
Assistant Community Manager (Dunwoody)

GREYSTAR The Bricks Perimeter Center

302 Perimeter Center N, Atlanta, GA 30346

Responsibilities

- Completes the daily transactions and tasks related to the financial operation of the community by collecting and posting rent, fees, and other payments, preparing daily bank deposits and reconciling bank accounts, preparing financial reports, and processing invoices and payables.
- Operates the property management software (Yardi/OneSite) and completes transactions by entering all required fields correctly and by completing updates and back-ups to ensure the integrity of the system.
- Reviews resident files and accounting records to determine unpaid and/or late fees owed, communicates with residents regarding outstanding balances, implements procedures for collecting on delinquencies, and enforces the lease to maximize revenue.

Qualifications:

- Bachelor's degree in Business Management, Communications, or related field from an accredited college or university is preferred.
- 1-3 years minimum of relevant experience in residence life and/or property management that demonstrates the application of community management, sales, marketing, and customer service background sufficient to assist in managing the day-to-day operations of an apartment community, resolve customer complaints and issues, complete financial records, documents, and reports, increase sales revenues, and coordinate the work of a team.
- Understanding of lease terms and lease enforcement, including collections.
- Demonstrated proficiency in Internet, word processing, spreadsheet, and database management programs in order to complete required reports.
- Strong proficiency in property management software (Yardi, OneSite, etc.)

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

[Apply Here](#)

Other jobs posted by the same agency:

Leasing Professional

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

[Apply Here](#)

Groundskeeper/Porter

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

[Apply Here](#)

Dealer Support Associate (Atlanta 30339)

Hyundai Capital America

4100 Wildwood Parkway SE, Atlanta, GA 30339

Through Hyundai Motor Finance, Genesis Finance, and Kia Finance, we deliver innovative financing, leasing, and insurance solutions to more than 3 million customers and businesses nationwide.

Responsibilities

1. Dealer & Internal Inquiry Support: Serve as the operational first point of contact for dealers and internal partners by managing inbound calls and dealer support inbox requests related to funding, titles, contracts, post-funding activities, and HCA's consumer portfolio.
2. Outbound Follow-Up and Issue Resolution: Conduct outbound follow-up with dealers, Sales, internal departments, and external parties to obtain missing information, clarify requests, resolve open items, and ensure consistent communication through issue resolution.
3. Documentation & Compliance Support: Review, request, create, and validate documents needed to support dealer and customer transactions, ensuring accuracy and conformance with HCA policies, established procedures, and applicable state and federal regulations.

Qualifications:

- Minimum 2-4 years of related experience in a call center, dealer support, customer service, financial services operations, or automotive finance environment, preferably supporting funding, servicing, credit, titles, contracts, or post-funding activities.
- High school diploma or GED required.
- Ability to research, analyze, and resolve dealer and internal inquiries related to funding, titles, contracts, post-funding activities, and consumer portfolio processes.
- Proficiency with Microsoft Office, including Outlook, Word, and Excel; ability to learn and navigate multiple internal systems, vendor platforms, and databases.

Pay: \$48,552 - \$72,828 a year - Full-time

[Apply Here](#)

Customer Service Representative (Norcross)



2050 Nancy Hanks Drive, Norcross, GA 30071

Graybar is a leading North American distributor of electrical, communications, data networking and industrial products. As one of the largest employee-owned companies in North America, we believe true success comes from shared responsibility, pride, and purpose.

Responsibilities

As a Customer Service Representative, you will serve as a key contact and liaison for customers to ensure their total satisfaction. You will interact with customers on an ongoing basis, entering orders, handling requests and providing support needed in a timely, professional and courteous manner.

- Ensure every customer experience is top notch in quality
- Handle incoming and outgoing customer calls and written correspondence in a professional, timely manner, ensuring follow up on all customer issues
- Take an active role in selling Graybar goods and services on inbound calls
- Provide support on product selection and application
- Coordinate customer service requests including order entry, pricing, expediting, billing, order maintenance, credit and claims

Qualifications:

- Strong communication skills
- Ability to handle a variety of customer situations with enthusiasm and tact
- Some retail or counter sales experience preferred
- High School education
- 2 year or 4 year degree preferred

Pay: \$22 an hour - Full-time

[Apply Here](#)

Membership Services Specialist (Chamblee)

PAGE | PROFESSIONAL ASSOCIATION OF GEORGIA EDUCATORS

2971 Flowers Road South, Atlanta, GA 30341

The Professional Association of Georgia Educators (PAGE), the state's largest organization for educators, is seeking candidates for the position of Membership Services Specialist.

