
Office Manager/Administrative Assistant (Buckhead)



550 Pharr Road NE, Atlanta, GA 30305

Delza Properties Management is a full-service commercial real estate asset management, development, and leasing firm headquartered in Atlanta, GA. Delza Properties is seeking a reliable, organized, and detail-oriented Office Manager / Administrative Assistant to join our established team in Buckhead.

Responsibilities

- Bill payment and accounts receivable
- Administrative and clerical support
- Maintaining accurate records and files
- Managing property portfolio information through DoorLoop
- Supporting Operations Managers with day-to-day administrative needs
- Maintaining accuracy and organization across office systems and documentation
- General office management and administrative responsibilities.

Qualifications:

This is not intended as a short-term position or an entry-level role for someone simply looking to gain experience. We are looking for someone who values stability, consistency, and being part of a positive, established work environment.

- High Dependable and consistent
- Highly organized and detail-oriented
- Professional, composed, and personable
- Self-motivated and able to stay focused
- Comfortable taking ownership of responsibilities
- Interested in building a long-term role with an established company

Pay: From \$25 an hour - Part-time, Contract, Full-time; 1099 position
Schedule: Monday–Friday, 10:00 AM–4:00 PM; 35 hours per week

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

Office Administrator (Peachtree Corners)



3200 Pointe Parkway, Peachtree Corners, GA 30092

Phoenix Chiropractic is seeking a dedicated **Office Administrator** to be the welcoming face and organizational heart of our clinic.

Responsibilities

- **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.
- **Clinic Operations:** Maintain a clean, organized, and welcoming reception area. Manage and order office and clinical supplies, and assist with upkeep.
- **Support:** Assist the Chiropractor and clinical staff with administrative tasks to ensure seamless patient flow and treatment delivery.

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).
- **Communication:** Excellent verbal and written communication skills and a friendly, compassionate demeanor.
- **Education:** High school diploma or equivalent.

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

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

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

Office Manager (Dunwoody)



53 Perimeter Center East, Atlanta, GA 30346

AltaPoint Healthcare is a leading, multilocation provider of addiction, substance use disorder (SUD), mental health, and behavioral health treatment.

Responsibilities

Admissions

- Coordinate the admissions process from arrival, working with clinical, medical, and admissions staff so each client's intake goes smoothly.
- Gather and verify demographic, insurance, and referral information, and make sure intake paperwork and consents are complete before or at admission.

Census Management

- Keep an accurate daily census for all levels of care, including admissions, discharges, transfers, and changes in level of care.

Supply Management

- Monitor inventory of office, household, and program supplies, and place orders to keep adequate stock.

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- 2+ years of office management or administrative experience, preferably in healthcare or behavioral health.
- Experience with an EHR system (Kipu preferred) and Microsoft Office or Google Workspace.
- Working knowledge of HIPAA and 42 CFR Part 2 confidentiality requirements, or willingness to learn them quickly.
- Strong organizational skills, attention to detail, and the ability to juggle competing priorities.
- Calm, empathetic communication style suited to a treatment environment.

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

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

Business Operations Associate (Roswell)



11450 Alpharetta Hwy, Roswell, Georgia, 30076

At CarMax, we are the nation's largest retailer of used cars with stores from coast to coast, and we are still growing. As a Business Operations Associate, you will be the backbone of our store operations, ensuring smooth and accurate processing of sales, auctions, and appraisals.

Responsibilities

- Deliver outstanding customer service by greeting customers, answering questions, and guiding them through paperwork processes.
- Process and audit paperwork for retail and wholesale sales, including deal jackets, finance contracts, and DMV documentation.
- Manage auction and appraisal transactions, ensuring accurate titles, payoffs, and proper documentation for funding.
- Handle cash management tasks, including receiving payments, preparing deposits, and maintaining security protocols.
- Train and mentor new associates and support store operations by assisting multiple departments and balancing overflow traffic.

