adobe and Excel
- Highly organized with excellent time management skills and the ability to prioritize projects

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

[Apply Here](#)

Legal Secretary (Atlanta 30345)



2200 Century Pkwy NE Ste 800, Atlanta, GA 30345

Atlanta Law Firm has an opening for an experienced Legal Secretary. Seeking highly motivated, detail-oriented individual.

Qualifications:

- At least two (2) years of experience
- Strong organizational skills
- Computer proficiency
- Strong grammar and proofreading abilities is a must
- Positive, energetic attitude.

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

[Apply Here](#)

Medical Coordinator (Alpharetta)



3625 Brookside Parkway, Alpharetta, GA 30022

Care Connect Medical is a dynamic healthcare support company dedicated to streamlining patient care and backend operations for clinics, healthcare providers. We're not just looking for someone who can do the job — we're looking for someone who "gets" it. Someone who can navigate the busy, sometimes messy world of healthcare with a calm head, a sharp eye, and a whole lot of heart.

Responsibilities

- Coordinate and manage patient and provider scheduling, referrals, and follow-ups
- Maintain accurate patient records in Salesforce and other internal systems
- Serve as a liaison between healthcare providers, insurance companies, and patients
- Review and update documentation to ensure compliance with healthcare regulations
- Support teams with reporting, data entry, and case tracking
- Identify and resolve patient or operational concerns

Qualifications:

Must-Haves

- Background in medical and/or legal administrative work
- Strong customer service skills
- Exceptional organizational and problem-solving abilities.

Preferred Experience

- Proficiency with **Salesforce CRM** (or similar platforms)
- Bilingual or multilingual communication skills
- Experience leading a team or managing workflows

Pay: \$60,000 - \$65,000 a year - Full-time

[Apply Here](#)

Patient Coordinator - FT (Sandy Springs)

T Management

185 Allen Rd NE, Suite 150, Sandy Springs, GA 30328

T Management has over 100 years of experience in making dental practices profitable and helping them scale.

Responsibilities

Our office is looking for a motivated and compassionate Patient Coordinator to join our culture-driven team full-time. This is a high-paced, patient focused office with a strong team. We are looking for a long-term addition who wants to find a permanent home.

Everyday tasks to include:

- Greeting patients
- Answering phone calls
- Scheduling patients
- Checking patients in/out
- Verifying insurance

Qualifications:

- Minimum Experience: 3 Years
- Patient focused
- Team-oriented
- Ability to perform in a fast-paced environment.
- Is proficient understanding dental terminology

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

HOURS:

- Monday: 7:45-5:00
- Tuesday: 7:45-5:00
- Wednesday: 7:45-5:00
- Thursday: 7:45-5:00

[Apply Here](#)

Community Support Individual (Behavioral Health) (Dunwoody)



Dunwoody, GA

Family Ties, Inc., provides intensive, home-based assessment, counseling and community integration services for families and children.

Responsibilities

- In alignment with a consumer's treatment plan, the Community Support Individual does skill builds with the children/adolescents and other vested parties to safely maintain children in their home
- Links parents/guardians with additional community resources and provides case management services
- Works with the child's parents/guardians in teaching, reinforcing, and structuring consistency to help foster positive behavioral change
- Serves as a liaison between family and other mental health professionals providing services to the family
- Advocates for the child and/or family, which could include writing reports for and attending court proceedings, panel reviews and school meetings

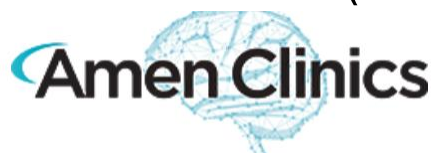
Qualifications:

- **Bachelor's degree** in social work, psychology, or a related human services field; and appropriate training, certification and/or credentials.
- Two or more years of experience working as a Community Support Individual, Paraprofessional or Case Manager in homes, schools, community
- Documented experience working with at-risk children, adolescents, families
- Demonstrated knowledge of and sensitivity to diverse cultures.
- Flexible work schedule, including the ability to work evenings and weekends.
- Laptop, valid Georgia driver's license, vehicle and ability to travel off site.
- Bilingual (fluent in Spanish and English) is a plus.

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

[Apply Here](#)

Patient Care Coordinator (Sandy Springs)



5901 Peachtree Dunwoody Road, Sandy Springs, GA 30328

Amen Clinics are outpatient health care clinics that have been providing mental wellness strategies to patients of all ages since 1989.

