
Child Welfare Services Case Manager Supervisor - Gwinnett County (Norcross)



Norcross, GA

Georgia State Government is a large enterprise, composed of various agencies and entities with a common goal to improve the lives of Georgia's more than 10 million citizens! Join Team Georgia and impact lives everyday while receiving a robust benefits package designed for every stage of your career!

Responsibilities

- Supervises and plans work of assigned staff.
- Serves as job expert or organization resource in assigned areas.
- Accesses and records client and community resource information.
- Collects evidence, interviews witnesses, and prepares necessary reports according to rules and regulations, state and federal laws.
- Compiles records and prepares reports; performs follow-up to determine the status of client's case.
- Conducts home-visit evaluations for information gathering.

Qualifications:

- Bachelor's degree AND three (3) years of job-related case management experience **OR** One (1) year of experience at lower level Child Welfare Svcs Case Mgr 3 (SSP072) or position equivalent.

Preferred Qualifications: Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all the following skills/experience:

- Master's degree in social work from an accredited college or university AND One year of experience in a lead/supervisory capacity **OR** Master's degree in any behavioral science from an accredited college or university AND two (2) years case management experience.

Pay: \$59,265.47 a year - Full-time; Posting End Date: October 15, 2026

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

Code Enforcement Officer 1 (Sandy Springs)



1 Galambos Way, Sandy Springs, GA 30328

The City of Sandy Springs is looking for a Code Enforcement Officer I to join our Community Development team and help protect the quality, safety, and appearance of our community.

Responsibilities

As a Code Enforcement Officer I, you will:

- Conduct property maintenance inspections and investigations related to zoning, housing, and commercial areas.
- Respond to citizen concerns, complaints, and City Council requests.
- Visit properties throughout Sandy Springs to identify and document potential code violations.
- Explain City codes, ordinances, and requirements to residents, property owners, businesses, and contractors.
- Work with individuals to promote voluntary compliance, help resolve issues.

Qualifications:

- High school diploma or GED.
- At least six (6) months of experience in code enforcement, regulatory enforcement, inspections, investigations, compliance, or related work involving research, complaint resolution, or conflict resolution.
- Knowledge of investigative principles, practices, documentation, and due process.
- Equivalent combinations of education, training, and experience demonstrating the required knowledge, skills, abilities may be considered.
- Ability to obtain ICC Property Maintenance and Housing Inspector certification within 18 months of appointment.
- Ability to obtain Georgia Association of Code Enforcement (GACE) Level I certification within 24 months of appointment.

Pay: \$59,134.51 - \$76,874.87 a year - Full-time

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

Laboratory Coordinator - 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

Primary responsibilities include implementing and enforcing all laboratory safety procedures; supervising, training, and evaluating laboratory technicians and student workers; procuring materials, supplies, and equipment necessary for laboratory operations and instructional support; maintaining equipment inventories; obtaining vendor quotations; updating purchasing and ordering logs; and maintaining departmental records as requested by the Dept Chair. The Laboratory Coordinator also supports instructional excellence by ensuring laboratories are properly prepared for classes and may contribute to course design, development, and implementation as needed.

Qualifications:

- Master's degree in the assigned research area or;
- Bachelor's degree in the assigned research area and two years of related experience, or a combination of education and related experience.

Preferred Hiring Qualifications:

- College teaching experience preferred.
- Experience with setting up, maintaining and using various lab equipment.
- Master's degree in Biology is preferred.

Pay: \$47,500 - \$56,900 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](#)

Academic Coordinator (Roswell)



1230 Upper Hembree Road, Roswell, GA 30076

Brightmont Academy is an accredited 1-12 private school that offers personal instruction—that means a 1:1 student-to-teacher ratio in every classroom.

Responsibilities

Knowledge Management - Zendesk & Google Workspace

- Create, edit, organize, and maintain the organization's knowledge base articles within Zendesk.
- Ensure articles remain current, accurate, and easily accessible.
- Coordinate updates as policies, procedures, and support resources evolve.
- Organize the knowledge base to improve campus usability and self-service support.
- Maintain and update campus instructional materials and resource libraries.
- Ensure campuses have access to the most current academic materials.
- Maintain the organization and structure of the Academic Department Google Drive folders.
- Archive outdated materials and ensure version control.

