Executive & Office Operations Coordinator (Sandy Springs)

270 Carpenter Drive, Sandy Springs, GA 30328

PillarsDx delivers concierge laboratory services for healthcare providers and individuals who expect precision, speed, and personal attention.

Responsibilities

We're looking for a highly organized, resourceful professional to provide high-level administrative and operational support to the CEO and executive team.

- Manage executive calendars, schedule meetings, resolve conflicts, and communicate changes clearly.
- Coordinate leadership and company meetings, including invitations, agendas, materials, room setup, and follow-up items.
- Track decisions, deadlines, and action items to help ensure commitments are completed.
- Arrange business travel, including flights, lodging, ground transportation, and itineraries.
- Coordinate office operations, including supplies, vendors, equipment, maintenance requests, and workspace needs.
- Plan office engagements, team events, and executive meetings.

Qualifications:

- Experience in executive assistance, office management, operations coordination, or a related role.
- Strong organization, communication, and time-management skills.
- Ability to anticipate needs, work independently, and follow through without frequent reminders.
- Professional judgment and discretion when handling confidential info.
- Proficiency with calendars, email, documents, spreadsheets, video meetings, and office technology.
- A service-oriented, flexible approach and the ability to manage changing priorities.

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

View the complete Job posting and Apply

Administrative Assistant (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®. We are seeking a dedicated individual to join our team as an **Administrative Assistant**.

Responsibilities

- Greet guests, visitors, and callers, route and resolve information requests from internal/external customers within scope. Guide and direct more complex customer inquiries to the appropriate staff member and/or management for resolution.
- Coordinate day-to-day tenant transactions; maintain, audit, and report all fund management pertaining to move-in, move-out, initial rent, deposits, and outstanding funds for move-in. Assist property management team with unlicensed activity.
- Assist with tenant access and the Rently process as directed by the management.
- Prepare and maintain data entry requests to include paper/electronic document filing/archiving within various database systems. Review, prepare, and deliver various routine and ad-hoc reports for management.
- Ensure adequate office supplies and order as needed.

Qualifications:

- High School Diploma/GED is required.
- Minimum of 2 years' experience in an administrative support function is beneficial.
- Experience working in the leasing, real estate, property management, and/or related industry is preferred.
- Intermediate knowledge of Microsoft Office is essential.
- Solid verbal, written, and presentation skills.
- Excellent customer, quality, and results orientation.

Pay: $21.09 - $22.00 an hour - Full-time

View the complete Job posting and Apply

Intake Coordinator (Chamblee)

2970 Brandywine Road, Atlanta, GA 30341

Children's Cardiology, a subsidiary of Children's Healthcare of Atlanta, is comprised of more than 60 pediatric cardiologists providing comprehensive services for patients from before birth to age 21 who have acquired or congenital heart disease.

Responsibilities

The Intake Coordinator enhances the patient experience by serving as the primary point of contact and administrative intake coordinator for new/established patients and/or family members.

- Provide superior customer service by listening, communicating professionally and effectively on every call.
- Handle high volume of incoming calls (40-60 calls per day) through inbound ACD for appointment requests, directions and multiple inquiries.
- Schedules patient appointment for designated departments to include medical procedure directives from faxes, phone or other instructions and contacts doctors' offices to resolve discrepancies.
- Appropriately transfer and route calls to triage nursing, physicians, financial assistance and other personnel or departments.

Qualifications:

- High school diploma or GED equivalent required; Associate's degree preferred.
- Must have healthcare experience including understanding of medical terminology; Medical Assistant preferred.
- Minimum 2-3 years of experience in an ACD Healthcare call center environment required; scheduling experience preferred.
- EMR or Epic experience preferred.
- Proficient computer skills with a high degree of accuracy required.
- Bilingual a plus.

Pay: $24 - $25 an hour - Full-time; **Hybrid Remote:** Intake Coordinator will receive 4-6 weeks of in-person training at the corporate office, then have the opportunity to work remotely. In-person events, meetings and team building offered periodically.

View the complete Job posting and Apply

Patient Concierge-Social Media Coordinator (Alpharetta)



5755 North Point Parkway, Alpharetta, GA 30022

At Creative Dentistry & Medspa, we believe in providing patients with a positive dental experience, from friendly, compassionate care to cutting-edge dental tech.

Responsibilities

From making a patient feel comfortable to capturing the team in action, you'll help people experience what makes our practice special.