Qualifications:

- Ability to read, interpret, and record data accurately for compliance and reporting.
- Strong organizational and multitasking skills in a deadline-driven environment.
- Proficiency in MS Office and data entry systems with intermediate PC skills.
- Ability to lift up to 20 lbs and work on your feet for extended periods.
- Commitment to confidentiality, integrity, and adherence to CarMax policies.
- Flexibility to work varied schedules, including nights, weekends, holidays.

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

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

Inventory Associate: Another job posting by the same agency at Norcross.

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

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

Administrative Specialist I - Dunwoody Campus



2101 Womack Rd, Dunwoody, GA 30338

For more than 60 years, Perimeter College has been a gateway to higher education for the Atlanta region and beyond. On five campuses and online, students take advantage of our support and small classes to build a solid academic foundation that enables them to reach their goals.

Responsibilities

- Serve as liaison to the department chair, associate chair, and/or assistant chair on all communications and correspondence and first point of contact for the department's front office function.
- Provide administrative support to the department chair(s), department administrator(s), faculty and staff including, but not limited to, answering the telephone; providing referral and navigation assistance to various university offices; copying and filing; retrieving information; preparing agendas, records and minutes; providing accreditation support; serving as drop-off point for packages; maintaining contact list, print fund and swipe card access requests.
- Collect and maintain departmental records (e.g., syllabi, academic dishonesty form, student concerns, reinstatements, end of semester grade reports).

Qualifications:

- Bachelor's degree; or high school diploma or GED and four years of administrative experience; or a combination of education and related experience.

Pay: \$39,200 - \$47,100 a year - Full-time

To be fully considered for this position, all candidates must submit the following at the time of submission: A complete and accurate GSU application, Resume, Cover Letter and Three professional references

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

Associate Accountant (Sandy Springs)



800 Mount Vernon Hwy NE Ste 425, Atlanta, GA 30328

This position is responsible for the day-to-day accounting of real estate assets of Skyline Seven's managed properties.

Responsibilities

- Prepare and review monthly and quarterly financial reports in accordance with owner deadlines and requirements.
- Forecast cash flow.
- Analyze monthly financial statements and work with Property Managers to provide variance explanations when comparing actual to budget or historical results.
- Monthly bank reconciliations for each property's operating account.
- Initiate monthly payments for debt service, owner distributions, etc.
- Perform monthly general ledger account analysis and balance sheet account reconciliation.

Qualifications:

- Bachelor's Degree in Accounting preferred.
- 1-2 years real estate accounting experience is preferred but not required
- Must be able to multi-task while achieving deadlines.
- Attention to detail and organized.
- Confident verbal and written skills to be able to interact with clients and co-workers.
- Excellent knowledge of accounting principles and accounting standards in general.
- Must be proficient in Excel and Microsoft Word.
- Proficiency in Yardi accounting software is preferred

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

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

Learning Management Specialist (Dunwoody)



1224 Hammond Dr NE # 1500, Atlanta, GA 30346

Our passion is helping clients gain full transparency and control of their contingent workforce while achieving best-in-class performance in cost, quality & compliance.

Responsibilities

The Learning Management Specialist, a member of the Training and Development team within the Operations Organization, plays a key role in advancing employee growth and development across Monument.

- Design, develop, deliver, and maintain engaging learning programs and resources for virtual and instructor-led environments.
- Manage training requests and projects from intake through implementation, coordinating scope, resources, timelines, and deliverables.
- Partner with subject matter experts and stakeholders to assess needs, identify skill gaps, define objectives, and develop course content.
- Maintain and audit MonU content for accuracy, quality, consistency, relevance, and compliance.
- Create measurable learning objectives aligned with employee and business outcomes.

Qualifications:

- Bachelor's degree in education, instructional design, learning and development, or a related field preferred.
- Experience in training, content management, curriculum, or instructional design.
- Experience developing materials for virtual and instructor-led training environments.
- Familiarity with learning management systems and training development software.
- Ability to assess training needs and translate business requirements into effective learning solutions.
- Strong project management, organization, communication, and stakeholder management skills.