Qualifications:

- Bachelor's degree required; education, business, communications, or related field preferred.
- Experience in academic operations, education, project coordination preferred.
- Proficiency with Google Workspace, MS Office, Google Sheets, or Excel.
- Experience with knowledge management systems, learning management systems, or documentation management.
- Demonstrated ability to manage confidential information and organize complex records with accuracy
- Type 60–79 WPM accurately

Pay: \$25 - \$28 an hour - Part-time | Monday-Friday | 30 hours/week | 11 am - 5 pm ET

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

Administrative / Logistics Specialist (Doraville)



2375 Button Gwinnett Drive, Atlanta, GA 30340

Your career path has many avenues available for you to succeed. At Better Brush Products, a leading manufacturer of janitorial cleaning products, we understand and want to invest in you!

Responsibilities

Invoicing & Accounts Receivable

- Execute all billing functions in Sage, ensuring accurate ledger data entry.
- Monitor accounts receivable aging reports to minimize outstanding balances.
- Reconcile customer accounts and proactively resolve payment discrepancies

Logistics & UPS Shipment Processing

- Generate UPS shipping labels and tracking numbers through integration or carrier portals.
- Verify domestic delivery addresses and package specs to eliminate transit errors.
- Audit weekly UPS carrier invoices to spot overcharges.

General Administration & Support

- Respond to internal and external inquiries regarding order billing and shipment tracking promptly.

Qualifications:

- Proven track record handling basic bookkeeping, invoicing, or logistics administration.
- Strong attention to detail when managing digital files, numbers, and system entries.
- Familiarity with UPS WorldShip or similar domestic shipping platforms is beneficial.

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

****We are only accepting resumes through Indeed and will contact you if we are interested in moving forward with the process. ****

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

Executive/Personal Assistant_Full Time (Atlanta 30301)

100

BLACK MEN
OF AMERICA, INC.®

Atlanta, GA 30301

100 Black Men of America Inc. is looking for a motivated and professional Executive/Personal Assistant_Entry Level to be the welcoming face of our organization in Atlanta, GA. This is a fantastic opportunity to contribute to a mission-driven nonprofit while building your administrative career in a dynamic and purpose-filled environment.

Responsibilities

- Greet and direct visitors, members, and guests in a warm and professional manner
- Answer and route incoming phone calls, emails, and correspondence
- Manage front desk operations and maintain a clean, organized reception area
- Schedule appointments, meetings, and conference room bookings
- Provide administrative support to staff including data entry, filing, and document preparation
- Assist with coordination of events, programs, and organizational initiatives
- Handle incoming and outgoing mail, packages, and deliveries.

Qualifications:

- High school diploma or equivalent required; associate's or bachelor's degree preferred
- 2-4 years of receptionist, front desk, or administrative experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong verbal and written communication skills
- Professional, friendly demeanor with excellent customer service skills
- Highly organized with strong attention to detail and ability to multitask
- Passion for community service and nonprofit work is a plus.

Pay: \$22 - \$26 an hour - Full-time

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

Hospice Admissions Coordinator Roswell



11113 Houze Road, Roswell, GA 30076

Blue Summit Hospice and Palliative Care was founded based on the knowledge that great clinical care can only be achieved by a great clinical staff.

Responsibilities

- Coordinate and manage the hospice admission process from initial referral through patient enrollment.
- Serve as the liaison between patients, families, healthcare providers, and internal hospice teams to facilitate clear and compassionate communication.
- Collect, verify, and document all necessary patient information, including medical history, insurance details, and consent forms.
- Assess patient eligibility for hospice services in accordance with regulatory guidelines and organizational policies.
- Schedule and coordinate admission visits and ensure timely completion of all required documentation.
- Maintain accurate records and ensure compliance with all legal, ethical, and organizational standards.

Qualifications:

- High school diploma or equivalent; Associate's degree or higher in healthcare-related field preferred.
- Minimum of 2 years experience in healthcare coordination, patient admissions, or related administrative roles.
- Strong knowledge of hospice care principles, patient rights, regulations.
- Proficiency with electronic medical records (EMR) systems and standard office software.

