Front Desk Coordinator (Sandy Springs)

Peachtree · Dunwoody
oral & facial surgery

5505 Peachtree Dunwoody Road, Sandy Springs, 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 - $25 an hour - Full-time
Expected hours: 25.68 per week

View the complete Job posting and Apply

Medical Office Receptionist (Sandy Springs)

LifeStance HEALTH

1200 Altmore Avenue, Atlanta, GA 30342

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

Responsibilities

Operational Excellence:

- 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.

Patient Support:

- 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.

Clinician Support:

- 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.
- Proficient in using Computer Software Applications (MS Office & EMRs)

Pay: From $20.25 an hour – Full-time

View the complete Job posting and Apply

Medical Office Receptionist: Another job posting by the same agency for Atlanta 30339 location. **Pay**: From $20.25 an hour – Full-time

View the complete Job posting and Apply

Front Desk Manager-Harmony Massage & Spa (Chamblee)

Harmony Massage & Spa

3360 Chamblee Tucker Road, Atlanta, GA 30341

Harmony Massage & Spa is seeking a full-time Front Desk Manager to join our team. This role is essential in keeping daily operations running smoothly and ensuring an excellent experience for both clients and therapists.

Responsibilities

- Greet clients and provide exceptional customer service
- Assign therapists to sessions and manage daily scheduling
- Check and verify therapist side work each day
- Oversee daily payroll and sales reports
- Maintain a clean, organized, and professional front desk environment
- Work weekends and holidays as part of a full-time schedule

Qualifications:

- Strong communication and leadership skills
- Reliable, organized, and detail-oriented
- Ability to multitask in a fast-paced environment
- Prior spa or hospitality experience preferred but not required

Pay: $20 - $21 an hour - Full-time
To apply, please email your resume to harmonymassage3360@gmail.com or call 770-866-6739.

View the complete Job posting and Apply

Float Receptionist (covering multiple locations)

CenterWell

900 Ashwood Pkwy, Suite 500, Atlanta, GA 30338

CenterWell, a Humana company, is a leading healthcare services business focused on creating integrated and differentiated experiences that put our patients at the center of everything we do. As a Float Receptionist, you will manage front desk operations across multiple healthcare locations.

Responsibilities

- Greeting Patients: Welcome patients and visitors professionally, both in person and over the phone.
- Scheduling Appointments: Manage appointment calendars, schedule patient visits, and coordinate with medical staff to optimize schedules.
- Patient Records: Maintain and update patient records, ensuring accuracy and confidentiality. Works in Electronic Medical Record (EMR) and Customer Relationship Management (CRM) systems.
- Billing and Payments: Ensure patient accounts are updated correctly. May include collecting copay at time of visit.
- **Float Coverage:** Travel to and support all Atlanta Centers as needed to provide front-office coverage.
- **Center Locations Supported:** Marietta, East Paulding, Woodstock, Suwanee, GrovePark, Greenbriar, Old National, Morrow, Stone Mountain, Wesley Chapel

Qualifications:

- High School Diploma or GED
- 1 year or more of experience working in a Healthcare setting preferred, but will consider candidates with a strong Customer Service background in Retail Hospitality, Call Centers, etc.
- Must be passionate about contributing to an organization focused on continuously improving patient experiences and care
- Knowledge of MS Office (Word, Excel, Outlook, Access)

Pay: $38,000 - $45,800 a year - Full-time

View the complete Job posting and Apply

Client Service Coordinator/Front Desk Medspa (Alpharetta)

401 S Main St a2, Alpharetta, GA 30009

At Exceeding Wellness Medical Spa, we blend clinical expertise, luxury hospitality, and genuine connections to create an exceptional client experience. At Exceeding Wellness, we're looking for someone who brings positive energy, builds genuine relationships, stays two steps ahead, and takes pride in delivering exceptional results.

Responsibilities

- Welcome clients warmly and provide an exceptional, luxury-level experience.
- Answer calls, texts, and inquiries promptly and professionally.
- Schedule, confirm, and manage appointments, cancellations, and openings.
- Check clients in and out, process payments, and maintain accurate records.
- Review client profiles and encourage rebooking before checkout.
- Confidently explain services, memberships, packages, pricing, and promotions.
- Support monthly goals for appointment bookings, memberships, and package sales.