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

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

Asset Coordinator (Buckhead)



950 East Paces Ferry Rd NE Suite 2195, Atlanta, GA 30326

Rubicon is a leading provider of technology-based waste and recycling solutions for waste generators, helping them to understand, manage, and reduce waste. The Asset Coordinator is responsible for managing the end-to-end scheduling, coordination, and execution of compactor and waste equipment installations.

Responsibilities

- Coordinate and schedule installations of compactors, balers, and related waste equipment.
- Serve as the liaison between sales teams, customers, contractors, and service technicians.
- Review contracts and installation requirements to ensure accuracy and feasibility.
- Manage project timelines from order approval through installation completion.
- Arrange site inspections and confirm site readiness (e.g., electrical, concrete pads, space requirements, etc.).
- Procure necessary permits, equipment, and third-party services (e.g., rigging, electrical, hauling).

Qualifications:

- High school diploma required.
- Bachelor's degree in a relevant discipline preferred.
- 3-5+ years of experience in project coordination, logistics, or equipment installation in the waste industry.
- Proficiency in Microsoft Office Suite and CRM/ERP systems (e.g., Salesforce).
- Proven experience working with field service teams and contractors to read and interpret site plans, contracts, and technical specifications.
- Working knowledge of compactor/baler equipment and installation requirements.
- Familiarity with permitting processes and safety regulations (e.g., OSHA, local codes).

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

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

Assistant Property Manager, Multifamily (Chamblee)



2203 Plaster Rd NE, Atlanta, GA 30345

The Multifamily Assistant Property Manager is responsible for maintaining our communities to a market-ready standard, ensuring a high-level of service.

Responsibilities

- Ensuring the smooth running of our community in a fast-paced environment.
- Assist the Property Manager with the overall operations including maintenance, capital improvements, lease administration, budgeting, forecasting, reporting, collections, evictions, vacancy anticipation, marketing, lease renewals, service contracts, expense control, audits, etc.
- Assist the Property Manager with providing superior customer service and communication to our residents and prospects to enhance customer satisfaction and increase renewals, revenue, reputation, and profitability.
- Complete lease/renewal paperwork to ensure completion to standards.
- Track and evaluate advertising, and all client traffic.
- Assist the team by maintaining and modeling the Cushman & Wakefield mission to be the best national management company.

Qualifications:

- Bachelor's Degree preferred
- High School Diploma, GED, Technical or Vocational school required
- 1+ years of on-site Multifamily Property Management experience required, including Leasing duties/positions.
- Yardi, CRM, Knock systems experience required.
- Strong bilingual Spanish communication skillset preference.
- Preference for experience with Resident support / communications, Rent Collection, Ledger navigation, and Delinquency processes.

Pay: \$21.25 - \$25.00 an hour - Full-time; On-Site Schedule Required: MON-FRI (8:30-5:30 / 9:00-6:00), plus three SAT shifts per month (10:00-2:00).

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

Warehouse Clerk (Roswell)



205 Hembree Park Dr #105, Roswell, GA 30076

Responsibilities

- Receipt and inspection of all incoming and outgoing product
- Implementation and adherence to the Corporate Quality Management System.
- Promoting Quality Assurance throughout the warehouse operation.
- Provide assistance in preparing and properly labeling of product for stock and daily shipment.
- Packing orders for shipment
- Inputting of shipments in appropriate shipping manifest
- Stocking of inventory
- Perform scheduled cycle counts as required
- Proper filing of control records
- Perform stock checks
- Minor assembly/kitting of parts
- Maintain a clean and safe work area.
- To have a working knowledge of job functions throughout the department
- Provide assistance and support to department co-workers, members of the sales and purchasing teams, and to management
- To meet schedules and deadlines as required

Qualifications:

- Experience: Inventory control: 1 year (Required)
- Ability to Relocate: Roswell, GA 30076: Relocate before starting work (Required).

Pay: \$42,500 - \$47,500 a year - Full-time

To be considered for this position please make sure to complete both assessment tests.

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

Client Service Assistant (Alpharetta)



12600 Deerfield Parkway, Alpharetta, GA 30004

Lueder, Larkin, and Hunter, is a well-established and respected law firm in a multi-state area with locations throughout Georgia. We are seeking a full-time, organized, proactive and versatile Client Service Assistant to join our Alpharetta team.