Preferred Qualifications:

- Bachelor's degree in healthcare administration, nursing, social work, or related field.
- Experience working specifically in hospice or palliative care settings.

Pay: \$60,000 - \$70,000 a year - Full-time

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

Experienced Only-Dental Assistant (Dunwoody)



47 Perimeter Center East, Atlanta, GA 30346

We are a boutique, fee-for-service dental practice seeking an experienced Dental Assistant who is passionate about excellence, detail, and truly personalized patient care.

This is not a volume-driven office. We believe in doing things the right way, taking our time with patients, and delivering a level of care that reflects the highest standards in dentistry. Our environment is calm, professional, and team-focused, where every role matters and every patient experience is intentional.

Responsibilities

You will be a key part of delivering an elevated clinical experience, assisting in a wide range of procedures, including implants and comprehensive dentistry. As one of Dr Benefield's assistants we require confidence, efficiency, and attention to detail, along with a natural ability to make patients feel comfortable and cared for.

Qualifications:

- A minimum of 1 year of dental assisting experience across all areas of dentistry, including implants
- Dentrux experience required
- A polished, professional presence with a calm and confident demeanor
- A true team player who takes pride in their work
- Someone who values quality, consistency, and patient relationship.

Pay: \$20 - \$27 an hour - Full-time; 32 to 40 hours per week

Please submit a current resume and a brief cover letter explaining why you would be a great fit for this role to: **Kayla@sandyspringsdentistry.com**

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

Front Office Support Part Time or Full Time-traveling required (Alpharetta)



3905 Brookside Parkway, Alpharetta, GA 30022

Thomas Chacko MD PC is a trusted medical practice serving GA community with a commitment to exceptional patient care and a compassionate, team-oriented approach. We are looking for a motivated and personable Front Office Support professional to join their team in multiple locations, GA.

Responsibilities

- Greet and check in patients, ensuring a welcoming and professional front office experience
- Schedule and confirm patient appointments, managing calendars efficiently
- Verify insurance information and process patient registration and intake forms
- Answer and direct incoming phone calls, emails, and patient inquiries
- Collect co-pays, process billing transactions, and maintain accurate patient records
- Travel to various office locations as required to provide front desk support

Qualifications:

- Prior experience in a medical front office, healthcare administration, or similar role preferred
- Familiarity with medical scheduling software and EHR/EMR systems
- Knowledge of insurance verification and medical billing basics
- Excellent communication and interpersonal skills with a patient-first attitude
- Highly organized, detail-oriented, and able to multitask in a fast-paced environment
- Reliable transportation and willingness to travel to multiple office locations
- Flexible availability for part-time or full-time scheduling.

Pay: \$18 - \$20 an hour - 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.

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](#)

Resident Services Coordinator, Multifamily (Norcross)



NORCROSS

1355 Graves Road, Norcross, GA 30093

The Resident Services Coordinator should endeavor to provide excellent customer service to clients, residents, prospective residents, guests, and vendors.

Responsibilities

- Provide resources to residents and an open and welcoming environment for residents, customers, vendors, and neighbors.
- Acquire a broad knowledge of the community and the surrounding area.
- Assess needs of residents and provide them with the appropriate provider and community resources.
- Facilitate programs and services such as health and wellness, life enrichment, or transportation.
- Proactively develop a resource directory of local social service agencies and providers.
- Prepare and maintain log of resident issues and services provided.
- Provide residents with contacts and resources to assist with benefits and entitlement program applications.

Qualifications:

- High School Diploma, GED, Trade, Technical, or Vocational school.
- 1+ years of related experience
- Understand the characteristics of the resident population and property in which they serve.
- Ability to effectively interact and work with individuals from diverse backgrounds and attention to detail
- Willingness and ability to work some evenings and weekends; and act respectfully, be patient and with consistent
- Understand the characteristics of the resident population and property in which they serve.

Pay: \$20.40 - \$24.00 an hour - Full-time

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

Leasing Specialist- Aspen Pointe (Roswell)



1300 Gran Crique Dr, Roswell, GA 30076

Under the direction of the Community Manager, the Leasing Specialist supports and assists with all aspects of the community operations.