Responsibilities

Database management with a primary focus on payroll deduction reconciliation. Maintaining the database involves updating membership profiles to ensure it accurately reflect active memberships and payment statuses by keying data into the data warehouse. This is achieved through ongoing verification of current members, adding new members, transferring members to other districts, and canceling memberships upon request or due to non-payment of dues.

1. Reconciling payments received through payroll deduction
2. Processing membership applications
3. Creating new and updating current member accounts
4. Maintaining accurate payroll deduction data
5. Recording/posting check data in database
6. Communicating with school district payroll clerks and Membership Services Representatives (MSRs)
7. Fostering relationships with school system payroll clerks and MSRS
8. Providing excellent customer service to members via email and telephone
9. Performing duties in a fast-paced, team-centered environment
10. Accepting other duties and/or responsibilities as assigned by the Membership Services Specialists Coordinator, Membership Director, or Executive Director

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

To apply, email a letter of interest and a resume to: Ms. B.J. Jenkins, PAGE Director of Membership Services; bjjenkins@pageinc.org

Application deadline: September 15, 2026; however, please note that review of applications and consideration of candidates will begin as they are received, and a selection may be made at any time. No calls, please.

[Apply Here](#)

Home Care Office Manager (Atlanta 30339)



1000 Parkwood Circle SE, Suite 900, Atlanta, GA 30339

Citadel Community Health Services is a trusted Georgia-based home care agency providing compassionate, person-centered support to individuals with disabilities, seniors, and veterans.

Responsibilities

- Assist in the daily operations of the agency, ensuring compliance with regulatory requirements and company policies.
- Collaborate with the Administrator to develop and implement quality care for all clients
- Supervise staff members, providing guidance and support to ensure high standards of care are maintained.
- Serve as the main point of contact for clients, caregivers, and external partners.
- Complete new client intake and manage interviewing, recruitment, and orientation of new employees.
- Assist in onboarding and training new caregivers.

Qualifications:

- Experience: Home care: 2 years (Required)
- Prior experience as an administrative assistant or office Manager in a related healthcare role is preferred.
- Proven ability to assess and manage clients in a home care setting
- Able to manage an office and daily operations.
- Some experience in recruiting employees
- Excellent patient service skills, a commitment to delivering high-quality care.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience with AxisCare and Therap is preferred

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

[Apply Here](#)

Administrative Sales Assistant (Chamblee)



2800 Century Pkwy NE Suite 100, Atlanta, GA 30345

Tom James Company has more than 50 years of direct selling expertise in the custom clothing industry. We have grown from a single store to stores throughout 4 continents and more than \$500 million in sales.

Responsibilities

At Tom James Company, an administrative assistant supports our sales team members, store leaders, and key organizational leaders in fulfilling our mission to be a global leader in the fashion industry.

- Proactive calendar management in a fast-paced, high volume, and constantly evolving client service environment
- Organizing and scheduling client appointments and fittings
- Exercising knowledge of geography and timeline layout based off location
- Manage and maintain incoming texts and emails through the sales professional
- Sending reminders & appointment confirmations daily
- Monitoring all open orders and consistently checking on order statuses.

Qualifications:

- Two years' office-related experience is required
- Experience with a sales-oriented environment is preferred
- On-site attendance is required
- Professional customer service skills
- Proficient using multiple forms of technology including Microsoft Office; Google Docs, Sheets, Forms
- Possesses basic accounting skills (such as balancing accounts).

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

[Apply Here](#)

Administrative Assistant - Sales: A second job posting by the same agency.

Pay: \$20 an hour - Full-time

[Apply Here](#)

Dental Clinical Assistant (Sandy Springs)



8097 Roswell Rd Bldg B, Atlanta, GA 30350

Our practice provides specialized periodontal care, including periodontal therapy, soft tissue and bone grafting, dental implants, and long-term oral maintenance.

Responsibilities

- Provide chairside assistance during periodontal procedures and surgeries
- Assist with dental implants, grafting procedures, and other specialty treatment
- Take digital radiographs and intraoral images
- Complete accurate clinical charting and documentation
- Prepare treatment rooms and maintain clinical equipment
- Follow sterilization and infection-control protocols
- Educate patients and provide post-operative instructions
- Assist with treatment planning and case presentation
- Help keep the clinical schedule running smoothly
- Work closely with doctors and the front office team to provide seamless patient care

Qualifications:

- Previous dental assisting experience **preferred**
- Periodontal or surgical experience is a plus
- Dentrax Ascend experience is desirable, but **not required**
- Strong attention to detail
- Excellent communication and interpersonal skills
- Good time-management and organizational skills
- A professional and positive attitude
- The ability to adapt and work comfortably between two locations
- A team-first mindset and willingness to help wherever needed

