
Real Estate & Construction Administrator (Commercial) (Sandy Springs)



8215 Roswell Road, Sandy Springs, GA 30350

We are seeking a highly organized, detail-oriented, and dependable Real Estate & Construction Administrator to provide administrative and operational support across our commercial real estate brokerage and general contracting businesses.

Responsibilities

General Administrative & Office Support

- Provide day-to-day administrative and operational support company wide.
- Manage incoming calls, mail, packages, correspondence, filing, and document organization.

Commercial Real Estate Support

- Provide administrative and transaction support to commercial real estate agents.

Construction & Project Support

- Provide administrative support for construction projects from bidding and pre-construction through project closeout.

Qualifications:

- Previous administrative or office support experience preferred.
- Strong organizational skills with excellent attention to detail.
- Strong follow-through and commitment to accuracy and completeness.
- Ability to manage multiple priorities, meet deadlines, and adapt to changing needs.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Outlook, Word, and Excel, with the ability to learn new software and systems.
- Experience in commercial real estate, construction, or a related industry is a plus, but not required.

Pay: \$45,000 - \$60,000 a year - Full-time

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

Client Care & Operations Coordinator (Peachtree Corners)



5960 Crooked Creek Rd NW Ste 200H, Peachtree Corners, GA 30092

Serenity Home Inspections is looking for a highly organized, exceptionally detail-oriented **Client Care & Operations Coordinator** to become a key part of our day-to-day office operations.

Responsibilities

- Serve as the primary person handling inbound calls, texts, emails, and new client inquiries.
- Schedule inspections and manage work orders in **ISN** (Inspection Support Network).
- Review property details, client needs, and available services to help clients select the inspection services that make sense for their specific home.
- Coordinate inspection schedules, access, walkthroughs, inspectors, vendors, and ancillary services.
- Follow up on open quotes, incomplete online orders, missed calls, and unscheduled opportunities.

Qualifications:

- **Exceptional attention to detail.**
- Strong organizational and follow-through skills.
- Confidence speaking with clients and real estate professionals by phone.
- Strong computer and technology skills.
- Comfort learning and working across multiple software platforms.
- Comfort using AI tools such as ChatGPT as part of normal workflow.
- Preferred Experience in one or more of the following areas: Operations coordination, Dispatch or scheduling, Inside sales, Customer service, Real estate, CRM or scheduling software, Multi-line phone systems
- Previous home inspection industry experience is welcome but not required.
- College education is preferred but not required. Relevant experience, communication, judgment, tech skills, and attention to detail are important.

Pay: \$20 - \$24 an hour - Full-time

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

Cosmetic Surgery Office Front Desk/Patient Care Coordinator (Sandy Springs)



6 Concourse Pkwy Ste 850, Atlanta, GA 30328

Successful, high profile cosmetic surgery office seeks a charismatic, professional, and detail-oriented **Patient Care Coordinator** to join our location in Atlanta, GA.

Responsibilities

- Greeting visitors, vendors, and patients
- Checking patients in and out of procedures and appointments
- Scheduling patient procedures and appointments
- Faxing, printing, copying, scanning, data entry
- Answering incoming calls, text messages, and emails in professional manner
- Maintaining patient confidentiality
- Collecting and recording payments
- Ordering and stocking office inventory
- Light cleaning and pick-up of office as needed

Qualifications:

- Must live within driving distance of office and able to arrive on-time daily
- High-School Diploma/GED required, some college preferred
- 5 years customer service or 2 years cosmetic surgery office experience preferred (willing to train the right candidate)

Pay: \$24 - \$25 an hour – Full-time

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

Patient Care Coordinator: Another job posting by the same agency

Pay: From \$24 an hour – Full-time

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

Receptionist (Dunwoody)



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. The Receptionist ensures a smooth and welcoming experience for patients and supports the medical team with various tasks.

Responsibilities

- Greet Patients: Welcome patients and visitors professionally, both in person and over the phone.
- Schedule 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. Work 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.

