
Front and Back Office Medical Assistant (Buckhead)



3280 Howell Mill Rd NW Ste T100, Atlanta, GA 30327

Digestive Healthcare of Georgia is looking to hire someone to join our wonderful team within our front and back office. Responsibilities include learning the process of procedure scheduling, verifying and updating patient data and helping as a nurse when needed in the back office. Duties within the back office include, but are not limited to, calling patients with results and triaging patients when arriving for appointments.

Responsibilities

- Conduct Accurately enters and updates patient demographics and insurance information in the computer.
- Answers telephones in a pleasant and helpful manner
- Schedule and confirm appointments/ procedures
- Triage patients in a timely manner
- Communicate well with all physicians

Qualifications:

- Minimum of one year medical work experience
- Knowledge of medical terminology and good spelling skills
- Able to multitask
- Some computer skills
- Courteous telephone skills

Pay: \$21 - \$22 an hour - Full-time

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

Front Office Medical Assistant (Roswell)



1250 Upper Hembree Road, Roswell, GA 30076

Nexclin Medicine offers comprehensive care for the total wellness of our patients. We provide family medicine services for the internal health and aesthetic services for the external beauty of our patients.

Responsibilities

- Checking patients in/out
- Document insurance and demographic information in chart
- Verification of insurances and benefits
- Checks voicemails throughout the day
- Insurance and account balance verification collection
- Payment processing of co-pays, balances, payment plans, cash-pay services, supplements, memberships, and posting payments.
- Interacts professionally with patients and provides a welcoming environment
- Politely handles a high volume of calls and assigns messages to providers accordingly
- Schedule patient appointments and following up on no-shows

Qualifications:

- 2 years of experience working in the front office in a medical practice
- Proficiency in medical terminology, anatomy, and physiology is required.
- Strong communication skills and the ability to interact effectively with patients and healthcare team members.
- Knowledge of insurances
- Experience in E clinical works is preferred
- Able to Multi- task
- Able handle confidential information with sensitivity and discretion

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

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

Medication Technician (Roswell)



1070 Hardscrabble Road, Roswell, GA 30075

What Makes **The Georgian Lakeside** Senior Living in Roswell So Special? It's the people, the atmosphere, and the little things that make each day feel personal.

Responsibilities

- Safely administer prescribed medications to residents following all state healthcare regulations and facility policies
- Monitor residents' vital signs and overall health status, reporting any changes or concerns promptly
- Assist with resident personal care assistance, including hygiene, mobility, and daily living activities
- Maintain accurate medical documentation using Electronic Health Record (EHR) systems such as Epic or Cerner
- Support residents with specialized needs such as Alzheimer's care, dementia care, or memory care programs

Qualifications:

- Proven experience working with individuals with developmental disabilities or senior care environments such as assisted living or nursing homes
- Strong knowledge of medication administration procedures and medical documentation practices
- Familiarity with EMR/EHR systems like Epic or Cerner for accurate record keeping
- Ability to perform manual handling tasks including heavy lifting and resident transfers safely

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

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

Care Partner: Another job posting by the same agency.

Pay: From \$17 an hour - Part-time, Full-time

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

OPTOMETRY Receptionist - Sundays OR Saturdays REQUIRED. (Part-time OR Full Time) (Brookhaven)



Atlanta, GA 30319

Join our dynamic healthcare team as an Optometric Clinical Administrative Assistant, where we help people see better. In this vital cross-trained role, you will serve as the first point of contact for patients, ensuring a warm, welcoming environment while supporting the clinical team with essential eye care procedures.

Responsibilities

- Greet patients warmly upon arrival
- Answer phone calls/faxes as needed
- Create or reschedule appointments
- Efficiently manage check-in and check-out procedures at the front desk
- Maintain patient records according to HIPAA regulations
- Maintain a clean, organized clinic environment
- Prepare patients for eye examinations by doing pretesting (training provided if never done before)
- Contact lens organization and training

Qualifications:

- Experience: Optometric receptionist: 1 year (Required)
- Prior experience with reception/front desk IN OPTOMETRY is REQUIRED.
- Communicate well with patients
- Proficiency in HIPAA compliance
- Quick to learn technology and routines
- Math skills to ensure proper billing during check out
- Experience working with diverse patient groups

Pay: \$19 - \$20 an hour - Part-time, Full-time

****Alternating Saturdays 9am-3pm OR Sunday 12-4pm is REQUIRED.**

****If interested, please email your resume to AtlEyeDoc25@gmail.com**

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

Front Desk Receptionist (Dunwoody)



5471 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Nore Women's Health is a growing, multi-site women's healthcare practice serving the greater Atlanta area. At Nore Health we are committed to providing exceptional care to women of all ages and backgrounds. Nore Health is seeking a compassionate, professional, and highly organized **Front Desk Receptionist** to join our team.