- Be the friendly face that welcomes patients and helps them feel at home.
- Add personal touches through refreshments, comfort amenities, and attentive service.
- Keep our reception area organized, inviting, and beautifully presented.
- Build patient relationships and remember the little details that make visits feel personal.
- Help with scheduling, patient communication, and follow-up.
- Work closely with our dental, medspa, and administrative teams to create smooth visits.
- Spot content opportunities and proactively capture photos, behind-the-scenes footage, and short videos.

Qualifications:

- A warm, outgoing personality and a love for helping people.
- Experience in hospitality, customer service, or concierge services.
- Hands-on social media skills, including photography, short-form video, basic editing, and caption writing.
- An eye for aesthetics and an interest in social media trends.
- Strong communication, organization, and follow-through.
- A professional presence, positive attitude, and team spirit.
- Comfort with smartphones and content creation tools.

Pay: $22 - $24 an hour - Full-time

Send your resume and a brief introduction telling us what excites you about this opportunity. Selected applicants will be contacted for an initial screening, followed by an in-person interview.

View the complete Job posting and Apply

Client Onboarding Specialist (Sandy Springs)

Sandy Springs, GA 30342

Injury Bridge is a rapidly growing virtual care company that operates at the intersection of patient care and the personal injury ecosystem. We partner with healthcare providers and law firms nationwide to improve access to care and deliver better outcomes for patients throughout the recovery journey.

Responsibilities

We are seeking an Onboarding Specialist to be the first point of contact for our law firm partners once they sign with Injury Bridge.

- Own the handoff from sales to onboarding, partnering with Business Development Managers so every new firm has a smooth transition
- Schedule and lead onboarding calls and training sessions, often with multiple attorneys and staff, showing firms how to use our portal and access our services
- Set up and configure each firm's portal so it is ready to use before their onboarding call
- Introduce new firms to our full suite of products and services so they are activated across the scorecard, not just one offering

Qualifications:

- 2+ years of experience in client onboarding, implementation, account management, or customer success
- Experience in personal injury, legal services, or healthcare is strongly preferred
- Confident presenter who can lead engaging, informative sessions for groups, virtually or in person
- Comfortable learning and teaching software platforms; CRM experience (HubSpot preferred)

Pay: $50,000 a year – Full-time

View the complete Job posting and Apply

Case Manager in Training (Alpharetta)

MORGAN & MORGAN
AMERICA'S LARGEST INJURY LAW FIRM

Alpharetta, GA

At Morgan & Morgan, the work we do matters. For millions of Americans, we're their last line of defense against insurance companies, large corporations or defective goods. Our over 6,000 employees are all united by one mission: For the People.

Responsibilities

We are seeking a qualified Case Manager in Training. In this role, you will be responsible for managing the law firm's day-to-day operations, including carrying out administrative services and supporting the legal team.

- Assist case managers and attorneys with organizing, filing, and maintaining of client files up to 100+ cases
- Collect check request for medical records, accident reports, driving records and vehicle ownership as requested and submit for processing
- Copy documents and demand packages as requested
- Complete certified mail cards and mail documents and cost checks as requested

Qualifications:

- Associate degree, certificate, or equivalent work experience (preferred)
- Bilingual English and Spanish (preferred)
- 1 year of experience in the legal field a plus!
- Knowledge of administrative and clerical procedures and systems such as word processing, managing of files and records, and other office procedures
- Must possess the ability to multi-task, prioritize, handle a fast-paced environment, and manage workload with a positive attitude and minimal supervision
- Strong writing and communication skills along with attention to detail
- Extensive computer and database expertise, Microsoft Word, Excel, Outlook, and type no less than 35 wpm.

Pay: $20 an hour - Full-time

View the complete Job posting and Apply

Intake Specialist (Dunwoody)

303 Perimeter Center North, Dunwoody, GA 30346

Berger Immigration Law is seeking an organized, empathetic Intake Specialist who can turn an initial inquiry into a clear next step—and follow through until that step is complete.

Responsibilities

- Screen incoming leads using established questions to identify legal needs, urgency, fit with the firm's services, and potential conflicts for review.
- Schedule qualified prospects for consultations, collect consultation payments, send preparation information and reminders, and help prospects arrive ready for their appointment.
- Prepare the attorney or designated consultation team member with complete, accurate intake information.
- Prepare engagement agreements using firm-approved procedures and follow up on signatures and agreed payments, subject to attorney approval of engagements.
- Follow up consistently with people who have not scheduled, missed their consultation, or have not engaged after their consultation.

Qualifications:

- Prior customer service experience (minimum 3 years) and clear, professional verbal and written communication.
- Minimum of 3 years of experience using a CRM for data tracking and reporting; MyCase experience is preferred.
- Education and/or work experience equivalent to a bachelor's degree.
- Strong organization, attention to detail, sound judgment, and reliable follow-through across multiple active leads.
- Prior sales experience is preferred; legal industry knowledge is an asset.
- Empathy, patience, and the ability to communicate respectfully with people facing stressful decisions.

