
Legal Mail Clerk (Sandy Springs)



LAW OFFICES OF
HAYT, HAYT & LANDAU, P.L.

1010 Huntcliff NE, Atlanta, GA 30350

Responsibilities:

- Identify legal documents by title and contents
- Enter legal data into our software system, Q-Law
- Process incoming and outgoing legal documents and communications
- Handle all incoming and outgoing mail.
- Communicate with courts and clients to manage case information

Qualifications:

- High school or equivalent (Preferred)
- Office experience preferred

\$13.00 per hour

Apply Online at: <https://indeedhi.re/3usvsJs>

Source: Indeed

Posted 5/30/2021

Administrative Assistant to Director of Operations (Sandy Springs)



5885 Glenridge Dr Suite 115, Atlanta, GA, 30328

Midwood Management Services is an owner-operator multi-family properties throughout the greater Atlanta area.

Qualifications:

- Experience:
- High school diploma, GED, or equivalent required
- Familiarity with office software and phone systems
- Office administration: 2 years (Preferred)
- Customer Service: 2 years (Preferred)

\$15 - \$18 an hour

Apply Online at: <https://indeedhi.re/3vuoHrU>

Source: Indeed

Posted 5/30/2021

General Office Assistant PT (Roswell)



2500 Old Alabama Rd Suite 11, Roswell, GA 30076

Responsibilities:

- Registering customers for chess tournaments (taking payment, etc.)
- Getting the Club ready for an event (setting the chess clocks and putting out pencils and other supplies)
- Making chess event flyers
- Creating events for our tournaments in the Event Registration software
- Answering the phone

Qualifications:

- Good internet skills and familiarity with social media

\$17 - \$20 an hour

Apply Online at: <https://indeedhi.re/3fOibRy>

Source: Indeed

Posted 5/30/2021

Inbound Call Center Representative (Work from Home)



The Inbound Contact Representative 2 addresses customer needs which may include complex benefit questions, resolving issues, and educating members.

- Handle 40-50 inbound calls daily from members in a fast-paced inbound call center environment
- Records accurate details of inquiries, comments or complaints, transactions or interactions and takes action in accordance to it.
- Escalates unresolved and pending customer grievances. Decisions are typically focused on interpretation of area/ department policy and methods for completing assignments.

Qualifications:

- Minimum 2 years of customer service experience
- Demonstrated experience with providing strong customer service and attention to details while listening on calls
- Must have the ability to provide a high speed DSL or cable modem for a home office (Satellite and Wireless Internet service is NOT allowed for this role).

Preferred:

- Associate's or Bachelor's Degree
- Prior inbound call center or related customer service experience
- Prior Healthcare experience

These positions are full-time (40 hours/week) Monday – Friday working an 8-hour shift anytime between the hours of 7:45am and 8:00 pm.

Apply Online at: <https://humana/3vopaMj>

Source: Employer Website

Front Desk Receptionist PT (Perimeter)



4745 Ashford Dunwoody Road, Atlanta

Responsibilities:

- Ensure a smooth flow of customers through the store.
- Answer, screen, and forward incoming phone calls in accordance with NVI protocol.
- Process and understand managed care plans.
- Obtain and document information from the insurance company as needed.
- Schedule and confirm appointments, follow-up visits and classes.
- File all patient records daily and pull patient files for the next day's appointments.
- Check on status and notify customers when orders are in or of any delays.

Qualifications:

- Experience as a Receptionist, Front Office Representative or similar role is preferred.

Apply Online at: <https://bit.ly/2RDZFYR>

Source: Employer Website

Registry Guest Services Associate

(Sandy Springs)

EMORY

HEALTHCARE

St. Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Provides a welcoming and supportive environment for all people entering assigned areas.
- Provides paging for emergency situations.
- Greets and acknowledges all patients, guests and employees entering facilities with a smile and appropriate salutation (good morning, good afternoon, good evening).
- Provides wayfinding information to all guests, including specific directions to each department within the facility.
- Communicates services and capabilities of each facility.
- Responds to incoming calls for directions and related information promptly, effectively, courteously.
- Provides coverage as needed for the front desk and lobby.
- Maintains, rearranges, orders, and waters flowers for lobbies and other designated areas. Maintains bulletin boards.
- Monitors the magazines and lending library.
- Disburses refunds for the vending machines.
- Issues tokens and valet parking passes when necessary.
- Maintains lost and found.
- Provides paging in emergency situations.

Qualifications:

- A high school diploma or equivalent.