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, and Call Centers.
- Knowledge of MS Office (Word, Excel, Outlook, Access)

Preferred Qualifications:

- Value-based care model experience
- Knowledge of Medical Terminology
- Experience with EMR Systems (Electronic Medical Records)
- Bilingual in English and Spanish

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

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

Home Health Branch Coordinator: Another job posting by the same agency

Pay: \$39,000 - \$49,400 a year – Full-time

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

Administrative Assistant (Dunwoody)



1832 Independence Sq Ste B, Dunwoody, GA 30338

We bring many decades worth of experience at CPA and EA firms, handling a wide array of client situations. We are seeking a highly organized and detail-oriented Administrative Assistant to support our office operations in Tax and Accounting.

Responsibilities

- Manage front desk operations, including greeting visitors and handling inquiries with professional phone etiquette
- Answer and direct calls using multi-line phone systems, ensuring prompt and courteous customer support
- Perform data entry, filing, and document proofreading to maintain accurate records
- Schedule appointments, manage calendars, and coordinate meetings using Microsoft Office tools
- Works within team environment for tax and accounting project management and workflow
- Assist with office management tasks such as organizing supplies, scanning, maintaining files, and supporting administrative projects

Qualifications:

- Proven experience in office administration or clerical roles; prior experience as a receptionist or personal assistant is advantageous
- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, Outlook), and data entry skills
- Familiarity with Thomson Reuters software programs is preferred
- Familiarity with the tax and accounting field is preferred
- Excellent organizational skills with the ability to multitask effectively in a fast-paced environment
- Demonstrated ability to handle multi-line phone systems and provide outstanding customer service
- Attention to detail in proofreading and document management tasks

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

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

Receptionist/Administrative Assistant (Peachtree Corners)



3705 Engineering Dr, Peachtree Corners, GA 30092

International Charter Academy of Georgia offers a tuition-free education to eligible Georgia residents. Founded in 2018 for grades K–5 and expanded to Grade 6 in 2024, and Grade 7 in 2025.

Responsibilities

- Support the mission of International Charter Academy of Georgia
- Provide primary telephone coverage
- Greet and assist visitors using Check Mate
- Check in all tardy students using Check Mate and update student attendance
- Checks school emails, forward if necessary, and prepare responses
- Maintain Principal's and School Calendars
- Distribute incoming and process outgoing mail daily
- Communicate politely, effectively and in a timely matter with school faculty and staff, parents, students, and board members Assist with daily office operations

Qualifications:

- Proficiency in English. Native-level Spanish skills preferred.
- Computer literate and proficient in use of Windows, Excel, MS Word.
- Self-starter, attentive to detail; must possess excellent organizational and proofreading skills
- Ability to maintain accurate records
- Strong work ethic and professionalism.

Pay: \$37,053.90 - \$61,858.80 a year - Full-time

To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest. Please indicate if you are seeking part-time and/or full-time employment; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.

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

Leasing Agent (Roswell)



20 Mansell Ct Ste 375, Roswell, GA 30076

Since 2012, American Homes 4 Rent has grown to become one of the leading single-family rental companies and homebuilders in the country, recently recognized as a top employer by Fortune and Great Place To Work®.

The **Leasing Agent** serves as the company's primary sales representative for prospective residents, responsible for driving occupancy through consultative selling, relationship building and lease conversion.

Responsibilities

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

Qualifications:

- Bilingual English/Spanish preferred.
- A High School Diploma or GED required.
- Minimum three (3) years of related sales or customer-facing sales experience required.
- Leasing, real estate, or property management experience preferred.
- A valid State Real Estate License is required.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook) is required.

Pay: \$25 an hour - Full-time

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

Technical Expert - Customer Service (Alpharetta)



7301 N Point Pkwy, Alpharetta, GA 30022

The Verizon Wireless Customer Care (WCC) is obsessed with assisting customers to reach their organizational objectives while delivering the best-in-class customer experience and assuring revenue retention and growth through long-term relationships with our clients.

Responsibilities

- Providing a high level of customer service and resolution support to multiple business customer types.
- Performing advanced troubleshooting for hardware and software, and diagnosing both network and application issues.
- Providing detailed information on how to set up/configure complex data and voice products.
- Providing efficient customer support with the ability to be proficient in customer-facing systems.
- Maintaining an in-depth level of knowledge of products, network, and the ability to position them as strategic solutions.
- Driving trouble ticket accuracy through deductive reasoning, tool utilization.

Qualifications:

- Bachelor's degree or one or more years of work experience.
- One or more years of customer service and/or sales experience.
- Willingness to work a flexible schedule, including evenings and weekends.