Pay: $45,000 - $55,000 yearly - Full-time

View the complete Job posting and Apply

Customer Enrollment Representative (Roswell)

Dimensional Innovations
Marketing Empire

Roswell, GA 30075

Dimensional Innovations Consulting, a sales and business consulting firm in the greater Dunwoody region, is seeking Customer Enrollment Representatives to join our greater Atlanta team.

Responsibilities

As a Customer Enrollment Representative, you will engage customers in person, receive structured training, and learn how to match each client with the right AT&T wireless or internet solution. This is an entry-level role designed for individuals looking to start a career in customer service, sales, or business support with opportunities for growth.

- Assist new customers with enrollment in AT&T services, including Business Fiber, wireless devices, and VoIP solutions.
- Explain plan features, pricing, and benefits clearly and confidently.
- Turn everyday interactions into positive customer experiences that encourage engagement and long-term satisfaction.
- Provide hands-on support during account setup and service activation when needed.
- Share success stories and service benefits to help customers make informed decisions.
- Maintain organized records of customer enrollments and follow-ups.

Qualifications:

- High school diploma or GED preferred.
- Customer service, retail, hospitality, or sales experience is a plus, but not required.
- Strong communication skills with the ability to explain services clearly.
- Dependable, approachable, and professional demeanor for in-person interactions.
- Organized and attentive to detail when managing customer information.

Pay: $1,000 - $1,400 a week - Full-time

View the complete Job posting and Apply

Membership Information Specialist (Sandy Springs)

ASSET MANAGEMENT & ASSOCIATION SERVICES

5784 Lake Forrest Dr NW, Sandy Springs, GA 30328

Asset Management & Association Services, Inc. (AMAS) provides full-service management and operational support to REALTOR® associations and related organizations.

Responsibilities

The Membership / Information Specialist provides membership administration, operational assistance, and responsive customer service for AMAS and its managed REALTOR® associations.

- Membership Administration & Database Management
- Member Services & Engagement
- New Member Onboarding & Orientation.
- Reporting, Compliance & Process Improvement
- Departmental, Event & Front Office Support

Qualifications:

- At least three years of professional office, customer service, or membership administration experience.
- Associate degree preferred; equivalent relevant experience considered.
- Strong written and verbal communication, organization, accuracy, discretion, and problem-solving skills.
- Proficiency with Google Workspace; ability to learn RAMCO and other association systems (RAMCO experience preferred).
- Ability to manage competing priorities and collaborate across departments.
- REALTOR® association or real estate industry experience preferred.

Pay: $20 an hour - Full-time

View the complete Job posting and Apply

Manager in Training (Dunwoody)

Atlanta, GA 30346

At SBM, we deliver soft services facilities management through innovative technology, exceptional quality, and empowered associates on a global scale.

SBM's Manager-in-Training program is a 9-week, paid leadership program designed for ambitious people who want to learn fast, take on real responsibility, and build a career in operations. **Paid training. Real experience.** Graduates move into operations leadership opportunities across SBM's sites. Your next step will depend on your experience, strengths, location, and available opportunities — but the goal is to keep you moving forward.

Who We're Looking For

You don't need years of experience. You don't need to already be a manager. We're looking for someone who is ready to learn, lead, and take ownership. You're curious and motivated. You ask good questions, build relationships quickly, and like figuring things out. You're comfortable in a fast-paced environment and aren't afraid to roll up your sleeves when there's a problem to solve.
Most importantly, you're looking for more than just your first job after college.

Qualifications:

- Bachelor's degree preferred
- Bilingual (English/Spanish) a plus
- Candidate must be able to relocate for the role.

Pay: $65,000.00 - $80,168.40 a year – Full-time

View the complete Job posting and Apply

Accounting Manager (Dunwoody)

1838 Independence Square, Atlanta, GA 30338

Seeking a motivated, responsible, and detail-oriented individual to work directly with the owner and accounting team of a residential real estate building and development company.

Career opportunity:

- Hands-on training and exposure to company accounting, with new AI systems financial reporting, project budgets, accounts payable and receivable, cash flow management, project profitability, and real estate investment analysis.
- The goal is to develop this individual into a key member of the company, with the potential to advance into an Accounting & Financial Management Manager position.

Qualifications:

- College education preferred, particularly in Accounting, Finance, or Business Administration.
- Any age is welcome.
- Previous experience is not required.
- Strong interest in accounting, financial management, and real estate investment.
- Excellent organizational, analytical, and mathematical skills.
- Accurate, reliable, and detail-oriented.
- Comfortable working with financial records, budgets, reports, and transactions.
- Willingness to learn and take on increasing responsibilities.
- Interested in a long-term professional career.