Pay: \$25 - \$30 an hour - Full-time; Mon–Thurs: 6:30 AM–3:30 PM, Fri: 6:30 AM–2:30 PM; Work between our Midtown and Sandy Springs locations

[Apply Here](#)

Medical Receptionist (Sandy Springs)



5445 Peachtree Dunwoody Road, Sandy Springs, GA 30342

Responsibilities

- Greet patients and visitors warmly, providing exceptional customer service and guiding them through check-in and check-out processes
- Schedule appointments using advanced EMR (Electronic Medical Records) systems such as Tebra
- Collect payments and manage medical collections efficiently while maintaining compliance with HIPAA regulations
- Maintain accurate medical records by updating patient information and reviewing documentation for completeness and accuracy
- Assist with medical billing, coding (including CPT, ICD-9, ICD-10), and documentation review to ensure proper reimbursement

Qualifications:

- Experience - Medical receptionist: 1 year (Required)
- Extensive knowledge of EMR systems
- Proficiency in medical coding (CPT, ICD-9/10), medical billing, and health information management
- Strong understanding of HIPAA regulations to ensure patient confidentiality and data security
- Bilingual abilities (Spanish) are highly desirable to serve diverse patient populations effectively
- Prior clinic or dental office experience is preferred to navigate healthcare workflows efficiently
- Computer literacy is a must
- Knowledge of hospital experience is a plus for specialized clinics

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

[Apply Here](#)

Office Administrator (Peachtree Corners)



3200 Pointe Parkway, Peachtree Corners, GA 30092

Responsibilities

As our Office Administrator, you will manage the daily administrative operations of the clinic, ensuring a smooth, organized, and welcoming experience for all patients and a supportive environment for our clinical staff.

- **Patient Coordination:** Serve as the primary point of contact, greeting patients, managing check-in/check-out processes, and scheduling appointments effectively.
- **Administrative Management:** Answer and manage phone calls, emails, and general inquiries with professionalism and courtesy. Maintain and organize patient files (electronic and paper) in compliance with HIPAA.
- **Billing & Finance:** Handle patient billing, co-pay collection, processing payments, and managing insurance verification and claims submission.

Qualifications:

- **Experience:** Proven experience in an administrative, front office, or customer service role, preferably within a healthcare or medical office setting (chiropractic experience is a plus!).
- **Skills:** Strong organizational skills and exceptional attention to detail. Proficiency with office software (MS Office Suite, Google Workspace) and experience working with electronic health records (EHR) or patient management systems.
- **Communication:** Excellent verbal and written communication skills and a friendly, compassionate demeanor.
- **Attitude:** Proactive, self-motivated, and comfortable multitasking in a busy environment.
- **Education:** High school diploma or equivalent.

Pay: \$21.81 - \$26.26 an hour - Full-time

NOTE: Do not contact our office (770-744-5810). Our office line is for patients only!

[Apply Here](#)

Optician Assistant (Roswell)

GAZAL EYECARE

76 Norcross Street, Roswell, GA 30075

Responsibilities

- Assist patients with frame selection and basic styling guidance
- Take precise facial measurements for lens fitting (PD, segment height, frame measurements)
- Learn to read and interpret eyeglass prescriptions
- Support lens ordering, frame adjustments, and basic repairs
- Get introduced to contact lens fitting and dispensing basics
- Work directly with the equipment and lab processes used in a real optical practice

Qualifications:

Gazal Eyecare — no experience required. This apprentice role is built for someone starting from zero: you'll train hands-on under our licensed opticians and optometrists, learning the real skills of the trade from day one.

Where this leads: Georgia requires 3,000 supervised hours over at least two years to become a licensed Dispensing Optician, plus passing the national ABO/NCLE exams and a practical exam. This role is your structured path through that apprenticeship — real supervised hours, real patient interactions, with a clear track toward licensure and our Licensed Optician position.

What we're looking for: A genuine interest in eye care and a willingness to learn — prior retail or customer service experience is a plus but not required. This is a luxury, independent-eyewear environment, so attention to detail and a polished, patient-first approach matter more than a resume.

Full-time, Tuesday–Saturday. Competitive pay with room to grow as you gain skills and hours toward licensure.

Pay: \$20 - \$28 an hour - Full-time

[Apply Here](#)

Pediatric Dentistry Scheduling Coordinator (Alpharetta)



4190 Old Milton Parkway, Alpharetta, GA 30005

We're looking for a sharp, outgoing, and dependable person to be the welcoming face and voice of our business. This position is ideal for someone who genuinely enjoys meeting people, communicates confidently on the phone, and can keep a busy front desk organized.