Responsibilities

The Patient Care Coordinator (PCC) is responsible to assist the Clinic Director and Psychiatrists with administrative and operational tasks to ensure each patient has a smooth and professional experience with Amen Clinics.

- Greets, checks-in and checks-out patients
- Handles new and existing patient inquiries
- Ensures patient Electronic Medical Records (EMR) and correspondence are accurate and up-to-date in the EMR system and makes updates as needed and appropriate
- Collects and posts patient payments
- Answers phone calls and emails relaying information and requests accurately and delivering messages as needed
- Schedules, reschedules and cancels patient appointments

Qualifications:

- High School Diploma and/ or GED required; Completed college coursework, Medical Assistant Certificate or Associate's Degree preferred
- A minimum of 2 years professional experience in a clinic or medical practice required
- Knowledge of general clinic or medical practice processes
- Basic/Intermediate computer skills with a willingness to learn our intake and patient care systems
- Strong verbal/written communication and listening skills; including excellent impersonal skills and telephone communication

Pay: \$20 an hour - Full-time

[**Apply Here**](#)

Hospital Based Bilingual Patient Advocate (Tue to Sat 8 AM to 5 PM) (Sandy Springs)



1000 Johnson Ferry Rd, Atlanta, GA 30342

The purpose of this position is to connect uninsured hospital patients to programs that will cover their medical expenses. As a Patient Advocate, you will play a critical role in assisting uninsured hospital patients by evaluating their eligibility for various federal, state, and county medical or disability assistance programs through bed-side visits and in-person interactions.

Responsibilities

- Screen uninsured hospital patients at bedside in an effort to determine if patient is a viable candidate for federal, state, and/or county medical or disability assistance.
- Complete the appropriate applications and following through until approved.
- Detailed, accurate and timely documentation in both MPower and the hospital systems on all cases worked.
- Provide exceptional customer service at all times.

Qualifications:

- High School Diploma or GED preferred, except when required by our client.
- Prior hospital experience preferred
- Adaptability when dealing with constantly changing processes, computer systems and government programs
- Professional experience working with state and federal programs
- Proficient experience utilizing Microsoft Office Suite with emphasis on Excel and Outlook

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

[Apply Here](#)

Bilingual Patient Advocate (located in the business office): A second job posting by the same agency.

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

[Apply Here](#)

Accounting Administrator (Alpharetta)



4501 North Point Parkway, Alpharetta, GA 30022

For over 30 years, CVR's team of professionals has provided technical assistance and program management to affordable housing programs across the country. Our staff works diligently to meet the needs of our clients and to continuously grow and preserve affordable housing for our nation's most vulnerable populations.

Responsibilities

This role is responsible for administering accounting operations, including revenue recognition, invoicing, accounts receivable, and reconciliations.

- Administers and adheres to established accounting policies, procedures, and processes
- Provides high-quality customer service to both internal and external stakeholders
- Coordinates with project managers to prepare and issue contract invoices
- Reviews, processes, and records cash receipts
- Supports and monitors Accounts Receivable collection activities in collaboration with project managers
- Ensures accurate revenue recognition in compliance with U.S. GAAP
- Maintains reconciliations for revenue-related accounts
- Prepares and records journal entries, as appropriate

Qualifications:

- Minimum of two (2) years of relevant accounting and/or billing experience
- Understanding of accounting processes and US GAAP
- Familiarity with ADP and MS Office (Outlook, Excel, Word)
- Undergraduate degree in Accounting, Finance, Business, or related field, preferred but not required!

Pay: \$24.04 - \$31.25 an hour - Full-time

[Apply Here](#)

Corporate Travel & Expense Specialist (Brookhaven)



4004 Summit Blvd Ste 1600, Atlanta, GA 30319

FlatironDragados is the trusted partner delivering resilient, innovative and sustainable infrastructure for today and tomorrow. In collaboration with public and private clients, our project teams deliver essential infrastructure — roads and bridges, aviation, resiliency protection, dams and reservoirs, rail and transit, water and wastewater treatment facilities, tunneling, and marine works.