Pay: From $50,000.00 per year – Full-time

View the complete Job posting and Apply

Assist Community Manager (Buckhead)



3601 Piedmont Road NE, Atlanta, GA 30305

The Michaels Organization is a national leader in residential real estate offering full-service capabilities in development, property management, construction, and investment. Property: Piedmont Senior Tower, an affordable senior apartment community managed by The Michaels Organization.

Responsibilities

The Assistant Community Manager, under the supervision of the Community Manager is responsible for assisting in all phases of the operation of a property, including, but not limited to, the general administration, leasing, and maintenance of the property.

1. Perform recertification interviews with residents, complete paperwork, system entry and submit to corporate office.
2. Track rental inquiries from referrals, walk-ins and phone contacts. Accept, date/time stamp and log all applications for unit rental.
3. Show vacant units, market property amenities.
4. Maintain knowledge of all procedures for Accounts Payable and Receivables, assist Community Manager with collections efforts.
5. Assist Community Manager with filing court documents for eviction; attend court hearing if Community Manager is not available.

Qualifications:

- High School Diploma or equivalent required. Two or more years of college preferred. After hiring, will complete all company required certification training and testing.
- One or more years' experience with residential real estate management. Tax Credit, Section 8 and/or Public Housing experience preferred.
- Professional appearance and the ability to resolve conflicts in a professional manner. Excellent organizational skills with attention to detail.

Pay: $24.04 per hour - Full-time

View the complete Job posting and Apply

Leasing Specialist (Doraville)

5788 New Peachtree Road, Atlanta, GA 30340

We are looking for a strong, dynamic Leasing Specialist to lease-up up this brand new 68-unit community located in Doraville, GA. This position is expected to support an assignment for approximately one year. Future opportunities for transfer or reassignment may be available based on business needs and open positions; however, no guarantee of future placement is implied.

Responsibilities

- Conduct community tours and showcase apartment homes, amenities, and lifestyle programs.
- Respond promptly to phone, email, and online inquiries.
- Follow up with prospects and maintain an active waitlist.
- Process rental applications.
- Input and follow-up on maintenance work orders to ensure satisfaction.
- Meet or exceed leasing and occupancy goals.

Qualifications:

- High school diploma or equivalent required.
- Valid driver's license, automobile insurance, reliable vehicle.
- Prior experience in sales or customer service; previous leasing experience, highly preferred.
- Prior experience working with active adult, senior living, hospitality, or lifestyle-focused communities.
- Low Income Housing Tax Credit (LIHTC) experience in residential property management; highly preferred.
- Property management software experience (required); RealPage Onesite, highly preferred.
- Knowledge of Fair Housing regulations.
- Proven track record of achieving leasing goals and resident satisfaction.
- Must be able to travel locally.
- General Microsoft Office skills to include Word, Excel, Outlook.

Pay: $20 an hour - Full-time

View the complete Job posting and Apply

Property Manager (Roswell)

1240 Alpharetta Street, Roswell, GA 30075

Midgard Self-Storage is growing and we are hiring a Property Manager for our location in Roswell, GA.

Responsibilities

The Property Manager ensures that Reliant properties are maintain high standards by cleaning, managing tasks, and communicating issues.

- Maximize revenue and security by performing accurate walk-throughs and maintaining secure units.
- Clean and maintain the building by sweeping, dusting, cleaning windows and unit doors, changing lightbulbs and restocking the bathrooms to keep the building up to Reliant standards.
- Monitor and manage all tasks on Google Chat in a timely manner and communicate any issues.
- Maintain the property grounds/curb appeal thru weeding, trash pick-up, keeping the fence line cleaned, etc.
- Actively manage and monitor DaVinci Locks/Noke by applying, returning, and communicating lock issues. Identify possible tenant rental agreement breaches, i.e. loitering, theft, inhabitation, etc.

Qualifications:

- High School diploma or GED
- Excellent verbal and written communication skills.
- Ability to maintain a positive attitude and provide exemplary customer service.
- Able to work with tools
- Able to lift up to 50 lbs.

Preferred Requirements:

- Property Maintenance experience.
- Self-storage work experience.

Pay: $20 an hour - Full-time

View the complete Job posting and Apply

Client Account Manager (Sandy Springs)



2 Concourse Pkwy, Suite 800, Atlanta, GA 30328

A career with U.S. Bank gives you a wide, ever-growing range of opportunities to discover what makes you thrive.

