Executive Administrative Assistant (Sandy Springs)

PEACHTREE PLANNING

5600 Glenridge Drive, Atlanta, GA 30342

Peachtree Planning is a comprehensive financial planning firm committed to empowering individuals and businesses through personalized financial strategies and exceptional client service. We are seeking a highly organized, detail-oriented, and ambitious **Administrative Associate** to join our Atlanta office. This role is designed to be a launching pad for growth within the firm, with opportunities for advancement through hands-on experience, training, and professional licensing.

Responsibilities

- **Reception Duties**: Greet and assist guests, manage incoming calls and correspondence, and maintain a welcoming office environment.
- **Firm Reporting**: Prepare and manage internal reporting for the executive team, providing critical insights to support business decisions.
- **Executive Support**: Serve as an Executive Assistant to the firm's President, handling scheduling, communications, and operational needs.
- **Project Management Support:** Strategize with the Project Management Team as they design and implement major firm initiatives.

Qualifications:

- Education: Bachelor's (Required)
- Ability to Commute: Atlanta, GA 30342 (Required)
- Prior administrative or support experience preferred
- Proficiency in Microsoft Office and general tech-savviness
- Bachelor's degree or equivalent experience strongly preferred
- Ability to work on-site in our Atlanta office
- Willingness to pursue professional licensing and ongoing training

Pay: $48,000 - $50,000 a year - Full-time

View the complete Job posting and Apply

Receptionist/Administrative Assistant (Roswell)

Roswell, GA 30076

As a Receptionist/Administrative Assistant, you'll keep the front desk welcoming and the office running smoothly.

Responsibilities

- Answer and route calls using multi-line phone systems; apply clear phone communication and strong phone etiquette.
- Complete data entry, filing, typing, proofreading, word processing, and spreadsheet updates with attention to detail.
- Support office management through calendar management, scheduling, and day-to-day clerical and administrative tasks.

Qualifications:

- Office experience, including clerical or administrative experience; personal assistant experience is helpful.
- Strong organizational and time management skills, with reliable computer skills, computer literacy, and technical proficiency.
- Clear client communication and customer service skills, including confident phone communication and professional phone etiquette.
- QuickBooks experience and bilingual communication skills are preferred; equivalent relevant skills are welcome.

Pay: $24.70 - $29.54 an hour - Full-time

Please email your name and phone number to **hr@maininterview.business**, and we will get in touch with you.

View the complete Job posting and Apply

Clinic Receptionist (Sandy Springs)

THE RECOVERY VILLAGE ATLANTA OUTPATIENT CENTER

325 Hammond Dr Unit 103, Sandy Springs, GA 30328

Advanced Recovery Systems is an integrated behavioral healthcare management company dedicated to the treatment of addiction, substance abuse, and mental health issues. We put behavioral health front and center, providing assistance to people with substance abuse issues, addictions and mental health concerns.

Responsibilities

The Clinic Receptionist is responsible for ensuring the smooth and efficient operation of front-office activities within the clinic. This includes managing the telephone systems, scheduling patient appointments, and relaying messages to appropriate staff members. The role also supports the Clinical Director/Program Director by assisting with additional administrative tasks as assigned. In addition, the Clinic Receptionist is involved in verifying patient benefits, assisting with payment collections, and accurately posting payments, ensuring a seamless patient experience and contributing to the overall financial operations of the clinic.

- Greets visitors and clients while maintaining appropriate, professional boundaries and excellent customer service.
- Maintains the visitor and employee sign-in/sign-out logs. Ensures all visitors and given a “Visitor” badge and ensures visitors return “Visitor” badge
- Maintains and orders office supplies for facility.
- Manages the scheduling, obtaining and reading of urine drug screens and urine pregnancy tests as ordered.

Qualifications:

- **Education:** High School diploma or equivalent required. In lieu of education, minimum five (5) years’ experience in a similar role required.
- **Experience:** Minimum one (1) year in a healthcare office setting. Behavioral healthcare experience preferred.
- **Certification:** *CPR and Standard First Aid certification required.*

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

View the complete Job posting and Apply

Administrative Assistant, part-time (Buckhead)

MATTHEWS™

3060 Peachtree Road NW, Atlanta, GA 30305

At Matthews™, we are redefining the future of commercial real estate. As the largest privately held commercial real estate firm in the nation, Matthews™ is committed to delivering unparalleled results for investors, tenants, and property owners across the United States.

Responsibilities

This is an entry-level opportunity with the potential for considerable career growth within the firm.