Responsibilities

- **Client Administration & Filing:** Maintain accurate, highly organized physical and digital client files, manage document workflows, and ensure complete data accuracy across systems.
- **Account Management & Onboarding:** Assist in managing existing client accounts, ensuring timely responses to inquiries, and guiding new clients through a smooth, welcoming onboarding process.
- **Marketing & Event Support:** Help plan, coordinate, and execute client events, marketing activities, and promotional campaigns.
- **Operational & Team Coverage:** Provide high-level operational support across client coordination duties to ensure uninterrupted service delivery.

Qualifications:

- 1–3 years of experience in client service, administrative, or office support roles.
- Excellent written and verbal communication skills with a professional, client-first mindset.
- Strong organizational skills and acute attention to detail.
- Proficiency in digital record-keeping, CRM databases, and general office tools.
- Ability to prioritize tasks effectively in a fast-paced environment.

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

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

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. This is a full-time position for a professional, detail-oriented individual with previous professional bookkeeping and/or accounting experience. Experience with payroll deduction reconciliation is a plus.

Responsibilities

- Reconcile membership payments received through payroll deduction.
- Process new and updated membership applications accurately and efficiently.
- Create new member accounts and maintain accurate information for existing member accounts.
- Maintain and update payroll deduction records to ensure accuracy.
- Record and post check and payment information in the membership database.
- Communicate regularly with school district payroll clerks and Membership Services Representatives (MSRs) to address membership and payroll deduction matters.
- Develop and maintain positive working relationships with school district payroll clerks and MSRs.
- Provide excellent customer service to members by responding to questions and resolving issues via telephone and email.
- Work effectively and collaboratively in a fast-paced, team-oriented environment.
- Perform other duties and 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, bjjenkins@pageinc.org

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

Care Coordinator - Davita IKC - Southern Atlanta (Sandy Springs)



1150 Lake Hearn Drive, Atlanta, GA 30342

Join Davita Integrated Kidney Care (IKC) as a Care Coordinator.

Responsibilities

- Coordinate care for patients by ensuring access to eligible resources/programs and assisting with referrals and provider appointments
- Perform outbound calls and respond to inbound calls from patients, providers, and Village resources
- Complete non-clinical screenings and pathways under the guidance of the Manager; escalate to Integrated Care Nurse as needed
- Assist the clinical team with moving patients through the continuum of care by completing tasks as directed
- Identify eligible resources for members and collaborate with Integrated Care Nurses, dialysis clinics, health plans, and other stakeholders to help members enroll in program

Qualifications:

- High school diploma or GED required
- 2+ years of experience in a professional office environment
- Proficiency in Microsoft Office, Excel, and Outlook
- Prior experience with Electronic Medical Records preferred.

Preferred Qualifications:

- 1–3 years clinical medical office experience
- CNA or MA experience is a plus
- Experience coordinating care (referrals, care management, etc.)
- Familiarity navigating insurance payers
- Experience in direct patient care or support
- Prior medical office environment experience

Pay: \$19.29 - \$22.50 an hour - Full-time

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

Project Administrator (Doraville)



4000 Dekalb Technology Pkwy Ste 100, Atlanta, GA 30340

As a world leader in creating comfortable, sustainable, and efficient climate solutions for buildings, homes and transportation, it's our responsibility to put the planet first. For us at Trane Technologies, sustainability is not just how we do business—it is our business.

Responsibilities

- Follow establish standard work and processes, utilizing several enterprise systems.
- Coordinate the transition of projects from Sales to Operations within enterprise business systems.
- Administer projects throughout entire life cycle to ensure contract compliance and successful delivery. This includes coordination with regional leadership, contract management, legal, and financial services.
- Manage procurement processes per project requirements. With guidance from Project Manager and Area Service Manager, handle material ordering/tracking, issue purchase orders and subcontracts to qualified vendors.
- Coordinate monthly customer invoicing process per customer requirements and Area service manager direction to ensure timely and accurate billing.