Responsibilities

Manage and Grow Client Relationships

- Own and manage a portfolio of client accounts, ensuring strong engagement, retention, and overall satisfaction
- Drive account growth by identifying opportunities to expand services and increase profitability

Deliver Strategic Insights

- Analyze client performance data and translate insights into actionable recommendations

Account Strategy & Renewals

- Develop and execute account strategies that support long-term client success

Qualifications:

- Associate's degree, or equivalent work experience
- Typically two or more years of client management experience in payments industry

Preferred Skills/Experience

- Strong contract negotiation, account management and project management skills
- Strong problem-solving and negotiation skills
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Ability to identify and resolve exceptions and to interpret data
- Proficient computer navigation skills using a variety of software packages including Microsoft Office applications
- Strong presentation, interpersonal, verbal and written communication skills

Pay: $59,040 - $72,160 a year - Full-time
Anticipated Posting End Date 11/10/2026

View the complete Job posting and Apply

Senior Cash Management Specialist (Buckhead)

defi SOLUTIONS

Atlanta, GA 30301

defi SOLUTIONS is a pioneer in end-to-end, SaaS loan originations, servicing, and managed servicing solutions. Our customers include the highest volume captive auto lenders, banks, credit unions, and finance companies in North America.

Responsibilities

The Senior Cash Management Specialist position will perform in a senior-level role, supporting hiring manager(s), clients, customers, vendors, and other internal contacts.

- Be a back-up for managerial duties when needed (performance management, direction, subject matter expert)
- Provide the client with necessary backup documentation based on client parameters and state-specific requirements.
- Work diligently to meet daily and month-end deadlines as set by client expectations
- Provide direction to others to meet or exceed client standards
- Be a problem solver for complex accounts by researching, delegating, or coming to another type of successful resolution for our clients.
- Assist fellow collection team members in all other functions assigned by management

Qualifications:

- Minimum of 1-3 years experience in an accounting or financial balancing function
- Minimum one (1) year team lead, supervisory/ management, or related experience
- Intermediate Excel knowledge

Preferred education and experience:

- Associate's or bachelor's degree
- Automotive financial services experience

Pay: Up to $22.70 an hour – Full-time

View the complete Job posting and Apply

HR Specialist (Norcross)

HYUNDAI

6100 Atlantic Blvd, Norcross, GA 30071

HD Construction Equipment Hyundai North America (HNA) is a subsidiary of HD Hyundai XiteSolution, a global construction equipment manufacturer.

Responsibilities

The HR Specialist supports a variety of human resources functions, including recruitment, onboarding, employee engagement, HR administration, and employee lifecycle processes.

- Talent Acquisition & Staffing
- Onboarding & Employee Lifecycle Administration
- Employee Engagement & Training
- HR Operations & Records Management
- Perform other duties and responsibilities as assigned by the manager

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- 1–3 years of experience in Human Resources, Talent Acquisition, Recruiting Coordination, or HR Administration.
- Experience coordinating recruitment, including job postings, candidate screening, interview scheduling, career fairs, and onboarding preferred.
- Experience supporting employee engagement initiatives, new hire orientation, employee records management, HR administration preferred.
- Experience working with staffing agencies or recruiting vendors preferred.
- Experience with SAP, SuccessFactors, and ADP preferred.
- Proficiency in MS Office applications, including Excel, Word, and Outlook.

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

View the complete Job posting and Apply

Human Resources Assistant (Roswell)

Roswell, GA 30076

At AquaVerse, we're not just cleaning pools - we're building careers and creating opportunities across a growing network of pool service brands. As a private equity-backed organization operating throughout Florida, Georgia, and Tennessee, we're committed to delivering exceptional service while supporting the employees and teams who make our success possible.

Responsibilities

This role is responsible for payroll processing, benefits administration, employee records, onboarding, compliance, and general HR admin support.

- Process weekly payroll, bonuses, commissions, and incentive payments accurately and on schedule. Maintain employee payroll records, PTO balances, deductions, and compensation updates.
- Administer employee benefits, including health insurance, 401(k), enrollment changes, and employee inquiries.
- Maintain accurate, organized, and confidential employee records within HRIS and payroll systems.
- Coordinate new-hire onboarding, including background checks, MVRs, employment verification, and required documentation.

Qualifications:

- 1–3 years of experience in human resources, payroll, or administrative support.
- High school diploma or equivalent required; coursework or degree in Human Resources, Business, or a related field preferred.
- Strong attention to detail and accuracy, particularly when handling payroll and employee information.
- Proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Ability to learn and navigate HRIS, payroll, employee management systems.
- Experience with ADP, Gusto, or similar payroll systems preferred.
- Bilingual communication skills preferred.