Qualifications:

- High school diploma or equivalent.
- Minimum 1 year Experience in medical aesthetics, dermatology, plastic surgery, cosmetic dentistry, or wellness.

Preferred Qualifications

- Customer service, sales, appointment scheduling, or other client-facing role.
- Experience with appointment conversion, client retention, and sales.
- Familiarity with Aesthetic Record or similar practice management software.
- Interest in aesthetics, skincare, beauty, and wellness.
- Comfortable assisting with social media content and promotions.
- Bilingual English/Spanish communication skills.

Pay: $18 - $22 an hour - Part-time
Expected hours: 22.0 – 26.0 per week

View the complete Job posting and Apply

Patient Care Specialist (Alpharetta)

capella Recovery Center

3300 Webb Bridge Road, Alpharetta, GA 30005

The Patient Care Specialist provides direct, non-clinical support to clients receiving treatment for substance use disorders and co-occurring mental health conditions at Capella Recovery Center LLC.

Responsibilities

Client Monitoring & Support

- Supervise and monitor client behavior to ensure safety and adherence to program policies and facility rules
- Perform routine wellness checks and accurately document observations

Client Engagement

- Encourage participation in clinical programming and recovery-related activities
- Model appropriate communication, boundaries, and supportive interactions

Documentation & Communication

- Complete incident reports, behavioral observations, and shift summaries in accordance with facility policy
- Communicate significant client information to supervisors and clinical team.

Qualifications:

- High school diploma or GED equivalent
- Minimum of one (1) year of experience in substance use treatment, mental health services, social services, or a related field
- Ability to maintain professional boundaries and ethical standards with individuals in recovery
- Basic computer skills and documentation proficiency

Preferred

- Certification as a Peer Recovery Support Specialist (CPRS) or similar credential recognized in the State of Georgia
- Experience working in detoxification, residential treatment, or behavioral health settings
- Familiarity with trauma-informed care and de-escalation techniques

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

View the complete Job posting and Apply

Customer Service Coordinator (Roswell)

1125 Northmeadow Parkway, Roswell, GA 30076

Plasma Surgical was formed by technology leaders inspired by the potential to transfer the principles of plasma physics and apply these in medicine. From this, a new standard in surgery was born – plasma surgery – and with it, PlasmaJet – the first true plasma surgery system.

Responsibilities

We are seeking a dynamic and proactive Customer Service Coordinator to join our team!

Customer Service & Customer Support

- Serve as a primary point of contact for customers regarding orders, quotes, product information, documentation, order status, and general inquiries.

Sales & Order Support

- Process sales orders accurately in accordance with Company procedures.

Billing & Administrative Support

- Assist with processing, recording, and routing vendor invoices, bills, and other administrative or financial transactions.

Qualifications:

- 3+ years of experience in customer service, sales support, order administration, office administration, or a related business-support function.
- Experience processing customer orders, quotes, invoices, or other business transactions preferred.
- Experience with shipping processes and FedEx preferred.
- Experience in medical devices, healthcare, manufacturing, or other regulated industry is a plus.
- High school diploma/equivalent required; additional education/certification in business administration, customer service or related field is a plus.
- Proficiency with Microsoft Office, particularly Excel and Outlook. Experience with CRM, ERP, order-management, QuickBooks, or others preferred.
- French language skills are a plus.

Pay: $23.93 - $28.81 an hour - Full-time

View the complete Job posting and Apply

Medical Assistant (Buckhead)

Pelvic Rehabilitation MEDICINE

371 East Paces Ferry Road NE, Atlanta, GA 30305

Pelvic Rehabilitation Medicine is a physician-led specialty health care organization whose core business is to provide evidence-based, individualized treatment services for those suffering with chronic pelvic pain.