Even better if you have one or more of the following:

- One or more years of Tier 2 or Tier 3 technical support, specifically supporting business or enterprise customers.
- Experience resolving high-stakes customer issues involving billing, technical Q&A, and complex product resolution through effective communication.
- Technical Certifications: A+ Certification, Network+ Certification, or similar industry-standard credentials.
- Experience in evolving technologies like Enterprise Messaging, Private Networks, 5G/Fixed Wireless Access, IoT, Thingspace, etc.
- Experience leading teams, mentoring peers, managing small-scale projects.

Pay: From \$52,900 a year - Full-time

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

Jr. Project Coordinator - Construction & Mission Support (Dunwoody)



1050 Crown Pointe Parkway, Atlanta, GA 30338

Exp Federal brings together Architecture & Engineering (A&E), Construction Management Services (CMS), and mission-support professionals to deliver solutions for federal government clients.

Responsibilities

- Support project managers with day-to-day project coordination and administrative needs.
- Assist with project setup and maintenance in Kahua and other project management systems.
- Organize and maintain project files, records, logs, and trackers.
- Prepare and format project correspondence, reports, meeting materials.
- Coordinate meetings, manage calendars and agendas, capture notes, and track follow-up items.

Qualifications:

- High School Diploma or higher.
- Excellent Microsoft Word and Excel skills.
- Experience managing calendars and meeting agendas.

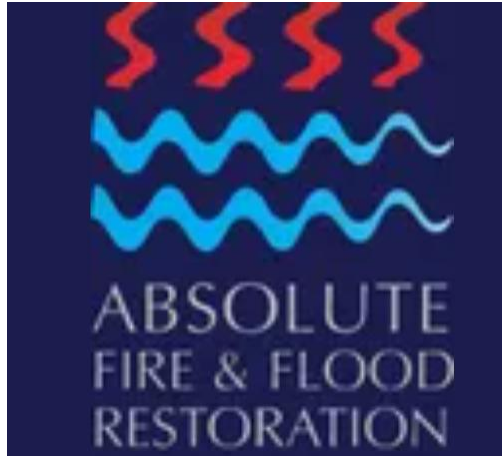
Preferred Qualifications:

- Experience with project management or construction management software, such as Kahua.
- Previous experience providing project, administrative, document-control, or team coordination support.
- Familiarity with construction, architecture/engineering, federal contracting, or mission-support environments.
- Associate or bachelor's degree in business, construction management, project management, or related field

Pay: \$55,800 - \$66,400 a year - Full-time

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

Construction Intake Coordinator (Roswell)



720 Hembree Place, Roswell, GA 30076

Absolute Fire & Flood Restoration is seeking a highly organized, personable, and detail-oriented **Intake & Scheduling Coordinator** to manage incoming customer inquiries and coordinate inspections across multiple markets.

Responsibilities

- Customer Intake & Lead Management
- Inspection Scheduling & Coordination
- Internal Communication & Handoffs
- Reporting & Performance Tracking

Qualifications:

- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Comfortable using CRM systems, scheduling software, and standard office technology.

Preferred Qualifications

- Previous experience in customer service, intake coordination, dispatch, or scheduling.
- Experience in restoration, construction, insurance, or property management
- Familiarity with CRM systems and call management software.
- Experience coordinating field employees or appointments across multiple locations

Pay: \$50,000 a year - Contract

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

Maintenance Inspector (Brookhaven)



4170 Ashford Dunwoody Rd, Atlanta, GA 30319

East West + Vexos is a trusted Integrated Manufacturing Solutions (IMS) company partnering with some of the world's most recognizable brands and new disruptive players. As an IMS company, East West + Vexos provides full lifecycle management, from custom design and proprietary products to advanced manufacturing and global supply chain solutions.

Responsibilities

East West Manufacturing is seeking a detail-oriented Maintenance Inspector to evaluate equipment, inspect maintenance work, and help maintain safe and efficient operations. The ideal candidate will identify potential issues, document findings, and support preventive maintenance activities.

- Inspect machinery, equipment, and facility systems for wear or damage.
- Identify maintenance issues and recommend corrective actions.
- Review completed repairs to ensure work meets quality and safety standards.
- Maintain inspection reports and equipment maintenance records.
- Coordinate with maintenance personnel to address equipment concerns.
- Follow workplace safety procedures and inspection guidelines.