Responsibilities

- The Leasing Specialist supports and participates in fulfilling the customer service and leasing responsibilities Uphold leasing and marketing standards including telephone marketing, greeting prospective residents, gathering prospect information, setting appointments, showing ready and model apartments, generating quotes, closing, and securing deposits, and assisting the prospective residents with rental application completion and credit verification.
- Assist in preparing all paperwork specific to new and renewal lease agreements.
- Insert lease renewal rates as approved by Community Manager and assists in delivery of renewal letters to secure lease renewals.
- Review resident files and accounting records to determine unpaid and/or late fees owed, communicate with residents regarding outstanding balances, implement procedures for collecting on delinquencies, and enforce the lease to maximize revenue.
- Assist the Community Manager in organizing community resident activities, preparing newsletters, and maintaining resident loyalty and retention.
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Qualifications:

- Previous experience as an onsite Leasing Consultant in multi-family housing, hospitality or similar industry is preferred.
- A high school diploma or equivalent.
- Must have the ability to communicate in English.

Pay: \$20 - \$21 an hour - Full-time

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

Leasing Consultant (Peachtree Corners)



6515 Spalding Dr, Peachtree Corners, GA 30092

At Hilltop Residential, we are proud of our vibrant culture. We are a world-class real estate investment company that provides unparalleled excellence to our customers and investors.

Responsibilities

- Deliver unmatched service to residents to exceed their expectations, while maintaining resident retention.
- Complete all lease applications, assists with application verification, and notifies prospective residents of results.
- Help to create and promote a friendly and professional office environment by displaying exemplary customer service in all aspects of the position
- Regularly inspect tour path, amenities, model, and community for quality assurance.
- Work hard and as a team, feel that you can conquer any obstacle.

Qualifications:

- At least 6 months experience in Conventional Apartment or Student Housing leasing experience preferred
- Outgoing, gregarious personality & an enthusiasm for marketing, leasing, and sales
- Active knowledge of online Social Media and social presence avenues
- Proficiency in converting phone calls to appointments and appointments to leases
- Strong organizational and administrative abilities
- A passion to serve residents, prospects, vendors, and colleagues
- Knowledge of Fair Housing Law.

Pay: \$19 - \$21 an hour - Full-time

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

Legal Assistant (Dunwoody)



4646 N Shallowford Rd, Atlanta, GA 30338

As of 2026, Progressive is the top private automotive insurer in the US. Progressive also provides home, life, pet, and other types of insurance through select companies.

Responsibilities

As a **legal assistant** on our team, you'll handle tasks critical to the success of our law offices. An ideal candidate will have prior litigation experience and an understanding of legal terminology, which will be used to provide administrative support to our attorneys through preparation of legal documents and correspondences, such as motions and pleadings. Using an electronic case management system, you'll manage attorney calendars, coordinate examinations for defense experts, and communicate with clients. Among other things, you'll spend time maintaining files, answering phone calls, propounding discovery – including serving client discovery, along with other administrative duties.

Qualifications:

- High school diploma/GED equivalent or higher and a minimum of two years legal work experience in a business or legal environment supporting a professional team.

Preferred skills

- Insurance defense or personal injury experience working in a law firm, working with Federal courts.
- Time management and organizational skills required to provide support to a large group of professionals
- Typing skills with special attention to grammar and accuracy
- Ability to work independently while maintaining highly confidential information

Pay: \$29.57 - \$32.50 an hour - Full-time

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

Travel Universal Banker (Atlanta 30341)



3310 Henderson Mill Road, Atlanta, GA 30341

United Community Bank is looking for a full-time **Travel Universal Banker**.

This position is cross trained to provide service for both the teller and platform responsibilities at our branch locations. The Traveling Universal Banker role is responsible for traveling daily to branches within a specific market area.

Responsibilities

- This position requires up to 100% travel within designated market area
- Maintain extensive knowledge of retail bank products and services and look for opportunities to strengthen existing customer relationships and develop new relationships by understanding customers' needs while considering perspectives and priorities of different customers
- Promote, explain, open and renew (where applicable) financial institution services such as consumer loans (excluding real-estate loans), IRAs, Certificates of Deposit, safe deposit boxes, etc.
- Drive proactive needs-based sales conversations through interactions, including service to sales, teller interactions and appointment setting
- Assist customers financially by delivering loan products, while ensuring packages are correct and complete to minimize exceptions.