Responsibilities

- Welcome guests and create a friendly first impression
- Answer and route incoming calls professionally
- Schedule appointments and manage calendars
- Respond to questions by phone, email, and in person
- Keep the reception area organized and running smoothly
- Handle messages, records, and routine administrative tasks
- Notice problems, take initiative, and help the team wherever needed

Qualifications:

- Friendly, social, and comfortable starting conversations
- Clear, confident, and professional on the phone
- Quick learner with strong judgment and problem-solving skills
- Organized and able to manage several tasks without losing track
- Dependable, punctual, and calm during busy periods
- Comfortable using computers, email, calendars, and office software
- Previous reception, hospitality, customer-service, or administrative experience is preferred.

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

To apply, please submit your resume and briefly answer:

- What do you enjoy about working with people?
- Tell us about your experience handling a busy phone line.
- Describe a time you noticed a problem and solved it without being asked.
- Are you available to work 7:30AM-5:00PM?

[Apply Here](#)

Logistics Analyst (Roswell)



601 West Crossville Road, Roswell, GA 30075

Diversified Energy Supply (DES) is a nationwide fuel supplier that provides innovative solutions to address complex supply chain challenges. DES is currently seeking a Logistics Analyst. In this role, you'll be instrumental in ensuring the efficient flow of fuel from production to consumption, helping to ensure that every drop of fuel reaches its destination smoothly.

Responsibilities

- Inventory Management of customer fuel tanks. Responsible for planning, scheduling, dispatching, and managing fuel levels and fuel orders. Process fuel order through software system and ensure carrier partner execution.
- 24/7 Dispatch Phones / Email – Responsible for receiving emergency and non-emergency calls/emails from customer and carrier partners addressing problems, requests or taking and processing fuel orders in a timely basis including after-hours and weekends.
- Fuel Supply Management - Review supplier pricing/freight to determine and select the best location to dispatch carriers for the lowest freight adjusted sourcing of fuel.

Qualifications:

- Must be self-motivated, self-starter, results driven individual with a high degree of accuracy and attention to detail.
- 1-3 years' experience in dispatch, logistics and/or a customer service role. Petroleum/logistics industry specific experience preferred.
- Must be able to communicate clearly and professionally with customers, carrier partners and colleagues.
- Ability to focus on and accurately complete tasks in an energetic, fast paced, and continuously changing work environment.
- Will be a part of the on-call phone rotation, for nights and weekends.
- Proficiency in Microsoft Office Suite.
- Strong analytical mind with problem-solving aptitude.

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

[Apply Here](#)

Cost Share Specialist (Dunwoody)



400 Perimeter Center Ter NE, Atlanta, GA 30346

We're a leading provider of in-home health care services, dedicated to ensuring that our network of companies meet the highest standards of quality & care.

Responsibilities

This role sits at the intersection of finance, customer service, and case coordination, tracking what clients owe, following up on outstanding balances, setting up new accounts, and working through sensitive financial conversations with warmth and professionalism.

- Payment Processing and Reconciliation
- Input and reconcile client payment transactions across internal tracking systems.
- Monitor payment activity for settlements and chargebacks.
- Maintain accurate, up-to-date account statuses.
- Client Onboarding and Account Setup
- Set up new client profiles and ensure cost share obligations are established before service start.
- Set up and manage payment plans and payroll deduction arrangements.

Qualifications:

- Strong organizational skills and comfort learning and working across multiple internal systems.
- Strong aptitude for math, accounting, or financial thinking.
- Warmth, empathy, and excellent people skills; this role requires navigating sensitive money conversations with care and professionalism.
- Relevant experience in at least one of the following: customer service, sales or call center work, accounting or budget management, or collections.

Preferred Qualifications:

- Direct experience in collections or accounts receivable.
- Experience with CRM or account tracking tools.

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

[Apply Here](#)

Assistant Bookkeeper (Sandy Springs)



6100 Lake Forrest Dr NW Suite 120, Atlanta, GA 30328

We are seeking a detail-oriented and experienced Assistant Bookkeeper to join our finance team. The ideal candidate must be versed in QuickBooks, Microsoft Excel & Outlook.