Responsibilities

- Compiles and analyzes travel and expense data, identifies patterns of spending and recommends cost savings to direct manager and department leaders.
- Reviews and reconciles bank statements to ensure accuracy and timely reporting with the month-end financial review.
- Reviews all daily, weekly and monthly reports to ensure data flows are processing correctly per audit rules and corporate policy. This includes ensuring receipt flags are set properly and employee data is accurate.
- Reviews submitted expense reports to overall accuracy and business reasonableness; ensuring that users are not in violation of Corporate Travel and Expense Policy and government regulations.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or related field preferred.
- 3+ years' experience in administration of a corporate travel and expense program required.
- Experience working in Concur, Cognos or other travel and expense programs a plus.
- Advanced analytical skills and highly detail oriented.
- Clear and concise verbal and written communication skills.

Pay: \$21 - \$30 an hour - Full-time

[**Apply Here**](#)

Operations Coordinator (Sandy Springs)



2 Concourse Pkwy, #800, Sandy Springs, GA, 30328

We are seeking a highly organized and service-oriented Operations Coordinator.

Responsibilities

- Coordinate meeting logistics, room reservations, and office events
- Support catering requests, training sessions, and employee activities
- Assist with employee onboarding and workplace setup needs
- Manage administrative and system-based operational tasks
- Partner with vendors, building management, executive leaders and internal stakeholders
- Provide responsive support for workplace and facility-related requests
- Maintain a high level of customer service for employees and leaders
- Support office operations in a fast-paced, changing environment

Qualifications:

- High school diploma or equivalent
- Four years or more of operations services related work experience

Preferred Skills/Experience

- Administrative, office operations, facilities, workplace services, or related experience
- Strong organizational, communication, and multitasking skills
- Ability to prioritize competing demands and adapt quickly
- Professional presence and confidence working with senior leaders
- Demonstrated initiative and a proactive approach to problem-solving
- Ability to identify, analyze and resolve exceptions through data interpretation
- Strong PC skills
- Good understanding and knowledge of internal policies and procedures within Operations Services and enterprise wide

Pay: \$20.00 - \$26.39 an hour - Full-time

[Apply Here](#)

Accounts Receivable Specialist II (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

Here at Savista, we enable our clients to navigate the biggest challenges in healthcare: quality clinical care with positive patient experiences and optimal financial results.

Responsibilities

- Verifies or obtains patient eligibility and/or authorization for healthcare services performed by searching payer web sites or client eligibility systems, or by conducting phone conversations with the insurance carrier or healthcare providers.
- Updates patient demographics and/or insurance information in appropriate systems.
- Conducts research and appropriately statuses unpaid or denied claims.
- Monitors claims for missing information, authorization, and control numbers (ICN//DCN).

Qualifications:

- High school diploma or GED.
- **Experience with Epic - Required**
- At least three years of experience in healthcare insurance accounts receivable follow up, working with or for a hospital/hospital system, working directly with government or commercial insurance payers.
- At least three years of experience with accounts receivable software.
- Demonstrated ability to navigate Internet Explorer and Microsoft Office.

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

[Apply Here](#)

Coder II: Another job posting by the same agency.

Pay: \$23 - \$29 an hour - Full-time

[Apply Here](#)

Outpatient Facility Coder: Another job posting by the same agency.

Pay: \$28 - \$30 an hour - Full-time

[Apply Here](#)

Project Accountant (Norcross)



5600 Oakbrook Pkwy #240, Norcross, GA 30093

Cornerstone Control Systems is a licensed electronic systems contractor, providing a "One Source Solution" in fire life safety, access control, video management, surveillance, communication, intrusion detection, fire suppression and other related low voltage systems with offices in Atlanta and Dallas.

Responsibilities

Newly created opening for a Project Accountant, responsible for job cost reconciliation, progress billings reconciliation, procurement interface for scheduled material processing, working closely with Project Managers to ensure accuracy of cost postings, timely billings to owners, identifying delays on projects, managing field reporting as it relates to hourly payroll and any other value created opportunities within the Operations Department.

Qualifications:

- Education: High school or equivalent (Preferred)
- Experience: GAAP: 3 years (Preferred)

Pay: \$42,000 - \$60,000 a year - Full-time

[Apply Here](#)

Real Estate Closing & Legal Coordinator (Buckhead)



3355 Lenox Road NE, Atlanta, GA 30326

Recruiter: Maven HR Advisory Group

Edwards Law is a boutique real estate, estate planning, and probate practice in Buckhead. This role starts part-time and becomes full-time. The first two weeks are variable part-time hours for training on the firm's process. After that, the role moves to full-time, with the pace of that transition based on the firm's business need and the Coordinator's ability to carry the work independently.