Qualifications:

- Minimum 3 years of retail sales experience
- Ability to work a flexible schedule and to accommodate travel to different branches as needed
- Knowledge of consumer credit structuring and lending practices
- Demonstrated analytical, accuracy and problem-solving skills
- Strong verbal and written interpersonal communication skills
- Experience with using and demonstrating digital products and self-service technologies.

Pay: \$18 - \$24 an hour - Full-time

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

Verizon Sales Consultant (Sandy Springs)



6000 Roswell Rd, Sandy Springs, GA 30328

We're Verizon's premier retail partner and have received multiple Agent of the Year awards. With nearly 800 stores across 40 states, we have 30-year reputation for providing unmatched in-person customer experiences.

Responsibilities

As a Sales Consultant, you will service the customer's needs, make recommendations based on their specifications.

- Develop new consumer and business accounts
- Provide outstanding service during and after the sale
- Recommend changes in products and services
- Stay current on the newest technology products and services

Qualifications:

- Driven, enthusiastic people with a positive attitude
- Willingness to learn and utilize proven techniques to grow your business
- Effective verbal, written, and interpersonal skills
- Self-motivated to successfully manage responsibilities
- Strong negotiating and follow-up skills
- Understanding of new technology products and services

Pay: \$61,000 - \$126,000 a year - Part-time, Full-time

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

Coordinator, Conference Operations (Alpharetta)



1145 Sanctuary Pkwy, #355, Alpharetta, GA 30009

Emerald's talented and experienced teams grow our customers' businesses 365 days a year with products that create connections, deliver content, and drive commerce. We produce over 140 annual events, create and deliver content through print and digital channels, and power commerce through our seamlessly integrated in-person and digital platforms and channels. For more information, please visit <http://www.emeraldx.com>.

Responsibilities

- Conference Planning & Coordination Support
- Call for Presentations & Education Support
- Speaker Management
- Conference Materials & Website Support
- Budgeting & Financial Coordination
- Onsite Execution Support
- Post-Event Wrap-Up & Reporting

Qualifications:

- Experience in conference management, meetings, event operations, or related fields, with an understanding of meeting and event planning principles and procedures.
- Strong attention to detail and the ability to process and manage data with a high level of accuracy.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook; DocuSign, Smartsheet, and A2Z experience a plus.
- Comfort working in web-based platforms, including website updates and call-for-presentations systems.
- Ability to travel up to 20%, including time on show site for conference execution.

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

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

Customer Service Associate (Sandy Springs)



5555 Glenridge Dr suite 200 026, Atlanta, GA 30342

NEXA Ventures Is a Direct Sales and Marketing Company Based in Atlanta That Connects Brands With Customers Face-to-Face. We are hiring an Customer Service Associate to provide face-to-face customer service and sales support.

Responsibilities

- Greet and engage customers professionally
- Explain products, services, and current promotions
- Answer customer questions accurately
- Provide face-to-face customer service and sales assistance
- Recommend appropriate options based on customer needs
- Handle customer concerns with professionalism, empathy, and tact
- Maintain current knowledge of products, services, and policies
- Keep the assigned sales area, signage, and displays organized

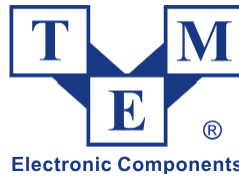
Qualifications:

- High school diploma or equivalent required
- Retail, sales, or customer-service experience preferred
- Strong communication and interpersonal skills
- Professional appearance and positive attitude
- Ability to stand and walk for extended periods
- Ability to work effectively in a fast-paced environment
- Comfortable speaking directly with customers
- Bilingual abilities are helpful but not required.

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

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

Customer Service Representative (Peachtree Corners)



3850 Holcomb Bridge Road, Peachtree Corners, GA 30092

TME US, LLC is part of the **TME GROUP**. It is a leading distributor of electronic components supporting customers globally. We are one of the fastest growing distributors in Europe serving broad selection of in-stock electronic, electro-mechanical, industrial automation components as well as workplace equipment.