Responsibilities

- Greet and check-in patients with warmth and professionalism
- Answer phone calls, schedule appointments, and manage the clinic calendar
- Verify insurance coverage and collect co-pays or other payments
- Maintain accurate patient records and ensure all forms are completed
- Prepare and update charts and assist with electronic medical records (EMR)
- Communicate with medical staff to ensure efficient patient flow
- Handle incoming and outgoing mail and faxes
- Maintain a clean and organized front desk and waiting area
- Provide patients with information on services, procedures, and clinic policies
- Follow HIPAA guidelines and maintain patient confidentiality at all times

Qualifications:

- High school diploma or equivalent (required)
- 1+ years of experience in a medical office (required)
- Knowledge of medical terminology and insurance processes is preferred
- Proficient in using scheduling software and basic office equipment
- Strong communication and interpersonal skills
- Ability to multitask and remain calm under pressure
- Bilingual (English/Spanish or other languages) a plus

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

Interested candidates should contact Mondria Davenport at
Mondria.Davenport@NoreHealth.com.

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

Community Relations Director (Roswell)



2560 Holcomb Bridge Road, Alpharetta, GA 30022

Claiborne Senior Living is seeking a driven and relationship-focused Community Relations Director (Sales Director) to lead occupancy growth and community outreach for our senior living community.

Responsibilities

- Develop and execute a strategic marketing and sales plan to achieve occupancy goals
- Manage and move prospects effectively through the sales funnel
- Conduct community tours and consultative sales conversations
- Build and maintain referral relationships with hospitals, physicians, and community partners
- Track and analyze sales metrics to drive performance improvements
- Partner with leadership to support successful move-ins and resident transitions
- Complete required marketing reports and maintain accurate CRM documentation
- Represent the community at networking and outreach events.

Qualifications:

- 3+ years of experience in sales, marketing, or business development (senior living or healthcare preferred)
- Bachelor's degree preferred
- Proven track record of meeting or exceeding sales goals
- Strong relationship-building and networking skills
- Excellent written and verbal communication skills
- Analytical mindset with comfort reviewing performance metrics
- Proficiency in Microsoft Office and CRM systems
- Telephone and consultative sales experience preferred.

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

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

Property Accountant (Alpharetta)



1750 Founders Pkwy #180, Alpharetta, GA 30009

Pegasus Residential was launched in January 2009 and is currently owned by McCann Realty Partners. Specializing in luxury-level management across a diverse range of markets, Pegasus Residential currently manages approximately 50,000 units for institutional clients, investment partnerships, and individual owners.

Responsibilities

- Serve as an accounting department liaison to our properties, working closely with the Community Managers to ensure lease charges, security deposits and receipts are properly recorded in the property management and accounting software.
- Monitor cash positions and notify the Controller of potential shortfalls or areas of concern.
- Initiate and record wire transfers for interest and escrow payments (mortgage/debt service), owner distributions, management fee payments, security deposit transfers, payroll and accounts payable funding.
- Calculate and record journal entries for depreciation, amortization, insurance, property taxes, interest, payroll, allowance for doubtful accounts (when used) and other miscellaneous items.

Qualifications:

- Four-year degree in Accounting or Finance, or equivalent combination of education and experience.
- We prefer at least two years of experience in real estate accounting
- Proficiency in use of Microsoft Excel
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to multi-task to meet required deadlines without immediate supervision
- Knowledge and understanding of GAAP
- Experience with Real Page (OneSite) is preferred.