Responsibilities

- Working closely with the physician to prepare patients for examination and procedure
- Assisting physicians with procedures
- Instructional guidance for using Ultrasound during interventional procedures
- Ensure the patient's medical information is up to date.
- Education provided for successful completion of competencies
- Maintaining physician and patient medical equipment and supplies
- Communication with collaborating providers
- Supporting the office coordinator and physician liaison
- Strong team-supported environment

Qualifications:

- High School Diploma or GED/Associate degree

Preferred Qualifications:

- Bachelor's degree
- Some EMR experience is a plus
- Experience in OB/GYN or Orthopedics a plus
- Excellent communication skills, both written and verbal.

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

View the complete Job posting and Apply

Family Intervention Specialist (Atlanta 30345)

2200 Century Parkway Suite 200 Atlanta, GA 30345

For over 35 years, Youth Villages has transformed the lives of children and families nationwide through innovative, research-based programs focused on preserving and restoring families. Intercept®, developed by Youth Villages, is an evidence-based intensive, in-home program that focuses on keeping families together by preventing out-of-home placements or facilitating reunification after such placements, including foster care, residential treatment facilities, hospitalization, or juvenile detention centers. Services are provided by highly trained **Family Intervention Specialists** directly in the family's home and community–Intercept® is not office-based program.

Responsibilities

- Carries a caseload of 4 to 6 families
- Holds individual and family sessions with each family 3 times a week, scheduled at the convenience of the families
- Conducts on-going assessment of youth to determine their needs from a strength-focused, solution-based perspective
- Attends 3 weekly meetings for professional development and quarterly booster trainings to enhance clinical skills
- Drives up to 60 - 80 miles to meet with families in their homes, communities

Qualifications:

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

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

View the complete Job posting and Apply

Home Care Scheduling & Operations Coordinator Administrative Support (Peachtree Corners)

GADDIEL HOME CARE SERVICES, INC.

3300 Holcomb Bridge Road, Norcross, GA 30092

Established in 2014, Gaddiel Homecare Services, Inc. is a growing home care agency dedicated to helping seniors and adults maintain their independence, dignity, and quality of life in the comfort of their homes.

We are seeking a highly organized, dependable, and proactive **Administrative & Operations Support Coordinator** to support our daily home care operations.

Responsibilities

- Caregiver Scheduling and Staffing Coordination
- Client Services and Communication
- Electronic Visit Verification (EVV) and Documentation
- Operational and Administrative Support
- Quality Assurance and Compliance

Qualifications:

- Previous experience in home care scheduling, healthcare coordination, staffing, or a related administrative role.
- Strong organizational and multitasking skills.
- Proficiency with computers, MS Office, and electronic scheduling systems.

Preferred Qualifications

- At least two years of experience in home care scheduling or healthcare.
- Experience using WellSky Personal Care or a similar home care platform.
- Familiarity with Electronic Visit Verification (EVV).
- Knowledge of Georgia home care services and Medicaid waiver programs.

Pay: $40,000 - $46,000 a year - Full-time
Interested candidates should submit an updated résumé highlighting their experience in home care scheduling, healthcare coordination, client services, or administrative operations.

View the complete Job posting and Apply

Operations and Accounting Coordinator (Alpharetta)

13000 Deerfield Parkway, Alpharetta, GA 30004

Ace Paving & Maintenance, LLC is an established and growing commercial asphalt paving contractor serving the Metro Atlanta area since 1997. As our company continues to grow, we are seeking a highly organized, detail-oriented, and motivated Operations & Accounting Coordinator to join our team.

Responsibilities

Accounting & Financial Management

- Process accounts payable, verify vendor invoices, and ensure accurate expense coding and entry into QuickBooks.
- Assist with accounts receivable tracking, customer invoicing & collection.

Payroll Administration

- Manage weekly payroll entry and processing, including reviewing and verifying employee timesheets.

Financial Reporting & Key Performance Indicators (KPIs)

- Assist management in developing and maintaining weekly and monthly company performance reports.

Operations & Project Support

- Assist with job costing and project financial tracking.

Qualifications:

- Previous experience in accounting, bookkeeping, payroll, or a related financial administrative role.
- Working knowledge of basic accounting principles, including accounts payable, accounts receivable, and general ledger transactions.
- Proficiency in QuickBooks (Online version preferred) and Microsoft Excel.
- Preferred Qualifications: Experience or knowledge in the construction, paving, contracting, or related industry.