Responsibilities

- Sell TME company's products;
- Customer service;
- New customer acquisition and customer retention;
- Process, update or change customer purchase orders;
- Handle, organize and process customer quote requests;
- Respond to Customer inquiries within a call center environment in accurate manner (e.g. email, phone, webchat);
- Preparing an individual offers for the clients;
- Evaluate customers needs and build / maintain productive long lasting relationships

Qualifications:

- **Education:** High School Diploma or equivalent required; Associate's or Bachelor's degree a plus;
- **Experience:** 2-3 years of experience in an office, customer service, or administrative role preferred;
- Computer literacy ability to carry out phone conversations;
- Customer orientation strong ability to provide the highest level of customer service

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

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

Shipping/Receiving Team Lead (Alpharetta)



4955 Marconi Dr, Alpharetta, GA 30005

Caterpillar's Electric Power Division (EPD) offers integrated solutions, parts, and services to meet the needs of our various commercial and industrial electric power customers. EPD supports a wide range of customer applications across the globe.

Responsibilities

The **Shipping & Receiving Team Lead** supports the Section Manager in leading daily warehouse and logistics operations within the Alpharetta, Georgia facility.

- Lead daily team meetings and communicate priorities, workload expectations, and operational updates.
- Coordinate workflow and allocate resources to support shipping, receiving, inventory, and material handling activities.
- Partner with logistics providers and carriers to coordinate expedited shipments and resolve transportation issues.
- Collaborate with internal and external customers to improve logistics processes and customer satisfaction.
- Monitor inventory accuracy, investigate discrepancies, and lead inventory reconciliation efforts.

Qualifications:

- Strong written and verbal communication skills.
- Demonstrated analytical and problem-solving abilities.
- Proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, and Access.
- Ability to maintain accurate records and documentation.
- Strong organizational skills with the ability to manage multiple priorities.

What Will Put You Ahead

- Previous leadership experience in a warehouse, logistics, distribution, or manufacturing environment.
- Experience leading employee teams and coordinating daily operations.
- Lean Manufacturing, Lean Logistics or Continuous Improvement experience.

Pay: \$22.30 - \$29.00 an hour - Full-time

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

Fire Alarm Systems Technician (Norcross)

The Siemens logo, consisting of the word "SIEMENS" in white, uppercase, sans-serif font, centered within a dark blue rectangular background.

3617 Parkway Ln, Norcross, GA 30092

Here at Siemens, we take pride in enabling sustainable progress through technology. Our Smart Buildings help to create efficient, safe, adaptable, and responsible environments. **Fire Alarm Technicians** play a crucial role in ensuring the safety and efficiency of our Smart Buildings. You will participate in the installation, programming, start-up, and commissioning of state-of-the-art fire alarm equipment, including fire safety, mass notification, detectors, and field peripherals.

Responsibilities

- Assist with the commissioning of new fire alarm systems on construction ensuring seamless integration
- Assist with testing and inspecting of existing fire alarm systems
- Plan work with mentor, Lead Technician, and Team Leader
- Complete commissioning within planned timelines
- Submit accurate time and expense logs
- Work overtime when needed

Qualifications:

- Electro-mechanical experience (either from a previous role or through education) and user PC/software skill; proficient in Microsoft Office
- Must be willing and able to differentiate types/colors of wire; use hand tools, laptop, email, smartphone, and tablet; carry and move equipment and tools weighing up to 75 pounds unassisted
- Must obtain NICET Fire Alarm Certification Level 1 within 12 months

Preferred Qualifications:

- High school diploma or state-recognized GED; Associate degree in electronics or related field preferred
- 6+ months experience installing commercial fire alarm equipment

Pay: \$42,340 - \$72,583 a year - Full-time

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

Field Technician (Brookhaven)



Atlanta, GA 30328

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

- Work under the direction of a Lead Technician or other designated supervisor while developing technical proficiency.
- Demonstrate reliability, professionalism, accountability, willingness to learn.
- Safely use basic hand tools, power tools, ladders, and other equipment required to perform assigned work.
- Leadership: Demonstrate a willingness to learn all Telecom Innovations service disciplines.
- Troubleshooting: Follow established troubleshooting procedures and manufacturer documentation.
- Technical Disciplines: Entry – Tier 2 Technicians are expected to develop proficiency in one or more of the following technical disciplines based on business needs and assigned work.