Pay: $25 - $27 an hour - Full-time

View the complete Job posting and Apply

Recruiter (Roswell)

Roswell, GA 30076

At Peak, we specialize in staffing for the fast-paced retail industry, supporting store openings, remodels, resets, merchandising projects, and other large-scale retail initiatives nationwide. We are looking for an experienced **High-Volume Recruiter** who can thrive in a fast-paced environment and is comfortable managing multiple projects, locations, and candidates simultaneous. **This is a remote position; however, candidates must reside in the Atlanta, GA area.** Our team meets in person approximately once a month, so local residency is required.

Responsibilities

- Manage the **full-cycle recruitment process** for high-volume retail staffing projects.
- Source and recruit candidates through Indeed, recruiting platforms, referrals, social media, and other channels.
- Conduct a high volume of phone screens and interviews.
- Quickly evaluate candidates based on experience, availability, reliability, and project requirements.
- Maintain accurate candidate and staffing information using **Microsoft Excel and internal systems**.

Qualifications:

- 2+ years of high-volume recruiting or staffing experience preferred.
- Retail, merchandising, construction, hospitality, or field staffing experience is a plus.
- Proven ability to recruit and manage a large number of candidates simultaneously.
- Comfortable making a high volume of phone calls and conducting phone interviews.
- Proficient in Microsoft Excel and comfortable managing spreadsheets and recruiting data.

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

View the complete Job posting and Apply

Data Processing Specialist (Norcross)

Payentry®

201 Scientific Dr, Norcross, GA 30092

Payentry began in 1994 with a mission to build the most reliable payroll processing engine on the market. We focus on delivering exceptional service for payroll processing, human resources, insurance and retirement plan administration throughout all 50 United States.

Responsibilities

We are seeking a detailed-oriented and proactive Data Processing Specialist to join our team. In this pivotal role, you will help optimize internal workflows, support customer success initiatives, and enhance operational efficiency across the organization.

- Generate and upload banking files for customers to corresponding banks.
- Record incoming client wires.
- Process ACH adjustments as needed.
- ACH editing for voids, reissues and changes.
- Create ACH payments for tax notices.
- Create tax preparer file after ACH file is sent.
- Handle client termination processing and system updates.

Qualifications:

- Strong understanding of payroll, payroll processes, retirement plans and basic banking procedures.
- Understanding of deadlines and urgency of requests.
- Detailed-oriented.
- Customer-oriented.
- Client confidentiality.

Pay: $22 - $26 an hour – Full-time

View the complete Job posting and Apply

Operations Support Coordinator (Buckhead)



1424 W Paces Ferry Rd NW, Atlanta, GA 30327

Odyssey Atlanta is a tuition-free, year-round academic enrichment program dedicated to helping motivated public school scholars reach their full potential.

Responsibilities

Odyssey Atlanta is seeking a highly organized, proactive, and detail-oriented **Operations Support Coordinator** to help ensure our programs and daily operations run smoothly.

- Administrative & Organizational Support
- Data, Compliance & Reporting
- Program & Family Engagement
- Events, Recruitment & Volunteer Coordination
- Operational & Budget Support

Qualifications:

A college degree is not required. We value relevant professional experience, demonstrated skills, and a proven track record of getting things done.

- 2+ years of relevant experience in administrative support, operations, project coordination, or a related role preferred.
- Demonstrated ability to manage multiple priorities, meet deadlines, and independently follow through on assignments.
- Strong critical thinking, problem-solving, and organizational skills, with exceptional attention to detail.
- Proficiency in Google Workspace and Microsoft Office; experience with Salesforce or similar CRM systems is a plus.
- Experience maintaining accurate records, tracking information, and supporting administrative processes.
- Availability to work on-site during Odyssey's summer programming and for designated events throughout the year.

Pay: $45,000 - $50,000 a year - Contract, Full-time

View the complete Job posting and Apply

Process Operator (Peachtree Corners)

5765 Peachtree Industrial Boulevard, Peachtree Corners, GA 30092

Suniva is a renowned solar energy company committed to leading the transition towards a cleaner and sustainable future. We develop, manufacture, and sell high-quality, high-efficiency solar panels worldwide.

Responsibilities

Suniva is seeking a Production Operator Nights to join our dynamic and diverse team on our day shift. Operates production tools and processes to consistently meet daily objectives in Photovoltaic cells production following required safety and quality standards.

- Support the start-up and continuing operation of a 24x7 Solar Cell manufacturing facility.
- Operate process tools in manufacturing solar cells to achieve daily manufacturing objectives goals. Produce finished products within quality specifications and desired yield.
- Follow all safety, quality, and other manufacturing and engineering procedures to meet productivity, quality, cost, goals, and customer standards.