Responsibilities

- Manage and maintain the general ledger, ensuring accuracy and completeness of financial data
- Perform bank reconciliations and account reconciliations regularly to verify account balances
- Prepare journal entries and ensure proper double-entry bookkeeping practices in accordance with the brokerage
- Generate financial reports, including balance sheets, income statements, and other statements for management review
- Preparing relevant reports
- Utilize accounting Quickbooks software to record transactions and generate reports
- Conduct account analysis to identify discrepancies or irregularities and resolve issues promptly

Qualifications:

- Proven experience with accounting Quickbooks software and other financial platforms
- Proficiency in bank reconciliation, general ledger reconciliation, and account analysis
- Knowledge of double-entry bookkeeping, journal entries, and financial concepts such as debits & credits
- Experience with accounts payable/receivable management and payroll processing
- Ability to prepare detailed financial reports and write clear financial reports for management review

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

[Apply Here](#)

Long Term Disability Analyst (Alpharetta)



The Hartford

3655 North Point Pkwy Ste 350, 500, Alpharetta, GA 30005

We're determined to make a difference and are proud to be an insurance company that goes well beyond coverages and policies. Working here means having every opportunity to achieve your goals – and to help others accomplish theirs, too.

Responsibilities

- Investigate and manage long-term disability claims by gathering and evaluating information from claimants, employers, and medical providers.
- Analyze medical, vocational, financial, and claim-related information to support accurate initial and ongoing benefit determinations.
- Guide customers through the disability and recovery process, focusing on functional abilities, clear expectations, and supportive communication.
- Maintain professional written and verbal communications with internal and external partners to deliver timely, customer-centered outcomes.
- Apply critical thinking, sound judgment, and analytical reasoning to assess risk, resolve issues, and make consistent claim decisions.
- Collaborate effectively in a fast-paced, team-based environment to retrieve, evaluate, and relay claim-related information.

Qualifications:

- High School Diploma or GED required; Associate or Bachelor's degree preferred but not required.
- 1+ years of customer service experience preferred but not required.
- Medical, clinical, or vocational background is a plus but not required.
- Proficiency with Microsoft Office and the ability to navigate multiple systems simultaneously.

Pay: \$48,071 - \$72,107 a year - Full-time; This role can have a Hybrid or Remote work arrangement. **Selected applicants will be considered for a start date of 11/02/26.**

[Apply Here](#)

Financial Crime Review Analyst (Buckhead)



3500 Lenox Road NE, Atlanta, GA 30326

Crowe extended its geographic footprint into Georgia with the opening of the Atlanta office in September 2007. Today nearly 250 Crowe employees work on- and off-site to support the Southeast region. We strive to offer clients exceptional and professional services to address their audit, tax, advisory, or consulting needs.

Responsibilities

- Reviewing and investigating alerts, performing investigations, or enhanced due diligence reviews for potentially suspicious activity, making risk-based SAR recommendations and preparing SARs.
- Conducting periodic holistic reviews of higher risk individuals or entities.
- Reviewing and investigating potential matches with sanctions lists.
- Maintaining a solid working knowledge (functional and operational) of the rules and regulations, including but not limited to, BSA, USA PATRIOT Act, OFAC and Sanctions Screening.
- Assist in the delivery of financial crime consulting services to Financial Services companies, including Banks, Money Service Businesses (MSB's), Third Party Payment Providers, and FinTechs.

Qualifications:

- High School Diploma.
- 1-year minimum experience in financial services Financial Crime compliance management, retail banking, commercial banking, and/or global diversified financial services organizations.
- Knowledge of laws applicable to money laundering: the BSA, USA PATRIOT Act, OFAC requirements and Suspicious Activity Reporting requirements.
- Strong writing, analytical, and communication skills and the ability to multi-task and complete projects on time.
- Strong research skills and sound knowledge in the use of the MS Office Suite and experience with on-line research systems including the Internet.

Pay: \$18.75 - \$35.75 an hour - Full-time

[**Apply Here**](#)

SBA Business Development Associate (Sandy Springs)



2 Concourse Parkway NE, Suite 800, Sandy Springs, GA 30328

Responsibilities

- Provides sales, processing, operational, administrative and customer service support to Regional Sales Managers (RSM) and Business Development Officers (BDO) of U.S. Bancorp SBA Division.
- Researches internal and /or external customer needs and responds appropriately.
- Assists BDO in the collection of application items and construction of submission packages.
- Assists in business development at the direction of the RSM or BDO such as: meeting with existing or new prospects, contacting existing client base to review current relationship, planning and coordinating marketing campaigns/business development seminars and meeting with internal departments to discuss joint business initiatives.
- Performs administrative support duties to assist the RSM or BDO such as: making and tracking appointments, preparing proposals/ reviews/ routine correspondence, organizing paper flow in adherence to the firm's recordkeeping requirements, maintaining client files, answering phones, opening and disseminating mail.

Qualifications:

- High school diploma or equivalent
- Five or more years of experience in administrative support activities

Preferred Skills/Experience

- Thorough knowledge of all applicable bank and branch policies, procedures and support systems
- Excellent customer service skills and good attention to detail
- Proficient computer skills, especially Microsoft Office applications.