Pay: \$55,000 - \$75,000 a year - Full-time

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

Operations Manager (Alpharetta)



11700 Amber Park Drive, Alpharetta, GA 30009

Responsibilities

Supports the successful execution of all operations in the hotel operations departments (may include Front Office, Business Center, Recreation/Health Club, Housekeeping, Food and Beverage/Culinary and Engineering/Maintenance) and managing staff.

Supporting Operations Team

- Ensures that goals are being translated to the team as they relate to guest tracking and productivity.
- Understands employee and guest satisfaction results and communicates game plans to address need areas and expand on the strengths.

Supporting Property Operations Function(s)

- Follows property specific second effort and recovery plan.
- Publishes all guest satisfaction results in a timely fashion including all guest satisfaction forms, comment cards and guest letters.
- Takes proactive approaches when dealing with employee concerns.

Managing and Monitoring Activities that Affect the Guest Experience

- Provides excellent customer service by being readily available/approachable for all guests.
- Takes proactive approaches when dealing with guest concerns.

Qualifications:

- High school diploma or GED; 4 years experience in the guest services, front desk, housekeeping, or related professional area.
- OR
- 2-year degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 2 years experience in the guest services, front desk, housekeeping, or related professional area.

Pay: \$25.77 - \$29.33 an hour - Full-time

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

Community Support Individual (Sandy Springs)



270 Carpenter Dr NE #400, Atlanta, GA 30328

Family Ties, Inc. was founded in 1994 to provide intensive, home-based counseling and community integration services for families and children. Our mission is to assist families in the skill and resource development necessary to safely maintain children in their home.

Responsibilities

- **Skill Development:** Work closely with children, adolescents, and families to develop essential life skills that support emotional & behavioral well-being.
- **Resource Linkage:** Connect parents and guardians with valuable community resources to ensure holistic support.
- **Family Engagement:** Teach and reinforce parenting techniques that promote consistency and positive behavioral change.
- **Collaboration & Advocacy:** Act as a liaison between families and mental health professionals, advocating for children in various settings, including court proceedings, school meetings, and panel reviews.

Qualifications:

- Bachelor's degree in social work, psychology, or a related human services field.
- Minimum of two years of experience in community support, case management, or related roles.
- Proven experience working with at-risk children, adolescents, and families.
- Availability to work flexible hours, including evenings and weekends.
- Bilingual proficiency (Spanish/English) is a plus!

Pay: \$25 an hour - Full-time

Please submit a resume and cover letter outlining how you meet the specific requirements of the position to: recruiting@familytiesinc.com.

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

Behavioral Health Billing Assistant: Another job posting by the same agency.

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

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

Site Administrative Assistant (Dunwoody)



Atlanta, GA 30346

At SBM, we deliver facilities management through innovative technology, exceptional quality, and empowered associates on a global scale. The Site Admin Assistant will be responsible for handling administrative requests and queries from senior managers.

Responsibilities

- Support site managers with employee programs and services
- Coordinate and organize manager's schedule and make appointments with admin software
- Greet scheduled visitors and conduct them to appropriate area or person
- Organize and maintain file system, files correspondence, and other records
- Answer and screen manager's telephone calls, give information to callers, and arrange conference calls
- Read and route incoming mail
- Prepare outgoing mail and correspondence, including e-mail and faxes
- Arrange and coordinate travel schedules and reservations
- Conduct research, compile, and type statistical reports
- Coordinate and arrange meetings, prepare agendas, reserve, and prepare facilities, and record/transcribe minutes of meetings

Qualifications:

- Associate degree from two-year College or technical school.
- One year related experience and/or training.
- A valid driver's license may be required for this position based on business needs.

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

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

Site Supervisor: Another job posting by the same agency.

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

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

Assistant Property Manager — Floating Position, Affordable Housing (Sandy Springs)



6780 Roswell Rd NE, Sandy Springs, GA 30328

Dorchester Management II, the property management affiliate of The Benoit Group, seeks an experienced Assistant Property Manager to support affordable housing communities throughout our Atlanta portfolio. This floating position requires flexibility to work at different properties as assigned.

Responsibilities

- Support daily property operations at assigned communities.
- Assist with leasing, resident communication, rent collection, and account follow-up.
- Process applications, verify income and eligibility, and assist with certifications and recertifications.
- Maintain accurate resident files and support compliance with applicable affordable housing program requirements.
- Coordinate with property teams to address resident concerns, maintenance requests, and operational needs.
- Adapt quickly to different communities, teams, and assignments.