Qualifications:

- High school diploma or equivalent; technical training is preferred.
- Experience in equipment inspection, maintenance, or manufacturing is an advantage.
- Strong observation, troubleshooting, and documentation skills.
- Familiarity with workplace safety procedures.
- Ability to work independently and collaborate with a team.

Pay: \$22 - \$30 an hour - Full-time

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

Technician, Field Svc I (Norcross)



5625 Oakbrook Parkway, Norcross, GA 30093

Canon U.S.A., Inc. is a leading provider of consumer, business-to-business, and industrial digital imaging solutions to the United States, Canada, Latin America, and the Caribbean markets. We're actively seeking a Field Service Technician to deliver amazing experiences and elevated efficiency within the routine maintenance of Canon-supported products in accordance with Service and Parts Standards.

Responsibilities

- Reporting to your manager product failure trends and serviceability issues with necessary supported documentation, ensuring accurate information and record keeping.
- Meeting customer demands by providing efficient, responsive, and accurate Field/Shop/on-site maintenance.
- Properly maintaining all technical information, Field Service Reports, Expense Reports, and Canon property assigned.
- Showcasing strong customer communication and satisfaction skills.
- Maintaining the performance of assigned machines.
- Facilitating performance at a level which helps to achieve the branch/district's overall metric targets.

Qualifications:

- Hold a High School diploma or equivalent experience required.
- Possess a basic understanding of internet environments and the ability to successfully complete the 120-day introductory period and the PDIF (Printing and Digital Imaging Foundations) new-hire class.
- Ability to travel (valid driver's license and acceptable driving record necessary).
- Required to take all necessary steps to obtain security and/or other clearances required by customers to enter the customers' premises.

Pay: \$20.00 - \$25.49 an hour - Full-time

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

Accounts Payable Clerk (Peachtree Corners)



190 Technology Pkwy Ste 100, Peachtree Corners, GA 30092

GardenCore is a leading U.S. manufacturer of lawn and garden consumables, offering a broad portfolio of mulch, soil, stone, and lime products.

Responsibilities

- High volume data entry (speed, organization and accuracy important)
- 3-way match process to match invoices for processing ensuring proper documentation and approval.
- Code invoice to appropriate expense account while using correct terms to allow for discounts
- Answer all vendors inquiries and issue resolution for problems
- Maintain all accounts payable files – paper and electronic as well as obtaining needed W9 data
- Ensure compliance with all standard accounting policies and procedures and Sarbanes-Oxley (SOX) requirements
- Excellent communication skills, verbally and in writing
- Research and work statements provided by supplier
- Miscellaneous office duties and equipment (scanner/printer/copier/ 10-key).

Qualifications:

- Associate's degree or an equivalent combination of education, training, and experience may substitute for education requirements.
- Intermediate to advanced Excel Skills and proficient with MS office
- High degree of comfort with technology and multiple applications
- Excellent organizational and time management skills
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Previous accounting experience and excellent written and verbal communication skills
- Knowledge of basic accounting math and accurate in data entry and data research with 10-key operation experience
- Ability to read and interpret documents such as new vendor forms, purchase orders, receiving documents, vendor statements and invoices

Pay: \$21 - \$23 an hour – Full-time

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

Accounts Receivable Specialist II (Remote)



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. We partner with healthcare organizations to problem solve and deliver revenue cycle improvement services that enable their success, support their patients, and nurture their communities.

Responsibilities

The Accounts Receivable Specialist II is responsible for ensuring the timely collection of outstanding government or commercial healthcare insurance receivables.

- 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 insurance info in appropriate systems.
- Conducts research and appropriately statuses unpaid or denied claims.
- Monitors claims for missing authorization, control numbers ICN//DCN.

Qualifications:

- High school diploma or GED.
- At least two 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.
- Experience identifying billing errors and resubmitting claims as well as following up on payment errors, low reimbursement and denials.
- Experience reviewing EOB and UB-04 forms to conduct A/R activities.
- Knowledge of accounts receivable practices, medical business office procedures, coordination of benefit rules and denial overturns and third-party payer billing and reimbursement procedures and practices.