Pay: $28 - $32 an hour - Full-time

View the complete Job posting and Apply

Electrical Operations Coordinator (Norcross)

6110-D Northbelt Parkway, Norcross, GA 30071

All-State Electrical is a growing electrical contracting company based in Macon, GA. As we continue to grow, we're adding a new Operations Coordinator at our Norcross location to help keep our work organized, on schedule, and running smoothly.

Responsibilities

Office Administration

- Answer and direct incoming phone calls in professional, courteous manner.
- Greet visitors, clients, vendors, and applicants while maintaining a welcoming office environment.
- Receive, distribute, and coordinate incoming and outgoing mail & deliveries.
- Maintain a clean, organized, and professional office.

Electrical Operations Support

- Assist the Electrical Operations Team with daily administrative tasks.
- Prepare, submit, and track permits for construction projects.
- Assist with project submittals and maintain accurate documentation.
- Compile and organize project close-out packages.
- Prepare and update electrical panel schedules and project documentation.

Qualifications:

- Experience in an operations coordinator, project coordinator, or administrative role supporting field or project-based work
- Strong follow-through — people can count on you to close the loop
- Proficient with Microsoft Office
- Experience in construction, electrical, trades, or a similar field-based industry is a plus
- Bilingual in English and Spanish is a plus

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

View the complete Job posting and Apply

Customer Service (Peachtree Corners)

5600 Sun Court, Peachtree Corners, GA 30092

Nefab Packaging saves environmental and financial resources by optimizing supply chains, by innovating together with our customers to create smarter packaging and logistics solutions while always respecting people and high ethical standards. The Customer Service is accountable for accurately processing customer orders, from order entry through delivery and payment receipt, and maintaining a positive relationship with the customer.

Responsibilities

- Responsible for accurate and timely processing of Customer orders, including related data and records:
- Entry of customer purchase orders in the ERP system
- Preparation and distribution of order acknowledgments, to customer and Sales
- Coordinating order shipments, if applicable
- Creating customer invoices
- Issue customer quotes, as required by Sales
- Setting up new customers – ensure salesperson sends the appropriate paperwork (New Customer Set-up form, signed Credit Application, tax exemption certificates, etc.)
- Set up new items and product structures in the ERP system
- Issue purchase orders to vendors, as required by customer Purchase Orders and raw material needs

Qualifications:

- Minimum of a College Diploma (business-related), or equivalent experience.
- 2 + years of experience customer service related
- Packaging industry experience a plus
- Experience with ERP systems is preferred
- Spanish is a plus.

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

View the complete Job posting and Apply

Service Coordinator / Dispatcher (Norcross)

SIEMENS

3617 Parkway Ln, Norcross, GA 30092

We are a global technology company focused on industry, infrastructure, transport, and healthcare. From more resource-efficient factories, resilient supply chains, and smarter buildings and grids, to sustainable transportation as well as advanced healthcare, we create technology with purpose adding real value for customers. Our **Service Coordinator / Dispatchers** coordinate the delivery of onsite and remote service activities for our customers from the initial demand creation through delivery and close-out**.**

Responsibilities

- Support, inform, prioritize, and coordinate activities and resources across branch offices and the Digital Service Center
- Act as primary point of contact for service customers to ensure expectations are met
- Handle incoming service requests via phone or email, resulting in a service work order and scheduled or dispatched personnel
- Schedule resources to support standard service agreements
- Handle decisions regarding the scheduling and movement of resources and material based on the nature of service calls, urgency, contractual obligation, and availability

Qualifications:

- High school diploma or state-recognized GED
- Must have the ability to demonstrate the ability to read and understand customer service contracts
- Experience with Microsoft Office and business software systems (e.g., SAP)

Preferred Qualifications

- Associate degree
- Experience dispatching/scheduling field personnel/technicians
- Familiarity or experience with Fire Alarms/Sprinklers, Security Systems, HVAC, or a similar industry is a plus

Pay: $36,036 - $61,775 a year - Full-time

View the complete Job posting and Apply

Lead Commercial Closing Officer (Middle Market) (Sandy Springs)

KeyBank

1200 Abernathy Road NE, Atlanta, GA 30328

Headquartered in Cleveland, Ohio, Key is one of the nation's largest bank-based financial services companies. This role reports to the Commercial Operations Department leader for Middle Market Loan Fulfillment and plays a critical role in supporting business growth while maintaining strong risk and compliance controls.