Qualifications:

- Associate's degree and up to two (2) years of related experience and/ or training; or equivalent combination of education and experience.
- Must have strong communication skills, proactive approach with willingness to work independently as well as part of a team.
- Previous experience with financial systems and basic accounting, including accounts receivable and accounts payable, an asset.
- Construction law and regulation knowledge is an asset.
- Familiarity with the operation of HVAC Systems preferred not required.

Pay: \$54,751.66 - \$76,929.99 a year - Full-time; Monday to Thursday, work onsite with your colleagues. Fridays, choose your work location, balancing what your work requires.

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

Billing Manager (Chamblee)



3286 Buckeye Rd, Atlanta, GA 30341

Georgia Interventional Medicine (GIM) is seeking an experienced and results-driven Billing Manager to lead our billing department and oversee high-volume revenue cycle operations. GIM is a growing interventional pain management practice specializing in care for patients involved in personal injury claims.

Responsibilities

- Lead and manage the billing team, including coaching, training, performance management, and accountability.
- Oversee high-volume billing operations from charge submission through payment and account resolution.
- Manage personal injury and attorney-lien accounts, including settlement-related follow-up.
- Monitor AR, aging, collections, reductions, payment activity, and outstanding accounts.
- Ensure charges and billing documentation are submitted accurately and within established timelines.
- Work closely with attorneys, case managers, providers, and internal departments to resolve billing issues.

Qualifications:

- 3+ years of medical billing experience, with supervisory or management experience preferred.
- Strong experience with personal injury medical billing and attorney-lien accounts.
- Experience managing high-volume billing, AR, and collections.
- Strong understanding of payment posting, charge submission, account follow-up, and revenue cycle processes.
- Ability to manage and hold a billing team accountable to measurable goals.
- Strong analytical, organizational, and problem-solving skills.

Pay: \$52,984.97 - \$63,809.86 a year - Full-time

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

Business Development Analyst (Dunwoody)



1750 Old Spring House Ln, Atlanta, GA 30338

Founded with the belief that sustainability should be both impactful and practical, 2KB Energy Services has grown into a trusted, minority-owned energy planning firm dedicated to creating a more resilient, sustainable built environment. As a small company with a big mission, 2KB offers a collaborative, people-first culture where every team member's work and ideas truly matter.

Responsibilities

As a **full-time Business Development Analyst** with our Dunwoody, GA office, you'll research markets to identify fitting partners and new profitable opportunities within the space.

Qualifications:

- Bachelor's degree (or equivalent relevant experience) in a field such as business, marketing, engineering, sustainability, public policy, or environmental studies
- Demonstrated interest in energy efficiency, sustainability, decarbonization, public infrastructure, or related areas
- Strong analytical and critical-thinking skills for researching information, evaluating sources, and translating data into actionable recommendations
- Effective verbal and written communication skills for preparing/delivering professional emails, presentations, and client-ready materials
- Organizational skills for managing multiple deadlines, maintaining accurate records, following through with priorities in a small-business environment
- Comfort using Microsoft programs (Excel, PowerPoint, Word, etc.), online research tools, a CRM, project management systems, and procurement intelligence tools.

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

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

Legal Assistant (Sandy Springs)



6100 Lake Forrest Drive, Sandy Springs, GA 30328

Richter, Head, Shinall, White & Slotkin, LLP is a civil litigation/insurance defense law firm based in Atlanta, Georgia, specializing in defending workers' compensation matters across the state.

Responsibilities

This is a full-time on-site role of Workers' Compensation Legal Assistant, located in Sandy Springs, Georgia. The legal assistant will be responsible for managing a caseload, data entry, communicating with clients, preparation of legal documents, and managing the calendar of the responsible attorney. This role requires excellent organizational and communication skills, attention to detail, have strong skills in Microsoft Office suites, Adobe Acrobat, electronic document management, and the ability to multi-task. This position will support three attorneys.