Qualifications:

- High school diploma or GED preferred.
- Basic computer proficiency, including Microsoft Office applications, is preferred.
- Ability to safely operate ladders, hand tools, and power tools.

Physical Requirements – Medium Duty work:

- Ability to safely use Type I ladders and work at varying heights.
- Frequently stand and walk for up to 8 hours per shift.

Pay: \$20 - \$30 an hour - Full-time

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

Food service and Hospitality hiring (1)

Restaurant Operations Manager (Dunwoody)

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

First Watch | 4718 Ashford Dunwoody Rd Ste 450, Atlanta, GA 30338

[Apply Here](#)

Sushi Team Leader (Buckhead)

\$23 - \$25 an hour - Full-time

Hana Brands | 77 West Paces Ferry Road NW, Atlanta, GA 30305

[Apply Here](#)

Experienced FOH Team Members (Sales Focus) (Alpharetta)

\$20 - \$40 an hour - Part-time, Full-time

One Day in Paris Group | 35 Milton Avenue, Alpharetta, GA 30009

[Apply Here](#)

Maintenance Assistant - The Piedmont at Buckhead (Buckhead)

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

The Piedmont at Buckhead | 600 Phipps Boulevard NE, Atlanta, GA 30326

[Apply Here](#)

Sushi Chef (Sandy Springs)

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

Bishoku | 5920 Roswell Road, Sandy Springs, GA 30328

[Apply Here](#)

Vietnamese Restaurant Service Associate (Chamblee)

\$18 - \$22 an hour - Part-time, Full-time

Nam Phuong | 4051 Buford Hwy NE, Atlanta, GA 30345

[Apply Here](#)

Server (Roswell)

\$17 - \$50 an hour - Full-time

Grana | 1035 Alpharetta Street, Roswell, GA 30075

[Apply Here](#)

Food service and Hospitality hiring (2)

Server (Dunwoody)

\$17 - \$40 an hour - Part-time, Full-time

Cuddlefish | 290 High Street, Dunwoody, GA 30346

[Apply Here](#)

Line Cook (Roswell)

\$17 - \$19 an hour - Full-time

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

[Apply Here](#)

Service Express/PBX Agent (Buckhead)

\$17 an hour - Full-time

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

[Apply Here](#)

Sales Coordinator (Chamblee)

From \$17 an hour - Full-time

Courtyard Atlanta Dunwoody | 4401 Chamblee Dunwoody Road, Atlanta, GA 30341

[Apply Here](#)

Hotel Front Desk Clerk (MUST HAVE OPERA CLOUD EXPERIENCE) (Sandy Springs)

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

Waterwalk Extended Stay Atlanta | 6096 Barfield Road, Sandy Springs, GA 30328

[Apply Here](#)

Public Area/Turn Down Attendant |

From \$15 an hour - Full-time

[Apply Here](#)

Front Desk Agent

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

[Apply Here](#)

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

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

Live-In Nanny (Dunwoody)

\$20.54 - \$29.55 an hour - Full-time

Pure Atlanta | Atlanta, GA 30327

[Apply Here](#)

Pet Sitter/Dog Walker (Chamblee)

\$800 - \$1,600 a month - Part-time

PAWS of Brookhaven | 1971 Gainsborough Drive, Atlanta, GA 30341

[Apply Here](#)

Veterinary Technician |

\$20 - \$25 an hour - PT, FT |

Receptionist

\$15 - \$25 an hour - PT, FT |

Veterinary Assistant

\$15 - \$25 an hour - PT, FT

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Mabry Animal Hospital | 4540 Mabry Road NE, Roswell, GA 30075

Veterinary Referral Coordinator (Alpharetta)

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

Ethos Veterinary Health | 3100 Royal Blvd S, Alpharetta, GA 30022

[Apply Here](#)

40 hours per week Certified Nursing Assistant (CNA) M-F (Peachtree Corners)