Qualifications:

- 1-3 years experience in manufacturing
- High school diploma or GED.
- Ability to interact with automated equipment with computer interfaces.
- Good verbal communication skills.
- Positive attitude and ability to treat all team members respectfully.
- Experience in Photovoltaic or other Semiconductor manufacturing preferred
- Able to work nights.

Pay: $20 - $23 an hour - Full-time
Required Shift: Rotating 12 hour night shift -6:45 pm - 7:15 am

View the complete Job posting and Apply

Custodian: Another job posting by the same agency
Pay: $20.00 per hour - Full-time

View the complete Job posting and Apply

Food service and Hospitality hiring (1)

SUPERICA SOUS CHEF – UP TO $70K/yr. + BONUS (Dunwoody)
$55,000 - $70,000 a year – Full-time
Rocket Farm Restaurants LLC | Atlanta, GA 30346, USA
Apply Here

Bartender (Brookhaven)
$800 - $1,200 a week - Part-time, Full-time
Dresden Tavern | 1410 Dresden Dr NE, Brookhaven, GA 30319
Apply Here

Pastry Cook (Roswell)
$18 - $22 an hour - Part-time, Full-time
The Mission Bakery | 1207 Canton Street, Roswell, GA 30075
Apply Here

Food Service Teacher - School Chef (Sandy Springs)
$18 - $20 an hour - Full-time
Primrose School of Sandy Springs North | 460 Abernathy Road, Sandy Springs, GA 30328
Apply Here

LITTLE REY SERVICE TEAM (Northcreek)
$18 an hour - Part-time
Rocket Farm Restaurants LLC | Atlanta, GA 30327, USA
Apply Here

Line Cook (Dunwoody)
$17 - $20 an hour - Part-time, Full-time
Snooze Perimeter | 4585 Ashford Dunwoody Road, Dunwoody, GA 30346
Apply Here

Vino Venue Seeks Experienced Line Cook (Dunwoody)
$17 - $19 an hour - Part-time, Full-time
Vino Venue | 4478 Chamblee Dunwoody Road, Dunwoody, GA 30338
Apply Here

Food service and Hospitality hiring (2)

Steward | **Cook**

Apply Here | Apply Here

From $17 an hour - Part-time, Full-time

Taffer Tavern | 33 S Main St, Alpharetta, GA 30009

Barista (Roswell)

$16.50 - $30.00 an hour - Part-time, Full-time

Land of a Thousand Hills Coffee | 352 South Atlanta Street, Roswell, GA 30075

Apply Here

SUPERICA COOK – UP TO $24/hr. (Buckhead / Sandy Springs)

$16 - $24 an hour - Part-time

Rocket Farm Restaurants LLC | 3850 Roswell Road, Atlanta, GA 30342

Apply Here

Receiving and Purchasing Assistant (Brookhaven)

$16 - $18 an hour - Full-time

Capital City Club | 53 W Brookhaven Dr Ne, Atlanta, GA 30319

Apply Here

Server - The Piedmont at Buckhead

$16 - $17 an hour - Full-time

The Piedmont at Buckhead | 650 Phipps Blvd NE, Atlanta, GA 30326

Apply Here

Housekeeping | **Front Desk Agent**

$16 an hour - Part-time, Full-time | **From $15 an hour - Part-time, Full-time**

Apply Here | Apply Here

HOLIDAY INN EXPRESS ALPHARETTA ROSWELL | 2950 Mansell Road, Alpharetta, GA 30022

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

Sales Coordinator - The Piedmont at Buckhead
$24 - $26 an hour - Full-time
The Piedmont at Buckhead | 650 Phipps Boulevard NE, Atlanta, GA 30326
Apply Here

PreK Teacher (Dunwoody)
$20 an hour - Full-time
Primrose School of Dunwoody | 5050 Nandina Lane, Dunwoody, GA 30338
Apply Here

Store Manager in Training (Brookhaven)
$18.50 - $23.88 an hour – Full-time
CVS Health | 2910 BUFORD HWY NE, Brookhaven, GA 30319
Apply Here

Medical Assistant, Pain Management (Sandy Springs)
$18 - $25 an hour - Full-time
Peachtree Orthopedics | 5505 Peachtree Dunwoody Road, Atlanta, GA 30342
Apply Here

Teacher (Dunwoody)
$18 an hour - Full-time
Primrose School of Dunwoody | 5050 Nandina Lane, Dunwoody, GA 30338
Apply Here