Office Administration:

- Serve as the first welcoming point of contact for clients and visitors, direct them to the appropriate party, while ensuring a positive first impression
- Ordering, stocking, inventory, and expense report of office supplies
- Costco, Amazon, etc.
- Coffee supplies stocking (daily)
- Liaison for MRIES and New Hire agent for smooth on-boarding and off-boarding process

Market Leader Administrative Support:

- Office Competition Support
- Interview scheduling & administrative support

Training Support:

- Act as the office point of contact for Matthews University Program and assisting Training and Recruiting Team ad hoc

Qualifications:

- Associates Degree or higher
- 2+ year(s) relative experience
- Expert knowledge of Microsoft Office including but not limited to Word, Excel, OneNote, and Outlook
- Ability to work in a fast-paced, demanding environment while maintaining strong attention to detail and time management

Pay: $20 - $24 an hour – Part-time

View the complete Job posting and Apply

Practice Assistant (Peachtree Corners, GA)

3500 Parkway Ln #430, Norcross, GA 30092

Geode Health is a rapidly growing, national provider of outpatient mental health services. Our Mission is to "Transform mental health by making it more accessible, affordable and effective".

Responsibilities

Our Practice Assistant is a key member of the office and serves as an important first point of contact for patients.

Customer Service

- Serve as a welcoming and comforting first point of contact for patients and provide exceptional customer service.
- Deliver an exceptional patient experience through warm, responsive, and compassionate service.
- Respond to patient questions, concerns, and requests in person, by phone, text, our EMR (Athena) and electronically.

Schedule Management

- Manage daily schedules, appointment confirmations, cancellations, and waitlists. This helps optimize provider schedules and reduce no-shows.

Office Coordination

- Coordinate patient intake and assist with referrals, authorizations, forms, and follow-up needs.

Qualifications:

- 1+ year of medical office or healthcare experience preferred.
- Mental health or outpatient clinical experience preferred.
- Excellent communication, customer service, and computer skills.
- Comfort and ease answering the phone (this is a firm expectation) – you will serve our existing patient population.
- Comfortable learning new technology platforms/systems.
- Associate or bachelor's degree preferred.

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

View the complete Job posting and Apply

Front Office Specialist (Sandy Springs)

6045 Barfield Road, Sandy Springs, GA 30328

Monarch Plastic Surgery and Skin Renewal Center is a well established aesthetic surgery and medspa practice in the heart of Sandy Springs. Over the last year, we have undergone significant growth!

Responsibilities

We are looking for an energetic, organized, and reliable addition to our Client Services team! Prior experience is not a must but is favored. The ideal candidate will be a friendly and outgoing, organized team member with great attention to detail.

- Answering phones, taking messages, handling inquiries, and scheduling patient appointments.
- Providing information about the practice such as location, services provided, and providers/ physicians in the practice.
- Regularly preparing the schedule for upcoming appointments with necessary information (i.e. consent updates needed, ID updates needed, previous purchase history, etc).
- Welcoming patients in a warm and friendly manner no matter what.

Qualifications:

- Experience: Customer service: 3 years (Preferred)
- Ability to Commute: Sandy Springs, GA 30328 (Required)
- **MUST BE LOCAL TO METRO ATLANTA**
- Work well in a team environment.
- Availability of 8:30am – 5:00pm Monday through Friday.
- Experience with Nextech or other EMR is not a requirement but is a plus.
- Excellent communication skills.
- Multitasking and analytical skills.

Pay: $20 - $22 an hour – Full-time

If you are interested in applying for this position, please submit the following to our Operations Director, Erik at info@monarchga.com. Please include the following in your email: Resume/ CV, References (3 ideal)

View the complete Job posting and Apply

Medical Front Office Coordinator (Chamblee)

3300 Northeast Expy Bldg 8, Chamblee, GA 30341

One On One Physical Therapy is a patient-centered healthcare practice dedicated to delivering exceptional rehabilitative care through personalized treatment plans and outstanding customer service. We are seeking a motivated, organized, and customer-focused Medical Front Office Coordinator to join our growing team.

Responsibilities

The Medical Front Office Coordinator is responsible for managing front desk operations, coordinating patient scheduling, verifying insurance benefits, maintaining accurate records, and providing outstanding customer service.

- Patient Relations & Customer Service
- Scheduling & Administrative Support
- Insurance Verification & Billing Support
- Medical Records & Documentation
- Clinic Operations

Qualifications:

- High school diploma or equivalent.
- Minimum of 1 year of customer service, administrative, or medical office experience.
- Strong verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Proficiency with computers, scheduling software, Microsoft Office, and electronic medical record systems.