Responsibilities

- Coordinate residential real estate closings end to end — scheduling, document preparation, and pre- and post-closing tasks
- Prepare and review ALTA Settlement Statements and closing documents for accuracy
- Order and track payoffs, HOA letters, and lien payoff statements
- Review title commitments and coordinate lender closing requirements
- Support estate planning and probate matters during closing lulls

Qualifications:

- Experience with Qualia or similar closing software
- Proficiency with Microsoft Office, Outlook, and Adobe Acrobat
- Experience reviewing settlement statements
- Comfortable coordinating multiple files at once

Preferred:

- 2+ years residential real estate closing experience
- Georgia Notary Public, or ability to obtain within 90 days
- Georgia residential real estate experience
- GAR contract familiarity
- Title commitment and lender coordination experience
- HOA coordination and payoff processing
- Wire disbursement experience

Pay: \$22.50 - \$25.50 an hour - Full-time

[**Apply Here**](#)

Leasing Consultant (Brookhaven)



3450 Blair Cir NE, Atlanta, GA 30319

As a fully integrated real estate firm with both fund management and property management capabilities, Carter-Haston has significant experience in sourcing, underwriting, acquiring, selling and managing multifamily real estate.

Responsibilities

- Complete the day-to-day transactions and tasks related to the operation of your assigned community, execute all aspects of the leasing process, and assist with resident relations in accordance with company policies and Fair Housing Laws
- Conduct community and apartment tours that result in new leases by highlighting features and providing information on the community and surrounding neighborhood
- Assists in developing and executing comprehensive marketing strategies for the community, encompassing neighborhood/employer outreach plans, social media, digital marketing review, online reputation building, resident event coordination, and community engagement initiatives to foster a strong sense of community and increase visibility
- Maintain organization of resident files; process applications, credit screenings, and criminal background checks; and prepare lease agreements and renewals

Qualifications:

- Six months to one year experience in Property Management Leasing and Sales and/or Relatable Customer Service/Sales Role
- Ability to meet and exceed sales goals
- Proficient in Microsoft Office Suite (Word/Excel/OneDrive)
- Willingness to work weekends and holidays if applicable
- Exceptional customer service and communication (verbal and written) skills
- Reliable transportation

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

[**Apply Here**](#)

Leasing Professional - Avana Woods R0200005

Avana Woods Alpharetta, Georgia Full time



200 North Point Center East, Alpharetta, GA 30022

Greystar is a leading, fully integrated global real estate platform offering expertise in property management, investment management, development, and construction services in institutional-quality rental housing.

Responsibilities

This position is responsible for coordinating the community's marketing, leasing, and renewal strategies to achieve occupancy, revenue, and resident retention goals by performing all activities related to leasing to new residents, providing resident satisfaction throughout the term of the lease, and securing resident lease renewals.

- Performs all sales and leasing activities to achieve the community's revenue and occupancy goals by greeting and qualifying prospects, conducting community tours and showing apartments, processing applications, credit screening, and criminal background checks, preparing the lease and move-in package, and ensuring a smooth resident move-in and lease signing.
- Inspects apartments prior to resident move-in and ensures apartments are in move-in ready condition and schedules any outstanding item to be addressed with the maintenance team.
- Stays informed about current market and competitor conditions that may impact the community's occupancy and sales results, develops and implements short- and long-term marketing plans and goals to sustain occupancy, and follows the community's established policies related to concessions, specials, and other programs to boost occupancy.
- Designs and executes marketing activities to create and drive traffic to the community, including implementing resident referral and employer outreach programs, using internet marketing tools.

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

[Apply Here](#)

Assistant Manager (Alpharetta)



100 Avalon Blvd, Alpharetta, GA 30009

Café Intermezzo seeks an Assistant Manager to work in our elegant, memory-building café, America's premiere European Café since 1979.

Qualifications:

- have two years of restaurant management experience;
- enjoy leadership, mentoring, guiding, teaching;
- are kind, energetic, and punctual;
- have a friendly disposition;
- understand hospitality and **serving** people, and enjoy doing so;
- can maintain "a sense of urgency" for each guest's wants and needs;
- understand and embrace the mantra: "The guest Comes First."
- enjoy working with great people from cultures from around the world, in a beautiful environment;
- realize the excitement of our European Coffeehouse, with lots of visitors, and regulars who are creating wonderful memories

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

[Apply Here](#)

Manager-In-Training (Dunwoody)



4400 Ashford Dunwoody Road, Atlanta, GA 30346

Founded in 1987, Sarku Japan began with four entrepreneurs who saw an opportunity to introduce Japanese teppanyaki cooking to the United States. The Manager in Training (MIT) program is designed to develop future restaurant leaders within Sarku Japan. This role provides hands-on experience in all aspects of restaurant operations, leadership, guest service, and team development.