Qualifications:

- Five years of affordable housing property management experience preferred.
- Experience with affordable housing eligibility, income verification, certifications, recertifications, and compliance documentation.
- Strong organizational skills, attention to detail, professional communication.
- Ability to manage competing priorities and work across multiple properties.
- Reliable transportation to assigned communities in the Atlanta portfolio.

Your resume must clearly identify your affordable housing experience, the programs you have worked with, and your property management responsibilities. Include relevant experience with LIHTC, HUD, Section 8, or HCVP, where applicable.

Pay: \$22 an hour - Full-time

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

eCommerce Merchandising Specialist (Alpharetta)



3875 Mansell Rd, Alphareynta, GA 30022

The eCommerce Merchandising Specialist plays a key role in how The Honey BakedHam Company's products show up and sell across our digital commerce platforms. This role is responsible for the operational management of menu and product content — from the overall menu assortment on each platform to the individual product details that make each listing accurate, compelling, and on-brand through strong digital merchandising.

Responsibilities

- Product & Menu Content Management
- Platform Operations
- Campaign & Promotion Support
- Amazon Product Content
- Content Accuracy & Governance
- Cross-Functional Coordination

Qualifications:

- Bachelor's degree in Marketing, Communications, Business, or a related field preferred
- 2-4 years of experience in digital commerce, ecommerce operations, content management, or a related field
- Hands-on experience managing product or menu content within a CMS, ecommerce platform, or marketplace portal
- Familiarity with third-party delivery or marketplace platforms (DoorDash, Uber Eats, Grubhub, Amazon, ezCater, or equivalent) preferred; specific platform experience is trainable
- Strong attention to detail and ability to manage a high volume of menu and product updates accurately across multiple platforms simultaneously
- Experience in a DTC, CPG, restaurant, or food/beverage environment a plus.

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

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

Level 1 Systems Administrator (Sandy Springs)



6 Concourse Parkway, Sandy Springs, GA 30328

SaferWay Technologies provides outsourced Managed IT Services to businesses in the Greater Atlanta area, with a primary focus on the healthcare industry. SaferWay is seeking a qualified, professional, and motivated Level 1 Systems Administrator. The individual will be responsible for providing support related to hardware, software and application issues in an efficient accurate manner.

Responsibilities

- Serve as Level 1 support with hardware, software and application issues over email, phone or in-person
- Perform remote troubleshooting through diagnostic techniques and pertinent questions
- Determine the best solution based on the issue and details provided by users
- Assist and/or Lead in IT project implementations
- Document incidents and their resolution in our internal help desk ticketing software

Qualifications:

- Engaged in information technology or related field of study
- Ability to diagnose and resolve basic technical issues
- Knowledge of commonly-used concepts, practices and procedures within IT
- Current working knowledge of servers, virtualization, firewalls, switches, wireless, desktops, laptops, printers, mobile devices, remote access, Microsoft Office, and common Windows-based applications
- Current working knowledge of Active Directory, DNS, Group Policy, DHCP, file sharing, server migrations, and Windows server support

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

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

Sales Executive (Chamblee)



2965 Flowers Rd S, Chamblee, GA 30341

RS Group is an Inc. 5000 logistics and freight brokerage company, one of the fastest-growing companies in the country. We're opening a brand-new flagship sales office in Chamblee, GA, and building our next Sales Executive class. If you're competitive, coachable, and motivated by what you can earn, we want to meet you.

Responsibilities

As a Sales Executive, you'll prospect new shippers, build relationships with decision-makers, and grow your own book of business in freight and logistics. You'll be one of the founding reps in our new office, with real access to larger accounts and a team that invests in your growth through coaching, mentorship.