Preferred

- Previous experience in a medical office, physical therapy clinic, chiropractic office, or other healthcare setting.
- Knowledge of medical terminology and insurance verification processes.
- Experience working with EMR systems and practice management software.
- Understanding of physical therapy services and rehabilitation workflows.
- Bilingual (English/Spanish) candidates are encouraged to apply.

Pay: $20 - $22 an hour - 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

The team supports end-to-end commercial loan closing and servicing activities, providing operational support across Middle Market, Commercial & Industrial (C&I) Lending, Agribusiness, and Real-Estate-Secured transactions.

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

Associate Product Development Specialist (Alpharetta)



333 North Point Center East, Alpharetta, GA 30022

Markel Group (NYSE – MKL) a fortune 500 company with over 60 offices in 20+ countries, is a holding company for insurance, reinsurance, specialist advisory and investment operations around the world.

Responsibilities

The Associate Product Development Specialist is responsible for form development of new or revised insurance products and programs, drafting related insurance documents, and researching coverage forms for the Markel US Insurance Division.

- Develop insurance policy forms for new and revised coverages that clearly convey underwriting intent, demonstrate market competitiveness, and incorporate supportable language for the successful resolution of claims.
- Identify and confirm compliance with applicable regulations.
- Prepare applicable documentation to assist department members on accurate and timely submission of product filings and State Department of Insurance requests.
- Assist and proactively share knowledge with PRS colleagues.

Qualifications:

- Bachelor's degree required
- 0-2 years of experience in the development of insurance coverage forms preferred.
- Ability to conceptualize and create insurance forms and endorsements.
- Ability to interpret state laws and regulations as applicable to the insurance policy life cycle.
- Proven analytical and problem-solving skills.
- Project management experience preferred.
- Technically proficient in all standard business software applications including Excel and Word.

Pay: $26.10 - $54.36 an hour - Full-time

View the complete Job posting and Apply

Paralegal (Dunwoody)

4243 Dunwoody Club Drive, Atlanta, GA 30350

We blend strength with compassion to deliver justice for our clients. Prioritizing your health and family, we fight to hold profit-driven corporations accountable.

Responsibilities

We are hiring a full-time paralegal. We want someone who is smart, very organized, a self-starter, eager to learn, great at legal work, empathetic, someone who is fun to work with, and preferably someone who wants to grow with us. We value both legal skill and fit with our other staff.

The firm works on both personal injury cases such as car and truck wrecks but also on toxic tort cases where we represent clients who are terminally ill or the families of people who have recently passed away, so empathy and ability to work with all kinds of clients is a priority.

Experience with PeachCourt, Odyssey, and PACER is preferred. Knowledge of Filevine or other similar case management system is a must. Spanish-speaking is preferred but not mandatory.

This is a full-time position that requires in-person work. Our staff hours are 8:30 a.m. to 5:00 p.m., Monday - Friday, and additional time as needed. However, we are flexible. We are a hardworking firm. This is a great opportunity for the right person, but they must have a strong work ethic and take pride in their work. It is not common for us to ask a staff person to stay late or work on a weekend, but it can happen. We are looking for someone who can handle such a request with grace, understanding that their work directly impacts the lives of our clients.

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

View the complete Job posting and Apply

Chief Steward (Buckhead)

88 West Paces Ferry Road NW, Atlanta, GA 30305

Combining timeless glamour with a vanguard spirit, St. Regis Hotels & Resorts is committed to delivering exquisite experiences at more than 50 luxury hotels and resorts in the best addresses around the world. In joining St. Regis, you join a portfolio of brands with Marriott International.

Responsibilities

Manages the daily kitchen utility operations and staff. Areas of responsibilities include dish room operations, night cleaning, back dock cleaning and maintenance, banquet plating and food running. Supervises kitchen employees not actively engaged in cooking (e.g., dishwashers, kitchen helpers, etc.).

Managing Day-to-Day Operations

- Orders and manages necessary supplies. Ensuring workers have supplies, equipment, tools, and uniforms necessary to do their jobs.
- Schedules events, programs, and activities, as well as the work of others.

Leading Kitchen Team

- Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making

Ensuring Exceptional Customer Service

- Attends meetings and communicates with executive, peers, and subordinates as an effort to improve quality of service.

Managing and Conducting Human Resource Activities

- Provides guidance and direction to subordinates, including setting performance standards and monitoring performance.

Qualifications:

- High school diploma or GED; 4 years experience in the procurement, food and beverage, culinary, or related professional area. OR
- 2-year degree in Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 2 years experience in the procurement, food and beverage, culinary, or related professional area.

Pay: $65,000 - $88,000 a year - Full-time

View the complete Job posting and Apply

Assistant Project Manager - Residential Construction (Sandy Springs)

333 Sandy Springs Cir NE Ste 210, Atlanta, GA 30328

Tom Williams Residential, Inc. is a premier residential construction company with over 30 years of experience delivering high-end custom homes and luxury renovations. We are known for our attention to detail, exceptional craftsmanship, and commitment to quality.