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

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

Paralegal (Buckhead)



3400 Peachtree Road NE, Atlanta, GA 30326

This is a full-time, on-site Paralegal position based in Atlanta, Georgia. The ideal candidate will play a key role in supporting our attorneys throughout all stages of pre-litigation and litigation.

Responsibilities

- Prepare detailed **demand packages**, including medical summaries, billing analyses, and liability narratives
- Draft, organize, and review **discovery responses**, document production, and litigation packets
- Assist attorneys with **trial preparation**, including exhibit binders, witness lists, timelines, and case strategy materials
- Maintain organized and up-to-date **Filevine** case files
- Communicate with clients, medical providers, and insurance adjusters
- Conduct legal and factual research as needed
- Track deadlines, statutes, and litigation calendars
- Support attorneys during depositions, mediations, and hearings

Qualifications:

- Strong foundation in law with proven experience in legal document preparation
- Demonstrated ability to prepare demands, discovery, and litigation support materials
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Proficiency with legal research tools and case-management software (Filevine experience preferred)
- Paralegal certification or equivalent experience is desirable
- Prior experience in personal injury or civil litigation is a significant advantage

Pay: \$26.95 - \$30.00 an hour - Full-time

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

Personal Injury Case Manager (Pre-Litigation / Pre-Suit) (Chamblee)



3644 Chamblee Tucker Rd Suite F, Atlanta, GA 30341

Lowe Law Firm is looking for a driven and detail-oriented Personal Injury Case Manager to join our growing team in Atlanta, GA.

Responsibilities

- Serve as a primary point of contact for clients, ensuring they receive regular updates, prompt responses, and exceptional customer service.
- Assist attorneys in managing cases from intake through resolution.
- **Take ownership of your assigned cases**, ensuring that each case continues moving forward and that important tasks are completed timely.
- Proactively communicate with clients, medical providers, insurance adjusters, and other parties involved in each case.
- Coordinate medical treatment and monitor client treatment progress and identify issues or delays that require attention.
- Assist with preparing, organizing, reviewing settlement demand packages.
- Maintain accurate and detailed case notes, documentation, and deadlines in our case management system.

Qualifications:

- 1–3 years of experience in personal injury case management, pre-litigation, or a related legal role
- Familiarity with medical terminology, treatment timelines, and injury claim processes
- Strong written and verbal communication skills for client and adjuster interaction
- Proficiency with legal case management software (e.g., Cloudlex, Filevine, Clio, or similar)
- Bilingual (English/Spanish) a plus but not required.

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

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

Law Office Secretary / Receptionist - Spanish Bilingual (3+ EXP REQ) (Peachtree Corners)



3295 River Exchange Drive, Peachtree Corners, GA 30092

Our growing law firm is seeking a friendly, detail-oriented, and proactive individual to join our team as a **Secretary/Receptionist**.

Responsibilities

- Greet and assist clients in person and by phone with a warm, professional attitude.
- Manage all incoming and outgoing mail, including document organization, package preparation, and courier coordination.
- Provide administrative support to the immigration department, including case filings and document preparation.
- Maintain a clean, organized, and welcoming reception area.
- Schedule appointments, manage calendars, and coordinate client meetings.

Qualifications:

- High school diploma or equivalent required; associate's degree or higher preferred.
- Prior office or reception experience— 3 + year of legal or professional office experience.
- Familiarity with immigration processes is a plus.
- Strong communication, organization, and multitasking skills.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- **Bilingual (English/Spanish) required.**

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

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

Two other job postings by the same agency

Pay: From \$50,000 - \$65,000 a year – Full-time

USCIS Immigration Paralegal - Spanish Bilingual:

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

Immigration Litigation Paralegal - Spanish Bilingual

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

Bilingual Tax & Health Insurance Specialist (Obamacare) (Doraville)

Taxes David

5187 Buford Hwy NE, Atlanta, GA 30340

Taxes David has spent 25 years on Buford Hwy in Doraville. We have the clients, the technology (ProSeries, SmartVault, CRM, an AI receptionist answering 24/7) and two brands, English and Spanish.