- Prospect and develop new shipping customers through high-volume outbound calling
- Build and maintain relationships with decision-makers
- Identify and manage truckload (FTL), LTL, drayage, and other logistics opportunities
- Negotiate pricing and close new business
- Grow and manage your own book of business
- Partner with the operations team to deliver outstanding customer service

Qualifications:

- 1-4 years of sales experience (outbound, inside sales, business development, or similar)
- Comfortable with high-volume cold calling and handling rejection
- Competitive, self-motivated, and coachable
- Motivated by performance-based income and long-term career growth

Preferred

- Prior sales experience at a freight brokerage or in logistics
- Background in competitive sports or team activities
- Interest in building a long-term career in sales and logistics

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

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

Service Coordinator (Doraville)



4000 Dekalb Technology Pkwy Ste 100, Atlanta, GA 30340

As a world leader in creating comfortable, sustainable, and efficient climate solutions for buildings, homes and transportation, it's our responsibility to put the planet first. For us at Trane Technologies, sustainability is not just how we do business—it is our business.

Responsibilities

In this role, you will be responsible for planning, coordinating, controlling, and directing activities of operational resources.

- Coordinates service resources, dispatches and assigns team members to project.
- Schedules personnel, materials, sub-contractors and equipment based on project needs, skill sets, and availability.
- Interacts and communicates with all Project Managers and HVAC Field Technician Supervisor to assign/dispatch Controls Technicians and HVAC Technicians
- Coordinates operations interaction with the Parts Department and Acquisition, as necessary.
- Maintains customer satisfaction by investigating concerns, routing them to the assigned staff, and responding to special requests.

Qualifications:

- Certificate/degree from college or technical school with one (1) year related experience and/or training; or three (3) years of related experience and/or training with HS Diploma/GED.
- Candidates without a 4-year degree are encouraged to apply; we prioritize practical experience, relevant skills, alignment with leadership principles.
- Knowledge of Word, Excel, Outlook, and Windows.
- Flexibility to work overtime/weekends, as required.
- Familiarity with the operation of Energy Management Systems, HVAC Systems and/or Temperature Controls preferred.

Pay: \$47,310 - \$66,465 a year - Full-time

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

Account Executive, Business Sales West Atlanta (Dunwoody)



1 Ravinia Dr, Atlanta, GA 30346

Responsibilities

- Lead Generation: Generate and work leads through prospecting, cold calling, and networking under sales manager supervision.
- Customer Needs: Identify customer needs and use solution-based selling to demonstrate T-Mobile's value. Recommend wireless solutions, including price plans, data services, handsets, and accessories.
- Deal Negotiation: Negotiate and close deals.
- Skill Development: Develop skills in prospecting, call execution, and relationship management with leadership. Participate in product training and sales meetings.
- Sales Approaches: Create effective sales approaches, solutions, and proposals.
- Sales Automation: Utilize sales force automation, manage sales funnel, and report on sales activities and forecasts

Qualifications:

- High School Diploma/GED (Required)
- 1+ years verifiable new customer acquisition sales experience, preferably within a commissioned environment (Preferred)
- Outside B2B sales experience. (Preferred)
- Task Management: Ability to work well in a dynamic, fast changing environment that requires a high degree of multi-tasking (Required)
- Customer Service: Demonstrated experience delivering superior customer service and attention to detail (Required)
- Communication: Excellent interpersonal, written, and oral communication skills (Required)

Pay: Base Pay Range: \$43,020 - \$77,700; Total Target Cash Pay Range: \$71,700 - \$129,500, inclusive of target incentives

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

Operations Coordinator (Norcross)



Norcross, GA 30093

We are a growing construction and real estate development company managing multiple commercial construction projects and real estate properties throughout the Southeast. We are seeking a highly organized, proactive, and dependable Operations Coordinator to assist with daily business operations, office management, accounting, and administrative responsibilities. The ideal candidate is a resourceful self-starter who can multitask, work independently, and support various aspects of our business.

Responsibilities

Office Management & Administration

- Manage daily office operations, correspondence, and administrative tasks.
- Organize company documents, contracts, and records.
- Coordinate schedules, meetings, appointments, and travel.

Accounting & Bookkeeping Support

- Assist our Accountant with daily bookkeeping and accounting tasks.
- Enter invoices, bills, expenses, and receipts into QuickBooks.

Executive & Operations Support

- Provide administrative assistance to company ownership and management.
- Track deadlines, assignments, and follow-up items.

Qualifications:

- 2+ years of administrative, office management, or operations experience.
- Strong organizational, communication, and multitasking skills.
- Proficiency in Microsoft Office, particularly Excel.