Responsibilities

We are seeking a motivated, dependable, and hardworking individual to join our team as an **Assistant Project Manager - Field Operations**. This is a hands-on position that provides support to multiple Project Managers across various residential construction projects. On any given day, that may mean coordinating subcontractors, documenting jobsite progress, picking up materials, protecting finished surfaces, cleaning and organizing a jobsite, or performing physical construction work. Our objective is to develop this individual into a capable Project Manager over the next several years through hands-on experience, mentoring, and progressively greater responsibility.

- Support project manager in all areas of residential construction
- Assist in quality, progress and safety
- Run errands & pick up materials

Qualifications:

The ideal candidate will have a strong work ethic, a positive attitude, good communication skills, and desire to learn the residential construction business.

- Minimum 1 year construction experience
- Hands-on experience in residential construction trades
- Proficient in Microsoft Office
- Knowledge of residential construction methods and building codes
- Strong communication and organizational skills.

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

View the complete Job posting and Apply

Make Ready Assistant, Multifamily (Buckhead)



3390 Stratford Road NE, Atlanta, GA 30326

Make Ready Assistant, Multifamily
SkyHouse Buckhead (http://www.skyhousebuckhead.com)

Responsibilities

The Make Ready Assistant helps in maintaining the community and assists others in the completion of Market-Ready apartments, exterior maintenance, and common areas of the property.

- Assist in preparation of the market-ready apartments, which may include, but is not limited to, painting, carpet cleaning, general repairs, drywall repairs, both vinyl and ceramic tile replacement.
- Assist the staff in various projects as needed, including, but not limited to, the disposal of trash, debris, and snow (of applicable).
- Performs various functions such as exterior light bulb replacement, grounds equipment maintenance and repair, installation and removal of external signage and decorations.
- Maintains grounds, pools/ hot tubs, common areas, and dog park amenities to keep them clean, operational, and safe for our residents.
- Reports any maintenance concerns to the Maintenance Supervisor.

Qualifications:

- High School Diploma, GED, Trade, Technical, or Vocational school
- Some experience in related field
- Valid Driver's License
- EPA 608 -Minimum Type 11, preferred
- Knowledge of Hand tools
- Be able to handle all emergencies and work late, come in early

Pay: $21.25 - $25.00 an hour - Full-time

View the complete Job posting and Apply

Assistant Property Manager, Multifamily (Bilingual): Another job posting by the same agency for **Audubon Briarcliff**, 3108 Briarcliff Rd NE, Atlanta, GA 30329
Pay: $24.65 - $29.00 an hour - Full-time

View the complete Job posting and Apply

Sales Operations Associate (Alpharetta)

1120 Sanctuary Parkway, Alpharetta, GA 30009

Arrow Electronics is a global technology company and Fortune 500 supplier that acts as a bridge between technology manufacturers and service providers.

Responsibilities

- Responsible for the day-to-day sales support and customer service activities for assigned accounts with primarily indirect sales. Serves as a liaison between Arrow's internal resources (field sales, engineering, supplier marketing, manufacturing facilities, purchasing and other corporate departments), vendor resources and customers.
- Order Processing: processes routine/ smaller customer orders accurately and timely by reviewing PO's for accuracy, freight terms, transportation, pricing, technical specifications, part numbers and any other unique customer requirements.
- Customers Service and Service Requests: Respond quickly and professionally to customer requests for information relative to orders and RMA's requests for confirmations/invoices, credit status, expediting or shipping requirements.

Qualifications:

- Has developed knowledge and skills through formal training or considerable work experience
- Entry level often for those with work experience in the skill area
- Works within established procedures with a moderate degree of supervision
- Identifies the problem and all relevant issues in straightforward situations, assesses each using standard procedures and makes sound decisions
- Typically requires a 2 year degree and 2–4 years of experience or High school graduate with equivalent related experience. May require specific certifications.

Pay: $28.80 - $35.20 an hour - Full-time
Hybrid: 2 days in office/3 days work from home

View the complete Job posting and Apply

Assoc Engr-Account Svcs (Alpharetta)

verizon

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

As an Assoc Engr-Account Svcs, You will be a part of a team that plays a key role in providing managed support services to customers with specialized solutions, contractual obligations & custom processes. You will provide real-time incident management during service-related issues - triage & troubleshoot to identify the root cause, escalate & engage internal/external vendors until the issue is resolved. You will also leverage their technical expertise to consult on improving the clients' network connectivity and support services. You will assist with Event Support for highly visible clients such as NFL, FIFA, NHL, NASCAR, etc. This will be a 24x7 position that may include holidays, overnight, and weekend shifts to meet our customer needs.