Responsibilities

- Manage all pre- and post-closing services for a portfolio of complex loan structures, including ESOPs, Healthcare, Agribusiness, and Real Estate-secured loans.
- Collaborate in-person with LOB, legal counsel, and third parties to ensure timely and accurate closings; determine when legal engagement is required.
- Analyze and resolve risk-related issues, escalate exceptions, and maintain compliance with credit approvals and internal policies.
- Prepare and review legal documentation, including covenant waivers and Laser Pro Lending (LPL) documents.
- Coordinate electronic execution of documents and funding processes, including wire call-backs and fiduciary responsibilities for monetary transactions.
- Monitor and manage reports such as Documentation Exceptions, Conditions of Approval, and Post Approval tracking in nCino.

Qualifications:

- 4-year Bachelor's Degree (preferred) or equivalent work experience
- 2+ years of related experience, preferably in banking
- Demonstrated understanding of commercial lending concepts, processes
- Proficiency in commercial loan documentation and closing
- Familiarity with commercial banking systems (ex. LoanIQ, SalesForce, LaserPro, DocuSign, BOS)
- Proficiency in Microsoft Excel, Word, PowerPoint, and OneNote

Pay: $57,000 - $87,000 a year - Full-time

View the complete Job posting and Apply

Contact Center Rep I (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

The primary responsibility of this position is to handle incoming calls that pertain to answering our members' questions in regards to their account and conducting transactions including but not limited to withdrawals, transfers and loan payments.

- Handling Inbound/Outbound calls.
- Conduct transactions: withdrawals, transfers and loan payments.
- Balancing payment history information with the member, reviewing findings, and identifying corrections needed.
- Start/Stop ACH recurring payments.
- Force Return, Stop Payments, and Skip a Payment.
- Handling exceptions such as fee refunds and releasing check holds.
- Update contact information such as address, email and phone numbers.
- Online Banking password resets.

Qualifications:

- Education: High school graduate or equivalent.
- Experience: Minimum one-year experience in banking, auto financing, sales or role that involves member service. Bi-lingual in English/Spanish is a plus.!
- Strong working knowledge of finance policies and procedures.
- Advanced math abilities.
- Proficient in computer skills with MS Office (Word, Excel, Outlook) and Adobe PDF knowledge. Able to easily learn other software needed.

Pay: $21.75 - $27.19 an hour

View the complete Job posting and Apply

Technical Writing Analyst II (Alpharetta)

LexisNexis RISK SOLUTIONS

000 Alderman Drive, Alpharetta, GA 30005

LexisNexis Risk Solutions is the essential partner in the assessment of risk. Within our Insurance vertical, we provide customers with solutions and decision tools that combine public and industry specific content with advanced technology and analytics to assist them in evaluating and predicting risk and enhancing operational efficiency.

Responsibilities

Create accurate, thorough documentation in a fast-paced environment to support a variety of deliverables such as installation guides, help systems, web services guides, technical white papers, and knowledgebase articles.

- Collaborate closely with Product Management, Technology, Implementation, Customer Enablement, and other stakeholders to gather information and ensure documentation accuracy
- Create and maintain user guides, implementation guides, developer documentation, API documentation, release notes, knowledge base articles, and online help content
- Recommend and implement documentation best practices, standards, templates, and workflows

Qualifications:

- Bachelor's degree in Technical Communication, English, Journalism, Information Systems, Computer Science, or a related discipline
- Two years' experience in technical writing
- Understanding of the principles of structuring information and the documentation and software development processes
- Analytical thinking, organizational awareness, audience and content analysis, conceptual thinking, decision making (problem solving)
- Excellent interviewing and research skills
- Prefer skills in: DITA/Oxygen XML Author or other dedicated authoring tools, XML, HTML, GitLab

Pay: $59,200 - $98,600 a year - Full-time

View the complete Job posting and Apply

Paralegal (Sandy Springs)

WALKER ESTATE PLANNING

6075 Barfield Road, Sandy Springs, GA 30328

Walker Estate Planning is a full-service Trusts and Estates Law Firm headquartered in Atlanta, GA.
Our Atlanta office is seeking a Trusts and Estates Paralegal or Legal Assistant to join our rapidly growing firm. We offer competitive compensation, a flexible hybrid schedule, and a professional, supportive work environment. Trusts and Estates experience is required.