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

CURA HOME CARE SERVICES LLC | Peachtree Corners, GA 30092

[Apply Here](#)

Medication Technician (Sandy Springs)

\$19 an hour - Full-time

Legacy Ridge at Buckhead | 4804 Roswell Road, Sandy Springs, GA 30342

[Apply Here](#)

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

Veterinary Technician - Dermatology (Dunwoody)

\$18 - \$38 an hour - Full-time

Dogwood Veterinary Specialty and Emergency - Dunwoody | 4500 North Shallowford Road,
Dunwoody, GA 30338

[Apply Here](#)

Personal Care Aide – In-Home Care (Alpharetta)

\$18 - \$21 an hour - Part-time, Full-time

Telford Loving Care | Alpharetta, GA 30009

[Apply Here](#)

Nursing Assistant (Sandy Springs)

\$18 an hour - Part-time

PRIVATE CAREGIVERS, INC | Sandy Springs, GA 30328

[Apply Here](#)

Caregiver: CNA/PCA Chamblee, GA (Chamblee)

\$17.50 - \$20.00 an hour - Part-time

Home Matters Caregiving North Atlanta | Chamblee, GA

[Apply Here](#)

Lead Preschool/Pre-K Teacher

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

[Apply Here](#)

Assistant Teacher

\$15 - \$19 an hour - Full-time

[Apply Here](#)

The Oakling School | 5210 Spalding Dr, Norcross, GA 30092

Front Office Coordinator (Peachtree Corners)

\$17 - \$19 an hour - Full-time

All About Kids Therapy Services | 3240 Pointe Pkwy NW #200, Peachtree Corners, GA 30092

[Apply Here](#)

Others hiring (1)

Appliance Repair Technician (Buckhead)

\$23.70 - \$26.54 an hour - Part-time, Full-time

Appliance Care of Atlanta | 4187 Wieuca Rd NE, Atlanta, GA 30342

[Apply Here](#)

Facility Maintenance Manager (Alpharetta)

\$19.75 - \$20.80 an hour - Full-time

AMC Theatres | 4500 North Point Circle, Alpharetta, GA 30022

[Apply Here](#)

Aircraft Components Technician (Norcross)

\$19 - \$20 an hour - Full-time

Avgroup | 1770 Corporate Drive, Suite 580, Norcross, GA 30093

[Apply Here](#)

Warehouse Clerk (Norcross)

\$19 an hour - Full-time

Brunswick Corporation | Norcross, GA

[Apply Here](#)

Membership Operations Coordinator | Membership Concierge

[Apply Here](#)

[Apply Here](#)

\$18 - \$23 an hour - Temporary, Part-time, Full-time

Club Corners II | 12274 Crabapple Road, Alpharetta, GA 30004

Janitorial Services Worker (Sandy Springs)

\$18 - \$27 an hour - Part-time

Starbiz Cleaning LLC | Sandy Springs, GA

[Apply Here](#)

Others hiring (2)

Air Duct Cleaning Technician (Chamblee)

\$18 - \$22 an hour - Part-time

Mr. Duct Cleaner Atlanta Metro | Chamblee, GA 30341

[Apply Here](#)

Case Manager (Sandy Springs)

From \$37,000 a year - Contract, Full-time

Faith Health Services of GA | Sandy Springs, GA 30327

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Entry Level Recruiter (Sandy Springs)

From \$700 a week - Full-time

Carver Group | Sandy Springs, GA 30342

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Cashier (Norcross)

\$17 - \$19 an hour - Full-time

Woodstock Furniture Outlet | 6694 Dawson Boulevard, Norcross, GA 30093

[Apply Here](#)

Housing Program Coordinator (Chamblee)

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

Center for Pan Asian Community Services | 3510 Shallowford Rd NE, Atlanta, GA 30341

[Apply Here](#)

Security Professional Flex Officer (Dunwoody)

\$16.64 an hour - Full-time

Allied Universal | Dunwoody, GA 30346

[Apply Here](#)

Utility Worker II - Dunwoody Campus (Dunwoody)

\$32,400 - \$38,900 a year - Full-time

Georgia State University | 2101 Womack Rd, Dunwoody, GA 30338

[Apply Here](#)