Preferred:

- Experience with QuickBooks or similar accounting software.
- Basic bookkeeping or accounting knowledge.
- Experience in construction, real estate, or property management.
- Experience supporting business owners or executives.

Pay: \$42,000 - \$55,000 a year - Full-time

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

Billing Specialist ****IN OFFICE POSITION**** Roswell



1792 Woodstock Road, Roswell, GA 30075

SourceOne Corporation was founded in 2000 to serve the telecommunications industry. We deliver excellent design products and partner with our clients to achieve success.

Responsibilities

- Comply with customer policies and procedures concerning billing processes.
- Responsible for maintaining and creating customer and department-specific invoices using multiple systems
- Miscellaneous/manual invoicing
- Respond to and resolve customer issues and billing disputes
- Work with the Regional Branch personnel and establish relationships necessary for the timely resolution of errors and exceptions
- Distribution of final invoices and responding to inquiries related to invoices
- Analyze company billings, research nonstandard activity, and resolve errors
- Ensures that invoices accurately reflect terms and conditions agreed to by the client

Qualifications:

- We are looking for someone who is detail-oriented, and possesses strong math skills
- Has an understanding of the invoicing process and the financial impacts involved
- High School Degree/Associates Degree
- 2 years of applicable experience (invoicing / revenue / general accounting)
- Strong attention to detail to detect billing errors
- Proficiency in the use of Microsoft tools
- QuickBooks knowledge
- Telecom experience a plus

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

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

Inventory Coordinator (Peachtree Corners)



3960 Holcomb Bridge Road, Peachtree Corners, GA 30092

Bolster Hardware LLC. Is hiring an Inventory Coordinator to join our operations team. The Inventory Coordinator will be a champion for company values and process management working with all stores in person and by phone / email. You will be a self-starter with a keen eye for detail. You must be willing to travel between store locations and be capable of teaching and leading others. You can expect a mindful onboarding process and a structured ramp up time.

Responsibilities

You approach your work with a spirit of partnership and collaboration, not exclusion or rigidity. You are a resourceful problem solver; you can feel gaps in what you're working on, pitch solutions and implement them. You are organized, detailed and diligent.

- Mango training and process management for stores
- Item Change Management
- Price Change Management
- Maintaining Product Locations
- Close out Management Process
- Obsolete Inventory Management

Qualifications:

- 3+ years retail experience
- Exhibits a clear understanding of freight flow and receiving processes.
- Competency with Excel, Word, Gmail and related software
- 3+ years management experience
- Clear driving record and Transportation
- Prior Inventory Management Experience
- Previous MANGO experience is a plus.

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

Applicant Tracking Software by ExactHire: rdw054zn30vgpn8j6139

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

Business Immigration Paralegal (Dunwoody)



1827 Independence Square, Atlanta, GA 30338

A top immigration law firm in Atlanta, Weinstock Immigration Lawyers, seeking a business immigration paralegal with a can-do attitude. We offer an incredible team and wonderful international work environment supporting a professional, collaborative and friendly atmosphere where we help our clients achieve their American dream.

Responsibilities

- Assisting our attorneys in preparing immigrant and non-immigrant visa petition for business immigration clients, H-1B, L visas, PERM labor certifications, I-140 and employment-based adjustment of status, consular processing and other immigration applications.
- Ensuring cases are completed smoothly and efficiently and are well-organized.
- Emailing and conversing with clients about their immigration matters.

Qualifications:

- Bachelor's degree plus 2 years experience as a BUSINESS immigration paralegal
- Exceptional communication skills: by telephone and in person
- Demonstrated organizational skills and attention to detail
- Exceptional research, verbal and writing skills
- Ability to work independently and manage caseload

Pay: \$50,000 - \$75,000 a year – Full time

For information about Weinstock Immigration Lawyers, please visit www.visa-pros.com

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

Member Engagement Representative (Peachtree Corners)



5070 Peachtree Industrial Boulevard, Peachtree Corners, GA 30071

Excel Federal Credit Union is in its 74th year of providing superior service to our members. Position serves as point of contact for Excel Federal Credit for members, non-members and potential members that visit in person or via phone. The Member Engagement Representative drives participation in programs, resolving inquiries, and supporting retention by delivering personalized communication and excellent service.