Responsibilities

- Respond to client requests and questions
- Estate Planning document reviews
- Business formations and reinstatements
- Ensure all clients are communicated with and cared for in a timely manner

Qualifications:

- Exemplary planning, and time management skills
- Ability to work autonomously while meeting deadlines
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Energetic, positive attitude
- Ability to build rapport with clients
- Ability to speak to clients about complex family dynamics
- 2 years experience working for a Trusts and Estates practice;
- Experience: Clio: 2 years (Required) and Trusts and Estate: 2 years (Required)

Pay: $25 - $40 an hour - Part-time, Full-time

View the complete Job posting and Apply

Estate Planning Paralegal (Dunwoody)

MANGIERI LAW GROUP

2 Ravinia Dr #1530, Atlanta, GA 30346

The Estate Planning Paralegal position supports the legal team with client engagement and communications, document preparation and management, workflow management, calendar administration and office conference management in the practice area of estate planning and administrative support.

Responsibilities

- Drafting a broad range of documents such as client engagement Wills, Trusts, legal letters, deeds, limited liability company (LLC) formation documents, probate court petitions, powers of attorney and health care directives
- Reviewing completed documents thoroughly to check for errors in grammar, spelling, punctuation and formatting
- Preparing documents for review, implementing revisions to drafts, identifying and tracking outstanding documents, preparing cases for write-up, and finalizing documents for client signing are among the key document management responsibilities
- Establishing and maintaining calendar and deadline reminder systems, ensuring that attorneys and team members are kept up to date and are appropriately reminded of scheduling matters. Anticipates needs of assigned attorneys and team members.

Qualifications:

- An undergraduate degree preferred, paralegal certificate or related field of study, or equivalent work experience of three (3) plus years in the field
- Knowledge in using the Wealth Council system for drafting documents or another process from a previous legal firm exposed to Wills, Trusts and Probate.
- Extreme attention to detail and organization; able to focus on multiple tasks simultaneously
- Experience with Practice Panther, Microsoft Office Suite, Google Calendar

Pay: $25 - $35 an hour - Full-time

View the complete Job posting and Apply

Admissions Advisor (Sandy Springs)

HERZING UNIVERSITY

5901 Peachtree Dunwoody Rd NE, Sandy Springs, GA 30328

The Associate Admissions Advisor is accountable for driving enrollment numbers for the campus by guiding prospective students through the admissions process.

Responsibilities

- Responds to inquiries for information about Herzing University's courses and programs through telephone, email, text, and chat.
- Interviewing prospective students to determine their motivation for continuing their education, understanding their career goals and needs, and helping identify potential obstacles which could hinder their educational experience.
- Helping prospective students identify the best educational program that matches their needs and goals, then sharing information about the benefits of what Herzing University offers.
- Guiding prospective students through the admissions process, responding to their questions and concerns at each step in the process, ensuring students complete the necessary admissions requirements, and connecting students to support resources.

Qualifications:

Associate Admissions Advisor:

- Associate's Degree or equivalent work experience
- A minimum of six months as an associate admissions advisor or related work experience, preferably in admissions, higher education, customer service or sales

Admissions Advisor:

- Bachelor's Degree or equivalent work experience
- A minimum of six months as an associate admissions advisor or related work experience, preferably in admissions, higher education, customer service or sales

The level a final candidate will be hired at will be dependent on qualifications and prior applicable experience.