Pay: \$25.63 - \$34.18 an hour - Full-time

[Apply Here](#)

Universal Associate I (Peachtree Corners)



6251 Crooked Creek Road, Peachtree Corners, GA 30092

Responsibilities

- Promotes, represents, and welcomes existing and prospective members, team members, and service providers to the credit union in a professional, inviting manner.
- Ensures that an exceptional member experience atmosphere is consistent and delivered to all members.
- Proficiently performs basic transactions and tasks including but not limited to: Accepts and processes deposits, withdrawals, transfers, checking cashing, gift cards, money transfer remittances, and loan payment and advances. Processes these transactions accurately and efficiently with minimal errors.
- Proactively solicits new business through referrals and member engagement while strengthening and expanding existing member relationships.
- Actively participate in branch huddles, individual, and group coaching/training sessions.

Qualifications:

- Education: A high school diploma or equivalent is required. An Associate's Degree from an accredited college is desirable.
- Experience: Six month to one-year of prior banking or relevant customer service experience is preferred.
- Must be proficient with the Microsoft Office Suite (Word, Excel, and Outlook) or similar software programs. Knowledge of Jack Henry's Symitar – Episys or MeridianLink is a plus.
- Bi-lingual is desirable.

Pay: \$19.51 - \$24.39 an hour - Full-time

[Apply Here](#)

Assistant Director - Preschool (Norcross)



6275 Crooked Creek Rd, Norcross, GA 30092

For more than 50 years, we've partnered with families to provide safe, caring early education for children from infancy through school age. The Assistant Director is responsible for the safe, effective operation of the school with the School Director, to achieve Learning Care Group's safety vision. In the Director's absence, the Assistant Director has sole responsibility for the school. The Assistant Director assists in the promotion of the social, physical, and intellectual growth of the children.

Responsibilities

- **Accountable!** Ensure the school is operating in accordance with company and state licensing standards.
- **Responsible!** Foster an educational, caring, safe environment for the children and parents.
- **Creative!** Spark imagination, build self-esteem, and help children discover new things each day.
- **Positive!** Promote the positive image of the company and play a major role in making the company a provider of choice for the communities we serve.
- **Team-oriented!** Recruit, select, and retain quality staff.
- **Dedicated!** Help achieve profitability for the company.

Qualifications:

- Must be at least 21 years of age.
- Must have at least 2 years of Assistant Director experience in a licensed child care facility.
- Associates degree in ECE or related field is preferred.
- Must meet state requirements for education and our center/school requirements.
- Must have the Georgia 40 hour course completed.

Pay: \$19.45 - \$20.21 an hour - Full-time

[Apply Here](#)

Georgia PreK Lead Teacher - Atlanta, GA (Brookhaven)



1198 Old Johnson Ferry Road, Atlanta, GA 30319

Our child care centers are the heart of Bright Horizons — where meaningful moments happen every day. Grow your teaching career with **Bright Horizons**, where you can make a meaningful impact on children's lives every day. Learn from early education experts while having the opportunity to pursue a CDA or college degree at no cost. Experience this and more as a **Bright Horizons Teacher**. Full-time positions are available with our **GA PreK Classroom** at our **Bright Horizons-New Generations location in Atlanta, GA**.

Responsibilities

- Create hands-on activities to meet the needs and interests of the children
- Maintain open communication with parents, sharing their child's daily milestones
- Ensure a safe and clean classroom by following essential procedures and guidelines

Qualifications:

Candidates must pass required state and company background checks and meet state and company minimum education and experience requirements:

- 18 years of age with a high school diploma or GED is required
- College-level coursework in early childhood education, CDA, or an associate or bachelor's degree in early education or related field is preferred
- 1 year of professional experience teaching in child care, daycare, or preschool settings is preferred
- Demonstrated knowledge of developmentally appropriate practice (DAP) for children is required.

Pay: \$18.75 - \$22.90 an hour - Full-time (Working hours are from 700am - 330pm)

[Apply Here](#)

Associate Teacher: A second job posting by the same agency.

3175 Windy Hill Road SE, Atlanta, GA 30339

Pay: \$16.85 - \$20.95 an hour - Full-time (Working hours can vary from 730am-6pm)

[Apply Here](#)

Receptionist/Administrative Assistant (Peachtree Corners)



3705 Engineering Dr, Peachtree Corners, GA 30092

The Receptionist / Administrative Assistant plays a critical role in presenting International Charter Academy of Georgia in its best possible manner.