Responsibilities

- Learn and perform all restaurant operational functions
- Lead shifts and support daily restaurant operations
- Deliver exceptional guest service and uphold company standards
- Assist with hiring, onboarding, and team development
- Support labor scheduling, inventory management, and operational reporting
- Learn financial and operational performance metrics
- Ensure compliance with food safety, sanitation, and operational procedures
- Coach and develop team members through positive leadership
- Support restaurant profitability and operational excellence
- Partner with leadership on continuous improvement initiatives

Qualifications:

- Previous restaurant leadership experience preferred
- Strong leadership potential and desire for career growth
- Excellent communication and organizational skills
- Ability to multitask and lead in a fast-paced environment
- Flexible availability, including nights, weekends, and holidays
- Ability to stand for extended periods and lift up to 40 pounds

Pay: \$19.50 - \$23.40 an hour - Full-time

[Apply Here](#)

Crew Member: A second job posting by the same agency.

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

[Apply Here](#)

Food service and Hospitality hiring (1)

Bartender/Server (Brookhaven)

\$30 - \$40 an hour - Part-time, Full-time

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

[Apply Here](#)

Now hiring Bartenders for Hooligans in East Roswell

\$200 - \$500 a day - Part-time, Full-time

Hooligans | 8440 Holcomb Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Food Runner / Expo (Dunwoody)

\$20 - \$40 an hour - Full-time

McKendrick's Steak House | 4505 Ashford Dunwoody Road NE, Atlanta, GA 30346

[Apply Here](#)

Lead Host (Buckhead)

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

New York Prime | 3424 Peachtree Rd NE Ste 100, Atlanta, GA 30326

[Apply Here](#)

Shift Leader (Buckhead)

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

VELVET TACO | 7 West Paces Ferry Road NW, Atlanta, GA 30305

[Apply Here](#)

Cocktail Server (Buckhead)

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

Johnny's Hideaway | 3771 Roswell Rd NE, Atlanta, GA 30342

[Apply Here](#)

COOK (FULL TIME) (Sandy Springs)

\$19 an hour - Full-time

Eurest | 55 Glenlake Parkway, Atlanta, GA 30328

[Apply Here](#)

Food service and Hospitality hiring (2)

Barista (Sandy Springs)

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

Sterling Culinary Management | 1500 Riveredge Parkway, Atlanta, GA 30328

[Apply Here](#)

Cashier (Customer Service) - up to \$18/hr (Dunwoody)

Up to \$18 an hour - Part-time, Full-time

Chick-fil-A Jett Ferry Rd | 2480 Jett Ferry Road, Atlanta, GA 30338

[Apply Here](#)

Dishwasher (Alpharetta)

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

First Watch Restaurants, Inc | 5035 Windward Parkway, Alpharetta, GA 30004

[Apply Here](#)

Host/Hostess (Alpharetta)

\$16 - \$19 an hour - Full-time

Benihana – Alpharetta | 2365 Mansell Rd, Alpharetta, GA 30022

[Apply Here](#)

Dishwasher (Roswell)

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

High Horse Restaurant | 11000 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Hotel Front Desk Agent - Full Time Only (Chamblee)

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

Courtyard Atlanta Dunwoody | 4401 Chamblee Dunwoody Road, Atlanta, GA 30341

[Apply Here](#)

Server (Norcross)

\$15 an hour - Full-time

Dua Karahi & Grill | Tree Trail Village Shopping Center, Tech Dr, Norcross, GA 30093

[Apply Here](#)

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

Lead GA Pre-K Teacher (Alpharetta)

\$27.50 - \$35.00 an hour - Full-time, Contract

Highlands School | 9405 Nesbit Ferry Rd, Alpharetta, GA 30022

[Apply Here](#)

Family Assistant & Childcare Provider (Brookhaven)

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

AP Nannies | Atlanta, GA 30319

[Apply Here](#)

General Manager (Dunwoody)