Qualifications:

- Minimum of 1-2 years of experience in workers' compensation, insurance defense, litigation, or personal injury law.
- Proficient in Microsoft Office, and knowledge of case management systems.
- Ability to effectively communicate with clients.
- Highly organized with the ability to prioritize work, meet deadlines, and take direction from multiple attorneys.
- Ability to use discretion, maintain confidentiality, and work independently in a fast-paced environment.
- Bachelor's Degree, Associate Degree, or certificate in Paralegal Studies or equivalent experience.
- Bilingual candidates are encouraged to apply, but not required.

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

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

Senior Employment Specialist (Atlanta 30345)



2305 Parklake Drive, Atlanta, GA 30345

Founded in 1933 at the call of Albert Einstein, the International Rescue Committee (IRC) is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities.

Responsibilities

The Senior Employment Specialist assists newly arrived refugees and other qualified immigrants to attain self-sufficiency through employment by guiding them through employment preparation, coordinating job placements, and other career advancement services.

- Conduct intake, assessment and provide program orientation to clients eligible for employment services. Develop comprehensive employment plans and budget strategies for each employable adult. Provide job readiness and job search coaching and connect clients with job opportunities.
- Develop and cultivate long-term relationships with area employers and staffing agencies to identify appropriate employment opportunities for clients.

Qualifications:

- Bachelor's degree in social work or related field of study preferred.
- Minimum 2 years of experience successfully providing job readiness and placement services to refugee populations required; minimum of 3 years' experience strongly preferred.
- Prior experience in onboarding and training staff and supporting quality assurance efforts a plus.
- Proficient in English, both spoken and written; proficiency in language(s) spoken by client group is desired.
- Proficient in Microsoft Office applications (Word, Excel, Outlook); ability to use the internet and other digital tools for data entry, research and problem-solving purposes.

Pay: \$24.10 - \$25.37 an hour - Full-time

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

Dental Assistant- find your forever home (Chamblee)



2635 Century Pkwy NE Ste 130, Atlanta, GA 30345

Our core values are integrity, respect, gratitude, innovation and health.

We are hiring a dental assistant. If you're one of those people who is a leader where you work, and you want to work in an environment where you can feel really great about the care your office provides, please connect with us. We provide care we would want for our families.

We are a family practice- we see babies (we get to see lots of cute babies! also, they cry sometimes), kids (**lots of kids**) and adults

We do general dentistry, tongue tie releases/surgery, and orthodontics. Experience in 2 out of 3 of these is preferred, pedo experience is a plus :)

We invite people looking for their forever home to have a quick initial call, then come interview us to see if we're a fit for you. Thanks for considering!

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

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

Leasing Consultant - ReNew Perimeter View (Sandy Springs)



789 Hammond Dr, Atlanta, GA 30328

At Trinity Property Consultants, your expertise fuels our mission. Guided by our values of innovation, teamwork, excellence, and empowerment, we've been a leader in the multifamily industry for over 25 years and proudly manage properties for a nationally ranked NMHC's Apartment Owner.

Responsibilities

As a **Leasing Consultant**, you will be the face of the property, providing exceptional customer service while driving leasing goals and creating a seamless experience for prospective and current residents.

Leasing & Sales

- Show, lease, and welcome prospective residents to the property.
- Assist in completing market surveys and execute marketing strategies to maintain strong occupancy.

Resident Experience & Service

- Provide superior customer service, responding promptly and professionally to resident inquiries or concerns.
- Process maintenance requests and work with the team to ensure timely resolution.

Operational & Administrative Performance

- Maintain daily updates of unit availability and community calendars.

Qualifications:

- **Experience:** At least 1 year in a customer service or sales role; multifamily leasing experience preferred.
- **Education:** High school diploma or equivalent required; additional education or certifications are a plus (e.g. knowledge of Fair Housing laws and regulations).
- **Tech Proficiency:** Intermediate skills in MS Office (Word, Excel, Outlook). Experience with Yardi, Entrata, EliseAI, Celeri and social media is a bonus.

Pay: \$20 - \$23 an hour - Full-time; This position will require availability for nights, weekends, and holidays as needed.