Pay: $19.33 to $22.74 (associate level) or $23.67 to $27.84 (advisor level)

View the complete Job posting and Apply

Food service and Hospitality hiring (1)

Director of Housekeeping (Alpharetta)
From $50,000 a year - Full-time
Hilton Garden Inn Hotel | 10975 Georgia Lane, Alpharetta, GA 30022
Apply Here

Sushi Chef – Ru San's Japanese Restaurant Buckhead, Atlanta, GA
Full-time | $5,000 per month (Buckhead)
$5,000 a month - Apprenticeship, Full-time
Ru San's Japanese Restaurant | 3365 Piedmont Road NE, Atlanta, GA 30305
Apply Here

Server (Dunwoody)
$25 - $40 an hour - Part-time, Full-time
THE STONE AGE KOREAN STEAKHOUSE | 4764 Ashford Dunwoody Road, Atlanta, GA 30338
Apply Here

Server (Sandy Springs)
$22.77 - $27.42 an hour - Part-time, Full-time
Vinny's Pizza | 111 Glenridge Point Parkway, Sandy Springs, GA 30342
Apply Here

Experienced Server (Chamblee)
From $20 an hour - Full-time
FUDO | 5070 Peachtree Boulevard, Atlanta, GA 30341
Apply Here

Server (Brookhaven)
$20 - $35 an hour - Full-time
Marlow's Tavern | 3575 Durden Drive NE, Atlanta, GA 30319
Apply Here

Shift Manager - 4023 (Roswell)
From $18 an hour - Full-time
Five Guys | 1133 Woodstock Rd # 100, Roswell, GA 30075
Apply Here

Food service and Hospitality hiring (2)

Restaurant Host/Hostess (Sandy Springs)
$18 - $23 an hour - Part-time, Full-time
Luella | 3717 Roswell Rd, Atlanta, GA 30342
Apply Here

Front Desk Agent - Full Time (Buckhead)
$17.75 an hour - Full-time
InterContinental | 3315 Peachtree Rd NE, Atlanta, GA 30326
Apply Here

Hotel Front Desk Agent (Alpharetta)
$17.50 an hour - Full-time
SPRINGHILL SUITES ALPHARETTA | 12730 Deerfield Parkway, Alpharetta, GA 30004
Apply Here

Front Desk Agent (Buckhead)
$17.50 - $18.00 an hour - Full-time
Westin Buckhead Atlanta | 3391 Peachtree Road NE, Atlanta, GA 30326
Apply Here

Barista (Roswell)
$16.50 an hour - Full-time
HHS Culinary and Nutrition Solutions, LLC | 3000 HOSPITAL BOULEVARD, Roswell 30076
Apply Here

Driver/Door Attendant (Peachtree Corners)
$16 - $18 an hour - Full-time
Hilton Atlanta Northeast | 5993 Peachtree Industrial Boulevard, Peachtree Corners 30092
Apply Here

Host PENDOLINO Chastain Park (Sandy Springs)
$16 - $18 an hour - Full-time
Pendolino | 4600 Roswell Road, Sandy Springs, GA 30342
Apply Here

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

House Manager needed 3 days a week (Sandy Springs)
$30 an hour - Part-time
AP Nannies | Sandy Springs, GA 30350
Apply Here

Operations Manager (Roswell) | **Pharmacy Technician (Norcross)**
$19 - $29 an hour - Full-time | **$16.50 - $25.00 an hour - Part-time (20h/week)**
CVS Health, Roswell, GA 30075 | CVS Health, Norcross, GA 30071
Apply Here | **Apply Here**

Assistant Director Childcare Center (Alpharetta)
$37,000 - $42,000 a year - Full-time
Chroma Early Learning Academy | Alpharetta, GA
Apply Here

Respite Care Provider (Pediatric) (Alpharetta)
$17 - $20 an hour - Part-time
Lapapoe | Alpharetta, GA 30009
Apply Here

Caregiver / Special Education Support — Sandy Springs
From $17 an hour - Full-time
Atlanta Behavioral and Cognitive Solutions | Atlanta, GA 30342
Apply Here

Client Services Coordinator | **Community Cat Coordinator**
Apply Here | **Apply Here**
$17 an hour - Full-time
Lifeline Animal Project Inc | 3280 Chamblee Dunwoody Road, Chamblee, GA 30341