- Providing direct support for clients' service management including Incident management, Triage, Trouble Ticket handling, coordinating planned/unplanned scheduled maintenance communications.
- Providing technical and/or analytical support to solve a wide range of difficult issues or problems using standard or customized protocol analyzers to ensure post-sales lifecycle relationships.
- Monitoring and recording progress for all activities until the full resolution of the issue(s). Including coordinating best effort resolution with internal organizations, vendors, and clients.
- Providing problem management support to detect root causes and mitigate against future events in partnership with our vendors.

Qualifications:

- Bachelor's degree or one or more years of relevant experience required, demonstrated through work experience and/or military experience.

Pay: $59,000 - $106,000 a year – Full-time

View the complete Job posting and Apply

Junior Electronics Repair Technician (Norcross)

2780 Peterson Place, Norcross, GA 30071

Radwell International is seeking electronically inclined individuals to join our team as Junior Electronics Repair Technicians. Whether you're a recent technical school graduate, an electronics hobbyist, someone who enjoys building PCs, or a technician with several years of experience, we'd like to hear from you.

Responsibilities

- Perform bench-level electronic repairs using troubleshooting, soldering, and diagnostic techniques
- Identify and isolate failures at the component level on electronic equipment
- Troubleshoot, repair, calibrate, and test PLCs, industrial circuit boards, drives, monitors, timers, counters, and other electronic control equipment
- Utilize test equipment including oscilloscopes, multimeters, function generators, and specialized test fixtures
- Perform power-up, functional, and diagnostic testing to verify proper operation and reliability
- Inspect, clean, and verify part numbers on incoming units
- Order replacement components and ensure proper parts are utilized
- Document troubleshooting steps, repairs performed, parts replaced, and testing results within company systems.

Qualifications:

- High School Diploma or equivalent required
- Technical certificate, trade school training, military technical training, or Associate degree preferred
- Entry-level candidates are encouraged to apply
- 0-5 years of experience in electronics repair, PCB repair, electronics assembly, testing, quality, or related technical fields welcome
- Personal electronics projects, computer building, gaming console repair, robotics projects, or other electronics hobbies will be considered relevant experience

Pay: $25 - $28 an hour – Full-time

View the complete Job posting and Apply

Interior Design/Architecture - Entry Level (Dunwoody)



5076 Winters Chapel Road, Atlanta, GA 30360

LBA specializes in comprehensive planning, design, construction, and facilities management services to clients throughout the United States. We have built our reputation by supporting our clients' needs as they relate to interior design, real estate and facilities. Today, LBA is a full service, award-winning Architecture, and Interior Design firm.

Responsibilities

LBA is seeking to hire a recent Interior Design graduate, preferably with 2-3 years of work experience in the commercial design field.

- Support the project managers and interact with clients in the development and production of preliminary space plans for commercial interior offices.
- Support the project managers and interact with clients in the production of design development drawings, pricing drawings and construction drawings.
- Assist in maintaining our finish sample/materials library.
- Selection and presentation of finish palettes for the developed projects, including minor CAD renderings and digital finish/story boards.
- Minor construction administration to include responding to field questions, reviewing shop drawings and submittals, attending construction site visits for review and for punching out the work.

Qualifications:

- Basic computer skills for office administration work.
- Proficiency in AutoCAD, and the Adobe Suite.
- Some skill with Sketch-up.
- A degree in architecture or interior design.
- Have a basic knowledge of design concepts and techniques, tools, and processes involved in production of technical plans, drawings and models.

Not Required But +++'s

- Proficiency in Revit.
- Space Planning knowledge.

Pay: $41,600 - $52,000 a year - Full-time

View the complete Job posting and Apply

Cashier/Stocking Associate (Norcross)

6510 Jimmy Carter Blvd, Norcross, GA 30071

As a **Cashier/Stocking Associate**, you will play a vital role in providing an exceptional shopping experience for our customers. Your primary duties will include delivering outstanding customer service, maintaining strong relationships with customers, ensuring products are well-stocked, and keeping the store clean and organized.

Responsibilities

1. **Customer Service:**
   - Greet customers warmly and assist them with inquiries, product selections.
   - Provide product recommendations tailored to customer preferences and needs.
   - Resolve customer concerns promptly and professionally.
2. **Maintaining Customer Relationships:**
   - Inform customers about promotions, new products, and store events.
   - Actively seek feedback to improve their shopping experience.
3. **Stocking and Restocking:**
   - Ensure shelves and displays are stocked, organized, and visually appealing.
   - Handle product deliveries and organize stockrooms efficiently.
4. **Store Maintenance:**
   - Keep the store clean, tidy, and safe for customers and staff.