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
- Monitor any suspicious activities and report to authorities to ensure school safety as per safety procedures

Qualifications:

- Proficiency in English
- Native-level Spanish skills preferred
- Computer literate and proficient in use of Windows, Excel, MS Word.
- Excellent oral and written communication skills.
- Excellent interpersonal skills
- Successful experience working in teams
- Use of critical thinking skills in decision making

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

[Apply Here](#)

Front Desk Agent - Part Time (AM) (Buckhead)



INTERCONTINENTAL®
HOTELS & RESORTS

3315 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities

- Be the warm welcome that kicks off a memorable guest experience.
- Acknowledge IHG Rewards Club members and returning guests, in person or on the phone
- Take and manage guest bookings, up-selling opportunities and telling them about ways to improve their stay.
- Handle cash and credit transactions.
- Start every stay right by swiftly checking guests in and out - take IDs, hand out room keys, and control and release safety deposit boxes.
- Stay one step ahead of guests' needs – record and act on their preferences, and handle their messages, requests, questions and concerns.

Qualifications:

- Communication skills - guests will need to come to you with concerns as well as compliments, so you'll be easy to talk to.
- Your problem-solving skills will turn issues into opportunities so every guest leaves with great memories.
- Fluency in the local language - extra language skills would be great, but not essential.
- Literate and tech-savvy - you'll need a good grasp of reading, writing, basic maths and computers
- Flexibility - night, weekend and holiday shifts are all part of the job.
- You'll have a high school diploma or qualification. A college or university degree would be a bonus, but not essential.
- Experience - ideally you'll have spent at least one year in a front desk or guest service position.
- Strength - sometimes you'll need to lift, push and pull big objects up to 50lbs (23 kg). This can involve bending and kneeling.

Pay: \$17.75 an hour - Part-time

[Apply Here](#)

Food service and Hospitality hiring (1)

Bartender | **Server** | **Dishwasher/Food Prep**
\$25 - \$45 an hour - Part-time, Full-time | **\$15 - \$18 an hour - Part-time**
[Apply Here](#) | [Apply Here](#) | [Apply Here](#)

BEY Mediterranean Kitchen + Bar | 1035 Alpharetta Street, Roswell, GA 30075

Server (Dunwoody)

\$20 - \$35 an hour - Part-time

Marlow's Tavern | 1317 Dunwoody Village Parkway, Atlanta, GA 30338

[Apply Here](#)

Shift Leader (Dunwoody)

\$20 - \$25 an hour - Part-time, Full-time

VELVET TACO | 100 Middle Street, Dunwoody, GA 30346

[Apply Here](#)

Line Cook | **Prep CookServer** | **Dishwasher**
\$19 - \$20 an hour – FT | **\$18 - \$19 an hour – PT, FT** | **\$15 - \$17 an hour – PT, FT**
[Apply Here](#) | [Apply Here](#) | [Apply Here](#)

Kona Grill – Alpharetta | 5100 Avalon Blvd, Alpharetta, GA 30009

Dining Room Server | **PM Line Cook- Brookhaven**
\$19 an hour - Part-time, Full-time | **\$18 - \$24 an hour - Full-time**
[Apply Here](#) | [Apply Here](#)

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

Shift Lead Trainee - Ice Cream Shop (Brookhaven)

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

Southern Custard | 3575 Durden Drive NE, Brookhaven, GA 30319

[Apply Here](#)

Food service and Hospitality hiring (2)

Guest Experience Specialist (Alpharetta)

\$16.25 - \$16.75 an hour - Full-time

Marriott International, Inc | 11700 Amber Park Drive, Alpharetta, GA 30009

[Apply Here](#)

Host/Hostess (Alpharetta)

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

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

[Apply Here](#)

Restaurant Team Member (Buckhead)

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

Woody's Cheesesteaks | 45 Irby Ave NW, Atlanta, GA 30305

[Apply Here](#)

Housekeeping/Lobby Attendant (Sandy Springs)

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

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

[Apply Here](#)

Broista – Johns Creek, GA

Up to \$15.75 an hour - Part-time

Dutch Bros Coffee | 9630 Medlock Bridge Rd, Johns Creek, GA 30097

[Apply Here](#)

Front Desk Agent (Norcross)

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

Crowne Plaza Atlanta NE – Norcross | 6050 Peachtree Industrial Blvd, Norcross, GA 30071

[Apply Here](#)

Part Time Gelato Server/Barista \$15/hr (Buckhead)

From \$15 an hour - Part-time

Amorino Gelato | 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

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

Orthodontic Assistant (Alpharetta)

From \$20 an hour - Full-time

STABLE Orthodontics | 12455 Broadwell Road, Alpharetta, GA 30004

[Apply Here](#)

Health, Wellness and Fitness Clinic Associate (Sandy Springs)

From \$20 an hour - Part-time

Live Lean Rx| 6100 Lake Forrest Dr NW Ste 125, Atlanta, GA 30328

[Apply Here](#)