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

Food service and Hospitality hiring (1)

Sous Chef/Line Cook (Dunwoody)

\$50,107.54 - \$62,000.00 a year - Full-time

Patrones | 4705 Ashford Dunwoody Road, Atlanta, GA 30338

[Apply Here](#)

PM Lead Cook | PM Line Cook | AM Line Cook
\$24 - \$25 an hour - Full-time | \$22 - \$24 an hour - Full-time | \$22 - \$23 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

[Apply Here](#)

The Perlant | 3050 Peachtree Road NW, Atlanta, GA 30305

Line and Prep Cook (Chamblee)

From \$22 an hour - Part-time

Sidecar Coffee | 3509 Broad Street, Atlanta, GA 30341

[Apply Here](#)

Server (Sandy Springs)

\$200 - \$500 a day - Part-time, Full-time

Big B's Fish Joint | 4600 Roswell Road, Atlanta, GA 30342

[Apply Here](#)

Server/Bartender (Peachtree Corners)

\$200 - \$350 a day - Full-time

Thai Candle Seafood & Bar | 5155 Peachtree Pkwy, Suite 320 Peachtree Corners, GA 30092

[Apply Here](#)

Server | Line Cook
\$20 - \$35 an hour - Full-time | From \$17 an hour - Full-time

[Apply Here](#)

[Apply Here](#)

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

Food service and Hospitality hiring (2)

Front of House Bartender Starting \$20/HR - Premier Club (Sandy Springs)

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

Cherokee Town & Country Club | 665 Hightower Trail, Sandy Springs, GA 30350

[Apply Here](#)

Kitchen Staff (Alpharetta)

\$19 - \$21 an hour - Part-time

Lazydog | 10800 Haynes Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Cook (Alpharetta)

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

Hilton Alpharetta Atlanta | 5775 Windward Parkway, Alpharetta, GA 30005

[Apply Here](#)

Experience Host/ Hostess (Chamblee)

From \$18 an hour - Full-time

FUDO | Suite# A-100, 5070 Peachtree Blvd A-100, Chamblee, GA 30341

[Apply Here](#)

Rooms Manager-in-Training (Sandy Springs)

\$17 - \$25 an hour - Full-time

Corporate Office Merritt Hospitality | 7 Concourse Parkway NE, Atlanta, GA 30328

[Apply Here](#)

Club Lounge Attendant (Buckhead)

\$17.00 - \$17.50 an hour - Full-time

Westin Buckhead Atlanta | 3391 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Dishwasher (Atlanta 30363)

From \$17 an hour - Full-time

Schulte Hospitality Group | Atlanta, GA 30363

[Apply Here](#)

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

Nanny (Sandy Springs)

\$25 an hour - Full-time

Kitchen Tune-Up Woodstock/Atlanta, GA | Sandy Springs, GA 30328

[Apply Here](#)

Emerging Store Manager (Brookhaven)

\$45,000 - \$71,550 a year - Full-time

Walgreens | 3925 Peachtree Rd NE, Brookhaven, GA 30319

[Apply Here](#)

Licensed CNA/PCA Alpharetta Immediate Need Part-Time (Alpharetta)

\$20 an hour - Full-time

Home Matters Caregiving North Atlanta | Alpharetta, GA

[Apply Here](#)

Infant Teacher (Dunwoody)

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

ElevatEd | 5303 Winters Chapel Road, Atlanta, GA 30360

[Apply Here](#)

Assistant Infant/Toddler Teacher (Brookhaven)

\$18 - \$19 an hour - Full-time

Peachtree Road Lutheran Preschool | 3686 Peachtree Road NE, Atlanta, GA 30319

[Apply Here](#)

Content Creator (Dunwoody)

From \$36,000 a year - Part-time

The Veritas Schools | 115 Perimeter Center Place NE, Atlanta, GA 30318

[Apply Here](#)

Companion Caregiver (Roswell)

\$17 an hour - Part-time

HALCYON HOME CARE LLC | Roswell, GA 30076

[Apply Here](#)