Responsibilities

- Prepare individual returns end to end (1040, Schedule C, ITIN, dependents, 8962).
- Quote and prepare Marketplace / Georgia Access applications during Open Enrollment (Nov-Jan).
- Serve clients in person and on WhatsApp, collect payments, scan to the digital vault, keep the office spotless.
- Open, run and close the office. You lead the day; the owner is one call away.

Qualifications:

- Fully bilingual Spanish-English (spoken and written). *Es indispensable hablar y escribir bien español e inglés.*
- 1+ tax season with an active PTIN. Marketplace/ACA experience (a Georgia Accident & Sickness license is a big plus).
- You've run an office or a full shift alone.
- Your own car, living within 30 minutes of Doraville. Available in person Monday-Friday, plus Saturdays in tax season.

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

How to apply (5 minutes): <https://forms.taxesdavid.com/careers/apply>

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

Medical Coder and Biller (Alpharetta)

Pain Physicians of Atlanta

3333 Old Milton Parkway, Alpharetta, GA 30005

The Pain & Spine Physicians Surgery Center is seeking an experienced Medical Biller & Coder to assist the Revenue Cycle Management Manager with daily billing operations.

The ideal candidate will have experience in ambulatory surgery center facility billing and anesthesia billing and a strong understanding of medical billing, coding, and insurance reimbursement.

Responsibilities

- Prepare and submit facility (UB-04) and anesthesia/professional (CMS-1500/HCFA) claims.
- Review medical records for accurate billing and coding.
- Post payments and manage insurance denials, rejections, and appeals.
- Follow up on outstanding claims and accounts receivable.
- Identify billing errors and submit corrected claims.
- Monitor aging reports and assist with billing reconciliations.
- Maintain accurate billing records and ensure HIPAA compliance.
- Work closely with the RCM Manager to improve billing processes.

Qualifications:

- Medical billing and coding experience required.
- **ASC facility and anesthesia billing experience strongly preferred.**
- Knowledge of UB-04 and CMS-1500/HCFA claim forms.
- Familiarity with CPT, ICD-10-CM, HCPCS, and anesthesia coding.
- Experience with insurance follow-up, denials, and accounts receivable.
- Proficiency with billing and practice management software.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- CPC, CCS, or equivalent certification preferred.

Pay: \$25 - \$28 an hour – Full-time

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

Orthodontic Dental Assistant (Norcross)



Norcross, GA

Vitana is a Dental Partnership organization focused exclusively on growth-oriented Pediatric Dentists & Orthodontists. We invest in high-quality owner dentists who have built great practices and have the desire to take their financial and professional growth to the next level.

Responsibilities

- Chairside assisting for orthodontic procedures (e.g., bonding, debonding, archwires, appliance adjustments)
- Taking impressions, digital scans and X-rays with confidence
- Educating patients on appliance care, hygiene and treatment expectations
- Supporting treatment planning, tracking appliance progress, and assisting both doctor and front-office staff
- Being proactive in setup, cleanup, sterilization and supporting clinic flow
- Being reliable: first to arrive, last to leave when needed

Qualifications:

- Previous orthodontic assisting experience
- X-ray certification required
- Strong interpersonal and teamwork skills
- Detail-oriented, organized, genuinely enjoys working with patients
- Travel to our offices in Decatur, Cumming & Norcross is required

Pay: \$25 - \$30 an hour – Full-time

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

Pediatric Dental Assistant: Another job posting by the same agency.

Pay: \$20 an hour – Full-time

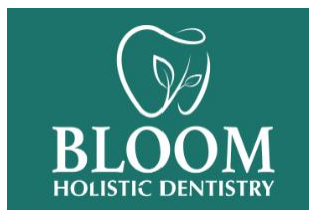
[View the complete Job posting and Apply](#)

Front Desk Coordinator: Another job posting by the same agency.

Pay: \$20 an hour – Full-time

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

Sterilization Technician & Dental Floater (Dunwoody)



200 Ashford Center N Ste 330, Dunwoody, GA 30338

Bloom Holistic Dentistry is looking for a dependable, motivated, and detail-oriented team member to join our growing practice!

Responsibilities

You'll start with sterilization, infection control, room turnover, and supporting our clinical team, with the **opportunity to grow into a Dental Assistant role through hands-on training and mentorship.**

- Clean, disinfect, and sterilize instruments according to infection-control protocols.
- Prepare and turn over operatories between patients.
- Restock supplies and keep clinical areas clean and organized.
- Support dentists, hygienists, and dental assistants throughout the day.
- Learn clinical workflows, dental technology, and chairside assisting as training and qualifications allow.