Qualifications:

- Strong interpersonal and communication skills.
- Ability to work in a fast-paced environment and multitask effectively.
- Attention to detail in organizing and maintaining the store.
- Previous retail or sales experience is a plus but not required.
- Language: English (Required); Spanish (Preferred)

Pay: From $3,450 a month – Full-time

View the complete Job posting and Apply

Accounts Receivable Clerk (Norcross)

PAUL DAVIS
Property Restoration Experts

1000 Miller Ct W, Norcross, GA 30071

Since 1966, Paul Davis has been an industry leader in the areas of property damage mitigation, reconstruction and remodeling. With more than 370 offices in our franchise network, the company serves residential, institutional, and commercial customers and clients across the United States and Canada.
We are looking for a skilled Accounts Receivable Clerk to provide financial, administrative and clerical services.

Responsibilities

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders, contacting clients
- Generate financial statements and reports detailing accounts receivable status

Qualifications:

- Proven working experience as accounts receivable clerk, accounts receivable manager or accountant
- Solid understanding of basic accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience in operating spreadsheets and accounting software (JDE or other full-scale ER software)
- Proficiency in English and in MS Office.

Pay: $20 - $25 an hour – Full-time

View the complete Job posting and Apply

Sr Specialist, Coding (DaVita IKC) (Sandy Springs)

1150 Lake Hearn Drive, Atlanta, GA 30342

DaVita Integrated Kidney Care1 (DaVita IKC) is the country's largest kidney care provider accredited by the National Committee for Quality Assurance (NCQA). We provide comprehensive chronic care management to patients nationwide. You might be a great fit for our Sr. Coding Specialist with DaVita Integrated Kidney Care IKC.

Responsibilities

- 20% - Acts as subject matter expert, lending guidance and offering solutions for government projects and initiatives related to Medicare risk adjustment coding. Acts as a go-to resource for Teammates with less experience.
- 20% - Review Provider notes to abstract, assign, and enter valid ICD-10, CPT, and HCPCS codes into EHR Platform (EPIC)
- 20% - Perform medical chart reviews to identify and correct any missed or erroneous HCC codes according to HCC coding requirements
- 15% - Work with Providers to gain clarification or provide feedback to resolve coding issues and associated problems.
- 10% - Enter charges into the practice management system (MEDfx)
- 10% - File electronic claims within 48-72 hours of entry
- 5% Other duties as assigned

Qualifications:

- Bachelor's Degree - strongly preferred
- 4 years' of medical coding experience in a health plan
- Knowledge of ICD-10, CPT, and HCC coding and reimbursement guidelines
- Knowledge and understanding of Medicare Advantage contracts and/or financial analysis
- Knowledge of medical terminology and Electronic Health Record ("EHR")
- Proficiency in MS Excel and Word.
- Certified Professional Coder ("CPC") - strongly preferred

Pay: $24.00 - $36.50 an hour – Full-time

View the complete Job posting and Apply

Medical Billing Specialist (Alpharetta)

3905 Brookside Pkwy, Suite 203, Alpharetta, GA 30022

Atlanta Spine & Orthopaedics seeking a dynamic and detail-oriented Medical Billing Specialist to join our healthcare team. This is a hybrid position as you will be required to work front desk checking in patients 2 times a week. In this vital role, you will be mainly responsible for working AR, and effective follow-up on balances.

Responsibilities

- Collect patient demographic, ID, insurance details, paperwork, and copays while checking in for appointments
- Assign appropriate codes using CPT (Current Procedural Terminology), ICD-9, ICD-10, and DRG (Diagnosis-Related Group) classifications
- Prepare and submit claims electronically through EMR (Electronic Medical Record) or EHR (Electronic Health Record) systems
- Follow up on unpaid or denied claims promptly to facilitate collections
- Maintain detailed documentation of billing claim activities and follow up
- Collaborate with healthcare providers to clarify billing details or coding discrepancies

Qualifications:

- Experience: Medical billing: 2 years (Preferred); Accounts receivable: 2 years (Preferred). Proven experience in medical billing, coding, or healthcare administration with familiarity in medical office operations
- Strong knowledge of medical terminology, medical records management, and billing procedures
- Proficiency with EMR/EHR systems and billing software platforms. Athena Health experience is a plus.
- In-depth understanding of CPT coding, ICD-9/ICD-10 coding systems, DRG classifications, and medical collection processes
- Effective communication skills to liaise with insurance companies, healthcare providers, and patients

Pay: $23 - $29 an hour – Full-time

View the complete Job posting and Apply

Payment Variance Auditor I (Remote)

200 North Point Center East, Alpharetta, GA 30022

Here at Savista, 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 **Payment Variance Auditor I** is responsible for reviewing claims and payment information and underpayment identification systems to identify potential individual underpayments and underpayment trends.