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

Veterinary Assistant \$20.75 - \$25.35 an hour - Full-time 1660 Mount Vernon Road, Dunwoody, GA 30338 <u>Apply Here</u>		Veterinary Assistant \$16.85 - \$20.95 an hour - Full-time 535 Sun Valley Drive, Roswell, GA 30076 <u>Apply Here</u>
VCA Animal Hospitals		

Personal Care Assistant \$17 an hour - Full-time Norcross, GA 30093 <u>Apply Here</u>		PCA Personal Care Assistant From \$16 an hour - Part-time Atlanta, GA 30358 <u>Apply Here</u>
Belle Ame PCS		

Cat Foster Coordinator \$17 an hour - Full-time <u>Apply Here</u>		Dog Foster Coordinator \$17 an hour - Full-time <u>Apply Here</u>
Lifeline Animal Project Inc 3280 Chamblee Dunwoody Road, Chamblee, GA 30341		

Pharmacy Technician/Apprenticeship \$16.50 - \$20.00 an hour - Part-time <u>Apply Here</u>		Pharmacy Customer Service Associate \$16 - \$18 an hour - Part-time <u>Apply Here</u>
Walgreens 5985 Peachtree Parkway, Peachtree Corners, GA 30092		

Pharmacy Technician / Pharm Tech Apprenticeship (Roswell)
\$16.50 - \$20.00 an hour - Full-time
Walgreens | 695 West Crossville Road, Roswell, GA 30075
[Apply Here](#)

Assistant Preschool Teacher (Chamblee)
\$16 - \$18 an hour - Full-time
KLA Schools Chamblee | 3570 American Dr, Chamblee, GA 30341
[Apply Here](#)

Others hiring (1)

Site Manager (Alpharetta)

\$55,000 - \$60,000 a year - Full-time

CALIBER CAR WASH | 5570 Windward Parkway, Alpharetta, GA 30004

[Apply Here](#)

Office Professional - Shipping and Receiving (Chamblee)

\$20 an hour - Full-time

Tom James Company | 2800 Century Pkwy NE Suite 100, Atlanta, GA 30345

[Apply Here](#)

Sales Associate – Floral & Gift Boutique (Dunwoody)

Up to \$20 an hour - Full-time

Boutique Florist | 5479 Chamblee Dunwoody Rd. Atlanta, GA 30338

[Apply Here](#)

Club Operations Manager (Roswell)

\$40,000 a year - Full-time

Ace Pickleball Club | 1425 Market Boulevard, Roswell, GA 30076

[Apply Here](#)

Call Center Representative (Roswell)

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

United BMW | 11458 Alpharetta Highway, Roswell, GA 30076

[Apply Here](#)

Warehouse Clerk (Doraville)

\$18 - \$19 an hour - Full-time

Rush Enterprises | 2500 Button Gwinnett Drive, Doraville, GA 30340

[Apply Here](#)

Security Officer Part Time Lobby Credential Support (Atlanta 30342)

\$18 an hour - Part-time

Allied Universal | Atlanta, GA 30342

[Apply Here](#)

Others hiring (2)

Security Officer Enhanced Part Time Reception Intake (Atlanta 30342)

\$18 an hour - Part-time

Allied Universal | Atlanta, GA 30342

[Apply Here](#)

Day Porter (Brookhaven)

\$17 an hour - Full-time

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

[Apply Here](#)

Education Facilitator (Buckhead)

\$17 an hour - Part-time

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

[Apply Here](#)

Front Desk Receptionist (Alpharetta)

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

LockedIN Wellness | 5755 North Point Pkwy Ste 269, Alpharetta, GA 30022

[Apply Here](#)

Office Assistant (Norcross)

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

Automotive Refinishing Manufacturer | Norcross, GA 30093

[Apply Here](#)

Front Desk Specialist (Brookhaven)

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

Flooring Atlanta | 1706 Northeast Expressway, Brookhaven, GA 30329

[Apply Here](#)

Mobility Specialist (Sandy Springs)

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

Metropolis Technologies | 1000 Johnson Ferry Road NE, Atlanta, GA 30342

[Apply Here](#)