Qualifications:

Dental experience is a plus, but we are willing to train the right person. We're looking for the right attitude, strong work ethic, and genuine desire to grow. We can teach skills, but accountability, initiative, and a willingness to learn are essential.

- **Reliable and accountable:** Punctual, consistent, and follows through without constant reminders.
- **Proactive and organized:** Notices what needs to be done and takes initiative.
- **Positive attitude:** A team player who is willing to help wherever needed.
- **Quick learner:** Open to feedback, eager to learn, and interested in professional growth.
- **Interested in holistic wellness:** Excited to learn about holistic dentistry, airway health, and whole-body wellness.

Pay: \$20 - \$25 an hour – Full-time

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

Food service and Hospitality hiring (1)

General Manager - Restaurant (Dunwoody)

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

Casa Oaxaca Group | Dunwoody, GA 30338

[Apply Here](#)

Server/Bartender (Dunwoody)

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

THE STONE AGE KOREAN STEAKHOUSE | 4764 Ashford Dunwoody Rd, Dunwoody 30338

[Apply Here](#)

Assistant Manager - Restaurant(Craft Burger By Shane) (Alpharetta)

\$50,000 - \$65,000 a year - Full-time

Craft Burger By Shane | 2500 Old Milton Pkwy #100, Alpharetta, GA 30009

[Apply Here](#)

Bar Manager (Peachtree Corners)

\$24 an hour - Part-time

Politan Row | 5145 Peachtree Pkwy NW Ste 455, Peachtree Corners, GA 30092

[Apply Here](#)

SHIFT SUPERVISOR (FULL TIME) | BARISTA (FULL TIME)

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

[Apply Here](#)

[Apply Here](#)

Eurest Lenox Mall | 3393 Peachtree Road NE, Atlanta, GA 30326

Server/Bartender (Alpharetta)

\$20 - \$27 an hour - Part-time, Full-time

ichiban Steak & Sushi Alpharetta | 5306 Windward Parkway, Alpharetta, GA 30004

[Apply Here](#)

Food service and Hospitality hiring (2)

Commercial Kitchen Cleaning Subcontractor – Roswell, GA

\$190 - \$249 a day - Contract

Impexx Property Services | Roswell, GA 30076

[Apply Here](#)

Server/Cashier (Roswell)

\$19.93 - \$20.00 an hour - Part-time

sushi hut | 915 Woodstock Rd Ste 130, Roswell, GA 30075

[Apply Here](#)

Server/Waiter (Doraville)

\$18 - \$30 an hour - Full-time

Miss Gogi | 6035 Peachtree Rd Ste C115, Doraville, GA 30360

[Apply Here](#)

Guest Services Agent (Alpharetta)

\$16.50 an hour - Full-time

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

[Apply Here](#)

Host (Buckhead)

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

Buckhead Brewing | 128 East Andrews Drive NW, Atlanta, GA 30305

[Apply Here](#)

barista - Store# 27818, PEACHTREE DUNWOODY & HAMMOND DRIVE

\$16.00 - \$18.16 an hour - Full-time

Starbucks | 6001 Peachtree Dunwoody Road, Atlanta, GA 30328

[Apply Here](#)

Room Attendant/Housekeeping (Sandy Springs)

\$16 an hour - Full-time

Westin Atlanta Perimeter | 7 Concourse Pkwy, Atlanta, GA 30328

[Apply Here](#)

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

House Manager (Buckhead)

\$25 - \$30 an hour - Part-time 5pm-8pm (3 days a week)

Household | Atlanta, GA 30305

[Apply Here](#)

Emerging Store Manager (Sandy Springs)

\$47,000 - \$72,000 a year - Full-time

Walgreens | 7530 Roswell Road, Sandy Springs, GA 30350

[Apply Here](#)

Enrollment & Marketing Specialist (Sandy Springs)

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

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

[Apply Here](#)

Resident Care Manager (Brookhaven)

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

Safe Haven Senior Living | Brookhaven, GA 30319

[Apply Here](#)

Resident Care Coordinator (Alpharetta)