Clinical Pharmacy Technician I (Peachtree Corners)
$17.02 - $28.38 an hour - Full-time
Option Care Health | 5854 Peachtree Corners East, Peachtree Corners, GA 30092
Apply Here

Front Office Worker (Brookhaven)
$17 - $24 an hour - Full-time
Tender Ones Therapy Serv | 2 Corporate Blvd NE, Brookhaven, GA 30329
Apply Here

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

Experienced Preschool/Pre-K Teacher (Peachtree Corners)
$17 - $22 an hour - Full-time
The Oakling School | 5210 Spalding Dr, Norcross, GA 30092
Apply Here

Veterinary Receptionist | Veterinary Assistant (Experience Preferred)
$17 - $20 an hour - Full-time | $17 - $21 an hour - Full-time
Apply Here | Apply Here
Peachtree Hills Animal Hospital | 3106 Early Street NW, Atlanta, GA 30305

Office Assistant and Billing Specialist (Roswell)
$17 - $19 an hour - Part-time, Full-time
Bearor Family Chiropractic | 930 Woodstock Rd #300, Roswell, GA 30075
Apply Here

Associate Teacher | Childcare Substitute Teacher
$16.85 - $20.95 an hour - Full-time | $16.85 - $20.95 an hour - Part-time
Apply Here | Apply Here
Bright Horizons | 3175 Windy Hill Road SE, Atlanta, GA 30339

Caregiver / CNA (Full-time} | Caregiver / CNA (Weekends and Part time)
Apply Here | Apply Here
$17 an hour - Full-time | $17 an hour - Part-time
The Claiborne at Roswell | 2560 Holcomb Bridge Road, Alpharetta, GA 30022

Caregiver/Home Health Aide (Roswell)
$16 an hour - Part-time
All Ways Caring HomeCare | Roswell, GA 30076
Apply Here

Others hiring (1)

Fitness Coach (Chamblee)
$25 - $76 an hour - Part-time
Orangetheory - Franchise #0324 | 2152 Henderson Mill Rd NE, Atlanta, GA 30345
Apply Here

Residential House Cleaner – Independent Contractor (Roswell)
$25 - $35 an hour - Part-time, Contract, Full-time
CJ Cleaning Services | Roswell, GA 30076
Apply Here

Salon Manager / Operations Director (Sandy Springs)
$23 - $40 an hour - Full-time
Perfect Distraction Hair Salon | 8540 Roswell Road, Sandy Springs, GA 30350
Apply Here

Merchandiser (Alpharetta)
From $21.06 an hour - Full-time
Keurig Dr Pepper | Alpharetta, GA
Apply Here

Field Technician GA (Alpharetta)
$20 - $27 an hour - Full-time
COMMUNICATIONS INSTALL SOLUTIONS INC | 443 Burton Drive, Alpharetta, GA 30009
Apply Here

Arrival Experience Specialist (Alpharetta)
$20 - $25 an hour - Temporary, Part-time, Full-time
Club Corners II | 12274 Crabapple Road, Alpharetta, GA 30004
Apply Here

Warehouse Worker (Norcross)
$20 - $25 an hour - Full-time
Pyradra Stone Inc | 6155 Jimmy Carter Blvd, Suite G, Norcross, GA 30071
Apply Here

Others hiring (2)

Automotive Mechanics | **Automotive Assistant & Service Managers** | **AUTOMOTIVE TIRE TECHNICIANS**

Apply Here | **Apply Here** | **Apply Here**

$40,000 - $80,000 a year | **$40,000 - $65,000 a year** | **$36,000 - $43,000 a year**

Mavis Tire Supply | 224 Hammond Drive, Sandy Springs, GA 30328

Assembly Technician (Doraville)

$19 - $22 an hour - Full-time

American Signal Company | 2755 Bankers Industrial Dr, Atlanta, GA 30360

Apply Here

Membership Sales Associate (Chamblee)

$19 - $20 an hour - Full-time

The Enomed Group | 5180 Peachtree Blvd, Suite 494, Chamblee, GA 30341

Apply Here

Office Administrator (Peachtree Corners)

$17 - $21 an hour - Full-time

USA Beauty and Barber Academy | 6185 Buford Highway, Peachtree Corners, GA 30071

Apply Here

Geek Squad Advanced Repair Technician (Dunwoody)

$16.76 - $22.63 an hour - Part-time, Full-time

Best Buy | 1201 Hammond Dr NE Ste C, Atlanta, GA 30346

Apply Here

Maintenance & Repair Worker (Doraville)

$16.50 - $21.25 an hour - Full-time

City of Doraville | 3883 Flowers Road, Doraville, GA 30360

Apply Here