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

Destination Pet LLC | 4343 Dunwoody Park, Dunwoody, GA 30338

[Apply Here](#)

Technical Operations Coordinator (Atlanta 30340)

\$45,000 a year - Full-time

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

[Apply Here](#)

Bilingual Billing Specialist (Sandy Springs)

\$45,000 a year - Full-time

Injury Bridge | Sandy Springs, GA 30342

[Apply Here](#)

Customer Service Representative- Bilingual Spanish 8:00 PM -4:00 PM (Alpharetta)

\$20 an hour - Full-time

HEALTH PLUS TRANS | Alpharetta, GA 30022

[Apply Here](#)

Medical Assistant/Front desk (Brookhaven)

\$18 an hour - Part-time, PRN

Mend Primary Care | 1936 N Druid Hills Rd NE suite a, Brookhaven, GA 30319

[Apply Here](#)

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

Sandy Springs, GA 30328 | Caregiver Needed Tuesday–Friday | \$17/Hour

\$17 an hour - Part-time

Heartify In Home Care | Sandy Springs, GA 30328

[Apply Here](#)

Pharmacy Technician / Pharm Tech Apprenticeship (Dunwoody)

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

Walgreens | 5511 Chamblee Dunwoody Rd # A, Dunwoody, GA 30338

[Apply Here](#)

Medical Assistant (Sandy Springs)

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

Gynfertility Specialists | 755 Mount Vernon Highway NE, Sandy Springs, GA 30328

[Apply Here](#)

Server/Dining Services Partner (Roswell)

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

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

[Apply Here](#)

Lead Animal Care Attendant (Flexible Working Hours) (Johns Creek)

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

Destination Pet LLC | 11130 State Bridge Road, Johns Creek, GA 30022

[Apply Here](#)

In Home Caregiver (Alpharetta)

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

Cornerstone Caregiving | Alpharetta, GA

[Apply Here](#)

Dog Daycare Customer Experience Specialist (Roswell)

\$16 an hour - Part-time

Puppy Haven | 42 Oak Street, Roswell, GA 30075

[Apply Here](#)

Others hiring (1)

Warehouse Associate (Norcross)

\$26.11 an hour - Full-time

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

[Apply Here](#)

Shipping Coordinator (Peachtree Corners)

\$23 - \$24 an hour - Full-time

Stratix Corporation | Peachtree Corners, GA 30071

[Apply Here](#)

Concierge Account Manager (Buckhead)

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

Hawque Protection Group | 3480 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Grounds & Facilities Coordinator 2026 (Roswell)

From \$20 an hour - Full-time

High Meadows School | 1055 Willeo Rd, Roswell, GA 30075

[Apply Here](#)

Security Officer Full Time Unarmed Patrol (Brookhaven)

\$19.64 an hour - Full-time

Allied Universal | Atlanta, GA 30319

[Apply Here](#)

Warehouse & Logistics Associate (Norcross)

\$19.23 - \$25.00 an hour - Full-time

Cornerstone Control Systems | 5600 Oakbrook Pkwy #240, Norcross, GA 30093

[Apply Here](#)

Assistant Hood Vent Cleaning Technician (Alpharetta)

\$18 - \$24 an hour – Contract

Grease Ninjas | Alpharetta, GA 30009

[Apply Here](#)

Others hiring (2)

Audio Visual Technician (Dunwoody)

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

ON Services | Atlanta, GA 30346

[Apply Here](#)

Receptionist (Sandy Springs)

\$36,000 - \$50,000 a year - Full-time

Bull Realty, Inc | 50 Glenlake Parkway, Sandy Springs, GA 30328

[Apply Here](#)

Receptionist (Roswell)

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

Ocean Mazda Roswell | 11185 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Leasing Consultant, Multifamily (Buckhead)

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

Cushman & Wakefield | 3390 Stratford Road NE, Atlanta, GA 30326

[Apply Here](#)

Janitorial/Floor Care (Roswell)

\$17 - \$22 an hour - Contract

EBS-4U INC. | Roswell, GA 30076

[Apply Here](#)

Test Center Administrator & Exam Proctor (Sandy Springs)

\$16.70 - \$18.00 an hour - Part-time, Full-time

BITTS Testing Services USA | 1117 Perimeter Center West, Atlanta, GA 30338

[Apply Here](#)

Dental Receptionist (Chamblee)

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

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

[Apply Here](#)