Responsibilities

- Professionally greet and assist members/non-members/potential members in person and via phone.
- Appropriately answer and direct incoming calls.
- Perform account file maintenance for daily reports assigned.
- Receive, sort and distribute all incoming mail and deliveries.
- Collect and prepare outgoing mail for credit union.
- Assists in account research and members follow up as assigned.
- Basic teller transactions assigned
- Open member and business member accounts online and in person.

Qualifications:

- Education: A high school education or GED
- 1 year of similar or customer service related work experience required
- Excellent people skills including a positive, pleasant, courteous and professional demeanor.
- Proficiency with computer equipment (printer, scanner, fax, postage machine) and working knowledge of Microsoft Word, Excel, Outlook
- Maintain current knowledge of credit union's policies and procedures
- GA notary public a plus
- Bilingual a plus

Pay: \$17 - \$21 an hour - Full-time

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

Food service and Hospitality hiring (1)

Bartender (Alpharetta)

\$25 - \$35 an hour - Full-time

Amasa Mexican Kitchen | 15 Academy Street, Alpharetta, GA 30009

[Apply Here](#)

General Manager Hiring for Different Locations (Chamblee)

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

PONKO CHICKEN | 2896 Chamblee Tucker Road, Atlanta, GA 30341

[Apply Here](#)

Server (Alpharetta)

\$200 - \$350 a day - Part-time, Full-time

Pru Thai Kitchen & Bar | 2685 Old Milton Parkway, Alpharetta, GA 30009

[Apply Here](#)

Restaurant Supervisor (Dunwoody)

\$20 an hour - Full-time

Atlanta Marriott Perimeter Center | 246 Perimeter Center Parkway NE, Atlanta, GA 30346

[Apply Here](#)

Front of House (FOH) Manager - High-Energy Sports Bar (Roswell)

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

Mazzy's Sports Bar & Grill | 10729 Alpharetta Hwy #1424, Roswell, GA 30076

[Apply Here](#)

Office Coordinator (Norcross)

\$18 - \$20 an hour

Apsilon Hotels, LLC | 6050 Peachtree Industrial Boulevard, Norcross, GA 30071

[Apply Here](#)

STATION ATTENDANT (FULL TIME) (Alpharetta)

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

Eurest (part of Compass Group) | 12380 Morris Road, Alpharetta, GA 30005

[Apply Here](#)

Food service and Hospitality hiring (2)

Cook (Sandy Springs)

\$17.75 per hour - \$18.00 per hour - Full-time

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

[Apply Here](#)

Restaurant Staff (Chamblee)

\$17 - \$21 an hour - Part-time, Full-time

Lee's Bakery | 4005 Buford Hwy NE Ste C, Atlanta, GA 30345

[Apply Here](#)

Kitchen / Deli Cook - Sandy Springs

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

Taste Wine Bar and Market | 6405 Blue Stone Road, Sandy Springs, GA 30328

[Apply Here](#)

Dishwasher (Alpharetta)

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

Benihana - Alpharetta | 2365 Mansell Road, Alpharetta, GA 30022

[Apply Here](#)

Host (Buckhead)

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

Postino WineCafe | 3655 Roswell Rd NE, Atlanta, GA 30342

[Apply Here](#)

Part time Server (Roswell)

From \$15 an hour - Part-time

Corner Sushi Hibachi | 1425 Market Blvd Ste 1370, Roswell, GA 30076

[Apply Here](#)

Front Desk Agent (Buckhead)

From \$15 an hour - Part-time

Hampton Inn Atlanta - Buckhead | 3398 Piedmont Road NE, Atlanta, GA 30305

[Apply Here](#)

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

Infant nanny needed in Brookhaven

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

Perry Nannies | Brookhaven, GA 30319

[Apply Here](#)

Volunteer Program Manager (Chamblee)

\$52,000 a year - Full-time

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

[Apply Here](#)

Part-Time School Bus Driver (Doraville)

\$25 an hour - Part-time

Carmack Consulting Group, Inc | 4046 Chamblee Tucker Road, Atlanta, GA 30340

[Apply Here](#)

Field Outreach Rep – Healthcare (Mon–Fri 9am–5pm) (Dunwoody)