- Makes use of high-volume reports to review historical payment information and determine the accuracy of reimbursements
- Reviews hospitals managed care contracts to determine appropriate application of rates, provisions and terms
- Identifies potential underpayment trends through comparison of managed care contracts to actual reimbursement information via contract management technology

Qualifications:

- High school diploma or GED.
- 1-2 years of experience working with managed care reimbursement and contracts.
- Familiar with ICD-9 and ICD-10, CPT Coding, revenue codes, UB and 1500 billing formats
- Self-motivated and independent
- Strong analytical acumen.
- Proficiency with MS Office.

Pay: $43,870 - $50,000 a year - Full-time

View the complete Job posting and Apply

Billing Specialist 2: Another job posting by the same agency
Pay: $16.00 to $22.63 - Full-time

View the complete Job posting and Apply

Food service and Hospitality hiring (1)

Bartender (PT) | **Server (PT, FT)** | **Hospitality Team Member (PT)**
$23.19 - $27.92 an hour | **$20 - $30 an hour** | **$18 - $22 an hour**
Apply Here | Apply Here | Apply Here
WAT ROOM | 4969 Roswell Road, Sandy Springs, GA 30342

Bartender (Alpharetta)
$800 - $1,400 a week - Temporary, Seasonal, Part-time, Full-time
Taffer Tavern | 33 S MAIN ST, ALPHARETTA, GA 30009
Apply Here

Hotel Front Desk Supervisor (Sandy Springs)
$20 an hour - Full-time
Westin Atlanta Perimeter | 7 Concourse Parkway, Atlanta, GA 30328
Apply Here

Main Bar Cocktail Server (Buckhead)
$19 an hour - Full-time
Cherokee Town & Country Club | 155 West Paces Ferry Road NW, Atlanta, GA 30305
Apply Here

Full-Time / Part-Time Pizza Maker / Sauté Cook (Brookhaven)
$18 - $25 an hour - Part-time, Full-time
Avellino's Wood Fire Pizzeria Brookhaven GA | 1328 Windsor Pkwy NE, Atlanta, GA 30319
Apply Here

Line Cook (Alpharetta)
$18 - $20 an hour - Part-time, Full-time
Stone House Tap | 12595 Crabapple Road, Alpharetta, GA 30004
Apply Here

Food service and Hospitality hiring (2)

Barista (part-time or full-time) (Sandy Springs)
From $18 an hour - Part-time, Full-time
The Bean Counter | 1100 Abernathy Road, Sandy Springs, GA 30328
Apply Here

Kitchen Staff (Dunwoody)
$17 - $20 an hour - Part-time, Full-time
Gekko Kitchen Dunwoody INC | 4550 Olde Perimeter Way, Dunwoody, GA 30346
Apply Here

Line Cook (Buckhead)
$17 - $19 an hour - Part-time, Full-time
Muse Kitchen & Cocktails | 3186 Roswell Road NW, Atlanta, GA 30305
Apply Here

barista - Store# 08276, BROOKHAVEN
$16.00 - $18.16 an hour - Full-time
Starbucks | 3901 Peachtree Road NE, Brookhaven, GA 30319
Apply Here

Assistant Manager - Beyond Juicery & Eatery (Dunwoody)
$16 - $18 an hour - Full-time
Southern Juice Holdings, LLC | 5482 Chamblee Dunwoody Road, Atlanta, GA 30338
Apply Here

Production Worker (Norcross)
$16 - $17 an hour - Full-time
Engelman's Bakery | 6185 Brook Hollow Parkway, Norcross, GA 30071
Apply Here

Server (Roswell)
$150 - $250 a day - Part-time, Full-time
The Melting Pot | 1055 Mansell Rd #300, Roswell, GA 30076
Apply Here

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

General Manager (Dunwoody)
$45,000 - $50,000 a year - Full-time
Destination Pet LLC | 4343 Dunwoody Park, Dunwoody, GA 30338
Apply Here

Lead Shelter Medicine Veterinary Assistant (Doraville)
$19 - $22 an hour - Full-time
Lifeline Animal Project Inc | 3180 Presidential Drive, Atlanta, GA 30340
Apply Here

Home Manager (Chamblee)
$18.70 an hour – Full-time
United Cerebral Palsy of GA | 3300 Northeast Expressway, Atlanta, GA 30341
Apply Here