Cook (Alpharetta)

\$19.25 - \$21.00 an hour - Full-time

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

[Apply Here](#)

Bus Driver needed in Preschool (Peachtree Corners)

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

Kids R Kids Learning Academy | 3180 Medlock Bridge Road, Peachtree Corners, GA 30071

[Apply Here](#)

Housekeeper (Alpharetta)

\$16.00 - \$19.20 an hour - Part-time

Atria Senior Living - North Point | 100 Somerby Dr, Alpharetta, GA 30009

[Apply Here](#)

Compassionate Caregiver (Norcross)

\$16 an hour - Temporary, Part-time

A BRIGHTLIVING HOMECARE SERVICES | Norcross, GA 30092

[Apply Here](#)

Pharmacy Customer Service Associate (Chamblee)

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

Walgreens | 5373 Peachtree Boulevard, Chamblee, GA 30341

[Apply Here](#)

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

Community Fun Facilitator- Direct Care Staff (Roswell)

\$16 - \$17 an hour - Part-time

Just People, Inc | 3000 Dowling Drive, Roswell, GA 30075

[Apply Here](#)

Lifeguard (Chamblee)

\$15.75 - \$16.00 an hour - Part-time

Dynamo Parents Club/Dynamo Swim Club | 3119 Shallowford Road NE Chamblee 30341

[Apply Here](#)

After School Lead Teacher | Infant Lead Teacher | Infant Lead Teacher

\$15 - \$18 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

[Apply Here](#)

Ivy Kids - Roswell West | 10650 Houze Road, Roswell, GA 30076

In Home Caregiver (Sandy Springs)

\$15 an hour - Part-time

Cornerstone Caregiving | Sandy Springs, GA

[Apply Here](#)

Dog Daycare Attendant (Roswell)

From \$15 a year - Part-time

Puppy Haven | 42 Oak Street, Roswell, GA 30075

[Apply Here](#)

Others hiring (1)

Cashier/Stocking Associate (Norcross)

From \$3,450 a month - Full-time

First Atlanta Flooring LLC | 6510 Jimmy Carter Blvd, Norcross, GA 30071

[Apply Here](#)

Warehouse Associate (Doraville)

\$20 an hour - Full-time

KSI Trading Corp | 2861 Bankers Industrial Drive, Atlanta, GA 30360

[Apply Here](#)

U.S. Customs and Border Protection DHS Virtual Career Expo 9/10

\$40,000 - \$125,000 a year - Full-time

U.S. Customs and Border Protection | Georgia

[Apply Here](#)

Janitorial/Floor Care (Roswell)

\$17.20 - \$22.00 an hour - Contract

EBS-4U INC | Roswell, GA 30076

[Apply Here](#)

Receptionist/Administrative Assistant (Atlanta 30340)

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

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

[Apply Here](#)

Guest Engagement Ambassador (Buckhead)

\$17 an hour - Part-time

Atlanta History Center | 130 W Paces Ferry Rd NW, Atlanta, GA 30305

[Apply Here](#)

Maintenance & Repair Worker (Doraville)

\$16.50 - \$26.00 an hour - Full-time

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

[Apply Here](#)

Others hiring (2)

Front Desk Receptionist (Buckhead)

\$16.50 - \$18.50 an hour - Part-time

SEV Laser Aesthetics | 3400 Around Lenox Rd NE NE, Atlanta, GA 30326

[Apply Here](#)

Warehouse Order Puller/Packer & Heat Press Operators (Norcross)

\$16.50 - \$17.50 an hour - Full-time

AMJ Screen Printing | 5172 Brook Hollow Parkway, Norcross, GA 30071

[Apply Here](#)

Office Assistant (Norcross)

\$16.00 - \$18.50 an hour - Full-time

Automotive Refinishing Manufacturer | Norcross, GA 30093

[Apply Here](#)

JM Wireless –GA Alpharetta Hwy - FT - RSR - Metro by T-Mobile (Roswell)

\$15 - \$30 an hour - Full-time

TCC Wireless LLC | 10684 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Spa Receptionist (Norcross)

\$15 - \$18 an hour - Part-time, Full-time, Contract

HMS LLC | Norcross, GA 30093

[Apply Here](#)

Front Desk Coordinator - Atlanta - Avalon (Alpharetta)

From \$15 an hour - Full-time

Boardroom Salon for Men | 7115 Avalon Blvd, Alpharetta, GA 30009

[Apply Here](#)

Guest Services Rep Part Time-104020 (Atlanta 30339)

\$15 an hour - Part-time

ESA Management, LLC | 2225 Interstate North Parkway SE, Atlanta, GA 30339

[Apply Here](#)