\$50,000 a year - Full-time

Home Care Promise | Dunwoody, GA

[Apply Here](#)

Housekeeper/Maintenance Support (Alpharetta)

\$23 an hour - Full-time

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

[Apply Here](#)

Live-In Caregiver/Personal Care Assistant (Roswell)

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

Amada Senior Care Brookhaven GA | Roswell, GA 30009

[Apply Here](#)

Program Coordinator (Sandy Springs)

\$21 an hour - Full-time

Great Prospects | 8750 Roswell Road, Atlanta, GA 30350

[Apply Here](#)

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

Child Care Director (Norcross)

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

The VIBE Learning Lab Academy | 6375 Spalding Drive, Norcross, GA 30092

[Apply Here](#)

Assistant General Manager (Brookhaven)

\$17 - \$21 an hour - Full-time

Dogtopia of Brookhaven | 2152 Johnson Ferry Rd NE, Atlanta, GA 30319

[Apply Here](#)

Medical Appeals Specialist (Dunwoody)

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

Mount Yonah Medical Billing | 1742 Mt Vernon Rd, Dunwoody, GA 30338

[Apply Here](#)

Full Time - Administrative Assistant - Peachtree Corners, GA

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

WeeCare Georgia Home Health Care | 6251 Smithpointe Drive, Peachtree Corners 30092

[Apply Here](#)

Medical Assistant (Alpharetta)

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

TenderCare Pediatrics, Inc | 5755 North Point Pkwy Ste 215, Alpharetta, GA 30022

[Apply Here](#)

PCA CNA Caregivers (Brookhaven)

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

ComForCare Home Health Care - Alpharetta | Brookhaven, GA

[Apply Here](#)

Medical Front Office Receptionist (Alpharetta)

From \$16 an hour - Full-time

Comprehensive Internal Medicine | 3180 North Point Parkway, Alpharetta, GA 30005

[Apply Here](#)

Others hiring (1)

Body Technician (Flat Rate) (Roswell)

\$23 - \$33 an hour - Full-time

Gerber Collision & Glass | 11200 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Front Desk Lead & Community Coordinator (Doraville)

\$22 - \$23 an hour - Part-time

ITP Pickleball Club | 3110 Presidential Dr, Atlanta, GA 30340

[Apply Here](#)

Vehicle Condition Assessor (Norcross) | Inventory Associate (Roswell)

CarMax, Norcross, GA 30071

| CarMax, Roswell, GA 30076

[Apply Here](#)

| [Apply Here](#)

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

Retail Assistant Store Manager (Peachtree Corners)

\$19.86 - \$25.77 an hour - Full-time

Office Depot | 3230 Holcomb Bridge Road, Peachtree Corners, GA 30092

[Apply Here](#)

Appliance Repair Service Worker (Buckhead)

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

Appliance Care of Atlanta | 4187 Wieuca Rd NE, Atlanta, GA 30342

[Apply Here](#)

Shift Lead

| Inventory Specialist

[Apply Here](#)

| [Apply Here](#)

\$17.50 - \$22.50 an hour - Full-time

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

Others hiring (2)

School Custodian (Buckhead)

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

The Elaine Sterling Institute | 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Groundskeeper (Dunwoody)

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

SBM Management Services, LP | Atlanta, GA 30346

[Apply Here](#)

Rocco's Roswell General Service Technician (Porter) (Roswell)

\$700 - \$800 a week - Full-time

Main Street Auto | 11235 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Assistant Manager (Sandy Springs)

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

Mastermind Escape Games- Sandy Springs | 5825 Glenridge Drive, Sandy Springs 30328

[Apply Here](#)

Appliance Repair Assistant (Buckhead)

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

City Boys R Us Appliance Repair | 3348 Peachtree Rd NE #700, Atlanta, GA 30326

[Apply Here](#)

Law Firm Receptionist (Sandy Springs)

\$33,000 - \$36,000 a year

Willis Law Firm | 750 Hammond Dr Bldg 10, Atlanta, GA 30328

[Apply Here](#)

Executive Assistant (Dunwoody)

\$15 - \$25 an hour - Full-time

YGCCC | Dunwoody, GA 30338

[Apply Here](#)