ER Veterinary Technician (Sandy Springs)
$18 - $42 an hour - Full-time
BluePearl Vet, LLC | 455 Abernathy Rd NE, Atlanta, GA 30328
Apply Here

Preschool Lead Teacher- 3-4 year olds (Roswell)
$18 - $20 an hour - Full-time
BKS of Roswell Inc | Roswell, GA
Apply Here

Companion Sitter (Norcross)
$18 an hour - Part-time (Expected hours: 12.0 per week)
A Caring Caregiver Home Care Services, Inc. | Norcross, GA 30092
Apply Here

Medical Front Desk Receptionist (Alpharetta)
$17 - $18 an hour - Full-time
Dunwoody Pediatrics | 3300 Old Milton Parkway, Alpharetta, GA 30005
Apply Here

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

Caregiver/CNA/PCA/Español (Sandy Springs)
$17 an hour - Part-time, Contract, Full-time
Serenity Care and Compassion | Atlanta, GA 30358
Apply Here

Dental Assistant (Roswell)
$16.50 - $28.00 an hour - Full-time
iSmile LLC | 11685 Alpharetta Hwy #105, Roswell, GA 30076
Apply Here

Personal Care Assistant or CNA (Dunwoody)
$16 - $17 an hour – PRN, Part-time, Full-time
Secured Health | Dunwoody, GA 30346
Apply Here

Part-Time Closing Teacher and Administrative Assistant In Training (Alpharetta)
$15 - $20 an hour - Part-time
The Learning Experience | 11855 Jones Bridge Road, Alpharetta, GA 30005
Apply Here

Front Office Associate (Sandy Springs)
$15 - $20 an hour - PRN, Part-time Expected hours: 15.0 – 20.0 per week
Foundation Therapy Center | 6160 Peachtree Dunwoody Rd NE, Suite B90, Atlanta 30328
Apply Here

Hiring Experienced Caregivers - Apply Today! (Roswell)
$14.50 - $15.00 an hour - Part-time
TheKey | Roswell, GA 30075
Apply Here

Others hiring (1)

Automotive Detailer | **Cosmetic Repair Associate** | **Sales Consultant**
$55,000 - $70,000 a year - FT | **$21.70 - $30.40 an hour – FT** | **$20 an hour - FT**
Apply Here | Apply Here | Apply Here
Carmax | 1975 Beaver Ruin Road, Norcross, GA 30071

ESOC Intelligence Analyst | **Lobby Ambassador Flex** | **Badge Admin**
$23.50 an hour – FT | **$20.50 an hour – FT** | **$19.25 an hour - FT**
Apply Here | Apply Here | Apply Here
Allied Universal | Sandy Springs, GA 30328

Warehouse Teammate (Norcross)
$22 an hour - Full-time
Hajoca Corporation | 6515 Mcdonough Drive, Norcross, GA 30093
Apply Here

Security Patrol Officer (Dunwoody)
$19 an hour - Part-time, Full-time
St. Moritz Security Services | Dunwoody, GA
Apply Here

Residential Installation & Service Technician (Alpharetta)
$18.20 an hour - Full-time
Comcast Corporation | 324 Maxwell Road, Alpharetta, GA 30009
Apply Here

Ice Rink Shift Supervisor | **Ice Rink Ticket Sales Attendant**
$18 an hour – Seasonal | **Up to $16 an hour – Seasonal**
Apply Here | Apply Here
City Of Sandy Springs | 1 Galambos Way, Sandy Springs, GA 30328

Others hiring (2)

Customer Service Associate (Norcross)
$18 - $22 an hour - Part-time (Expected hours: 35.0 per week)
FASTSIGNS Norcross | 6760 Jimmy Carter Blvd, Ste 135, Norcross, GA 30071
Apply Here

Warehouse Fulfillment Operator (Norcross)
$18 - $20 an hour - Contract
Brown Sugar Babe | Norcross, GA 30071
Apply Here

Experienced Warehouse Associate (Doraville)
$18 - $20 an hour - Full-time
Kingnode America Inc | 4401 Bankers Cir Ste B, Atlanta, GA 30360
Apply Here

Sales Associate (Buckhead)
$17.98 an hour - Temporary, Seasonal
Sunglass Hut | Atlanta, GA 30326
Apply Here

Library Team Associate I (Dunwoody)
$17.11 an hour - Part-time (20 hours)
Georgia State University | 2101 Womack Rd, Dunwoody, GA 30338
Apply Here

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

Cashier (Norcross)
$16 - $18 an hour - Part-time, Full-time
BP | Norcross, GA 30092
Apply Here