Up to \$20 an hour - Full-time

Legacy Ridge at Alpharetta Senior Living | 4125 North Point Parkway, Alpharetta, GA 30005

[Apply Here](#)

Assistant Manager, Store (Sandy Springs)

\$19.61 - \$23.00 an hour - Full-time

Hollywood Feed | 6235 Roswell Rd # A, Sandy Springs, GA 30328

[Apply Here](#)

Lead Teacher (Chamblee)

\$39,390 - \$41,000 a year - Full-time

KLA Schools Chamblee | 3570 American Dr, Chamblee, GA 30341

[Apply Here](#)

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

Medical Assistant (Peachtree Corners)

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

Med Center | 4989 Peachtree Parkway, Peachtree Corners, GA 30092

[Apply Here](#)

Housekeeping/ Floor Tech (Roswell)

\$17 an hour - Full-time

HHS Environmental Services, LLC (USA) | 3000 HOSPITAL BOULEVARD, Roswell, GA 30076

[Apply Here](#)

Childcare Assistant Teacher | Associate Teacher | Substitute Teacher (PT)

[Apply Here](#)

| [Apply Here](#)

| [Apply Here](#)

\$16.85 - \$20.95 an hour

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

Shift Supervisor (Chamblee)

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

CVS Health | 5764 PEACHTREE BLVD, Chamblee, GA 30341

[Apply Here](#)

IMMEDIATE - Front desk/Patient Care Coordinator (Sandy Springs)

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

Enhanced Endocrinology | 5871 Glenridge Drive, Atlanta, GA 30328

[Apply Here](#)

Veterinary Assistant (Alpharetta)

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

North Main Animal Hospital | 562 N Main St, Alpharetta, GA 30009

[Apply Here](#)

Others hiring (1)

Residential House Cleaner – Independent Contractor (Sandy Springs)

\$25 - \$35 an hour - Part-time, Contract, Full-time

CJ Cleaning Services | Sandy Springs, GA

[Apply Here](#)

Guest Experience Lead | Forum @Peachtree Pkwy (Contract to January 27)

\$23.00 - \$26.50 an hour - Full-time

Lululemon | 5155 Peachtree Pkwy, Peachtree Corners, GA 30092

[Apply Here](#)

Exercise Physiologist (Roswell)

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

Discover Strength | 597 Atlanta Street, Roswell, GA 30075

[Apply Here](#)

Janitorial Site Supervisor (Brookhaven)

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

ABM Industries Inc | 4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

[Apply Here](#)

Business Operations Associate (Roswell)

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

CarMax Auto Superstores, Inc | 11450 Alpharetta Hwy, Roswell, GA 30076

[Apply Here](#)

Baggage Service Supervisor (ATL Airport)

\$19 an hour - Full-time

ABM Industries Inc | 4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

[Apply Here](#)

Duct Fabrication Associate (Doraville)

\$17.41 - \$26.11 an hour - Full-time

Ferguson Enterprises, LLC | 6945 Business Court, Doraville, GA 30340

[Apply Here](#)

Others hiring (2)

Library Assistant - FT (Buckhead)

\$17.50 an hour - Full-time

OGLETHORPE UNIVERSITY INC | Atlanta, GA 30319

[Apply Here](#)

Assistant Site Manager (Roswell)

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

Whistle Express Car Wash | 11560 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Groundskeeper, Multifamily (Buckhead)

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

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

[Apply Here](#)

Production Associate - Generalist (Alpharetta)

\$17 an hour - Full-time

Octane5 International, LLC | 2855 Marconi Drive, Alpharetta, GA 30005

[Apply Here](#)

Security Professional Flex Officer (Buckhead)

\$17 an hour - Full-time

Allied Universal | 3355 Lenox Rd NE Ste 300, Atlanta, GA 30326

[Apply Here](#)

Front Office Administrator (Doraville)

\$17 an hour - Part-time Sunday–Friday, 8:00 AM – 2:00 PM | 36 hours per week

Air Green Solution | 4025 Pleasantdale Road, Atlanta, GA 30340

[Apply Here](#)

Warehouse Coordinator (Peachtree Corners)

\$16.40 - \$25.21 an hour - Full-time

Option Care Health | 5854 Peachtree Corners E Suite 200, Peachtree Corners, GA 30092

[Apply Here](#)