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

Client Service Representative (Sandy Springs)
$17 - $20 an hour - Full-time
VCA Animal Hospitals | 227 Sandy Springs Place NE, Sandy Springs, GA 30328
Apply Here

4-Hour Shifts Care Partner CNA PCA (Alpharetta)
$16.50 - $17.00 an hour - Part-time
SYNERGY HomeCare | 3050 Royal Boulevard South, Alpharetta, GA 30022
Apply Here

Dog Daycare Customer Experience Specialist (Brookhaven)
$16 an hour – Part-time
Puppy Haven | 2740 Caldwell Rd NE, Brookhaven, GA 30319
Apply Here

In Home Caregiver (Roswell)
$16 - $25 an hour - Part-time
Cornerstone Caregiving | Roswell, GA 30076
Apply Here

Food Service Teacher - School Chef (Sandy Springs)
$16 - $18 an hour - Full-time
Primrose School of Sandy Springs North | 460 Abernathy Road, Sandy Springs, GA 30328
Apply Here

In Home Caregiver (Norcross)
$16 - $17 an hour - Part-time
Cornerstone Caregiving | Norcross, GA
Apply Here

Dental Pediatric Clinical Assistant - Hygiene Assistant & Sterilization Tech (Peachtree Corners)
From $15 an hour - Part-time, Full-time
Tebo Dental Group | 6460 Spalding Dr C, Peachtree Corners, GA 30092
Apply Here

Others hiring (1)

Warehouse Picker Order Selector (Norcross)
$23.40 an hour - Full-time
Keurig Dr Pepper | 1870 Beaver Ridge Cir, Norcross, GA 30071
Apply Here

Beauty Counter Manager-Chantecaille & La Prairie-Perimeter Mall
$23.20 - $24.10 an hour - Full-time
Nordstrom | 4390 Ashford Dunwoody Rd NE, Atlanta, GA 30346
Apply Here

Junk Removal Labor & Sales (North Atlanta)
$22 - $30 an hour - Full-time
1-800-GOT-JUNK? | North Atlanta, GA
Apply Here

Clean Team Lead (Chamblee)
$20 - $33 an hour - Full-time
Walmart | 1871 Chamblee Tucker Road, Chamblee, GA 30341
Apply Here

Service Technician I (Norcross)
$17.65 - $22.06 an hour - Full-time
Windsor Communities | 3341 Peachtree Corners Cir, Peachtree Corners, GA 30092
Apply Here

Inventory Specialist (Roswell)
$17.50 - $22.50 an hour - Full-time
Walgreens | 695 West Crossville Road, Roswell, GA 30075
Apply Here

Dealership Valet Supervisor in Chamblee, GA- Weekly Pay! (Chamblee)
$17 an hour - Part-time, Full-time
Citrin | 5917 Peachtree Boulevard, Atlanta, GA 30341
Apply Here

Others hiring (2)

Automotive Porter (Chamblee)
$17 an hour - Full-time
Curry Honda | 5525 Peachtree Blvd, Chamblee, GA 30341
Apply Here

Accounts Payable Support (Norcross)
$17 - $20 an hour - Full-time
Ole Mexican Foods, INC | 6585 Crescent Drive, Norcross, GA 30071
Apply Here

Event Manager & Photography Sales (Buckhead)
$17 - $18 an hour - Full-time
Atlanta History Center | 130 W Paces Ferry Rd NW, Atlanta, GA 30305
Apply Here

Production Worker (Sandy Springs)
$17 - $18 an hour - Full-time
Fabricare Center Cleaners | 8611 Roswell Road, Sandy Springs, GA 30350
Apply Here

Housekeeeping Houseman (Buckhead)
$16.50 - $18.50 an hour - Full-time
Cherokee Town & Country Club | 155 West Paces Ferry Road NW, Atlanta, GA 30305
Apply Here

Sales Representative (Alpharetta)
$16 an hour - Full-time
Sleep Number | Alpharetta, GA 30022
Apply Here

Retail Sales Specialist - Starlink (Alpharetta)
$15.50 - $20.15 an hour - Part-time, Full-time
Best Buy | 975 North Point Drive, Alpharetta, GA 30022
Apply Here