Apply Online at: <https://bit.ly/3wCvtfw>

Source: Employer Website

Administrative Assistant (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

Responsibilities:

- Welcomes and directs visitors and clients.
- Answers and transfers phone calls, screening when necessary.
- Provides administrative, technical, and logistical support.
- Coordination of complex activities such as meetings, travel, conferences, hotel bookings and other department activities.
- Formulates spreadsheets and produces statistical reports for management information.
- Proofreads various documentations for accuracy of information and presentation.
- Maintains accurate and up-to-date Field Operations files, records, and documentation.
- Maintains the integrity and confidentiality of Field Operations files and records.
- Performs audits of Field Operations files and records to ensure that all required documents are collected and filed appropriately.
- Manages warehouse inventory and maintains database.
- Confirms availability of items to be shipped by verifying inventory records or conducting inventories of required items.
- Receives, verifies, and records mailings and shipments.

Qualifications:

- 3+ years of administrative assistant experience or similar role (project management experience preferred).
- High School graduate (Some college education preferred).
- Intermediate skills in Microsoft Excel.
- Proficient in Microsoft Outlook and Word.
- Typing speed of 45 words per minute or better.

Apply Online at: <https://bit.ly/3vBiKcA>

Source: Employer Website

Administrative Assistant (Alpharetta)



ATL Health Coach, LLC

5755 North Point Pkwy UNIT 8, Alpharetta, GA 30022

Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.

Qualifications:

- Work experience: 3+ years
- Microsoft Office: 3 years (Preferred)
- Customer Service: 3 years (Preferred)
- High school degree or higher

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/3urfqzs>

Source: Indeed

Hospitality Coordinator (Perimeter)



900 Ashwood Pkwy #600, Atlanta, GA 30338

This position will provide a safe, orderly and clean working environment in the Corporate Office by facilitating a productive environment for office meetings and functions. The secondary function is to perform housekeeping and maintenance tasks.

- 25% - Provide food service catering support
- 35% - Provide meeting setup and support
- 15% - Receiving, sorting and shipping mail and packages
- 10% - Backup coverage to front desk and housekeeping/maintenance responsibilities as needed
- 10% - Maintain supplies in copy rooms and fitness center
- 5% - Janitorial services as needed

Qualifications:

- High School Degree Required
- Minimum two years Customer Service experience; experience in a corporate environment a plus
- Experience working with Piney Bowes mail scanning software
- Experience working with Mitel integrated phone software
- Knowledge of facility systems to identify problematic conditions
- Must have proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Must be willing to travel and work away from home when required up to 10%

Apply Online at: <https://bit.ly/3oTKt5Z>

Source: Employer Website

Receptionist (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

Qualifications:

- 1+ year of front desk receptionist experience or related job experience preferred
- High school graduate, G.E.D. recipient, or equivalent
- Exhibits working knowledge of Microsoft Office and basic computer skills

\$14 - \$16 an hour

Apply Online at: <https://bit.ly/3oWIkq3>

Source: Employer Website

Posted 5/30/2021

File Clerk (Sandy Springs)



1 Glenlake Pkwy NE Suite 975, Atlanta, GA 30328

Responsible for following a filing system and organizing records, such as letters, legal documents, case files, correspondence, invoices and memoranda according to that system. The File Clerk will close files, box, maintain filing list, and transport them to storage. This person may perform other duties, such as mail, faxing, using a copy machine. Responsible for being the back up for the Law Office Administrator.

Qualifications:

- High school diploma
- Administrative experience
- Experience in an office setting

Apply Online at: <https://bit.ly/3uianBu>

Source: Employer Website

Administrative Assistant (Buckhead)



Prelude Fertility Mgmt

1100 Johnson Ferry Rd STE 200, Atlanta, GA 30342

Responsibilities:

- Answers telephones, screens calls, take messages.
- Provides coverage for other Administrative Assistants as needed.
- Schedules patient appointments appropriately.
- Oversee and manage physician's schedule.
- Provides support services to patients and medical staff.
- Collects payment as patients check out. Daily batch-out and deposits to bank.
- Keeps medical records up to date for patient appointments and patient requests.
- Performs receptionist/check-out duties as necessary.

Qualifications:

- High School Diploma is required
- 1 year of work experience in a similar or related role is required

Apply Online at: <https://bit.ly/3up4UZq>

Source: Employer Website

Human Resources Generalist (Alpharetta)

Mountain Oil Express

The Human Resource Generalist is responsible for various functions of the Human Resource department, including talent, compensation, benefits, leave, reporting, and administration of company policies.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or a related field required
- A minimum of three years of experience in Human Resources
- Proficient in HRIS systems (Zenefits and JazzHR a plus)

Apply Online at: <https://bit.ly/3hWgClr>

Source: Employer Website

Human Resources Manager (Dunwoody)



1742 Mt Vernon Rd #100, Dunwoody, GA 30338

The Human Resources Director is a vital member of Atlanta Recovery place component of the System of Care. The Human Resources Director is under the supervision of the Vice President of Operations and is responsible for ensuring the safety and well-being of all employees. He/she is responsible for working with the Vice President of Operations in overseeing staff, managing all policies and procedures related to staff, ensuring that all files are up to date and meet the 65D-30 and Joint Commission guidelines.

- Maintains proper attendance requirements and limits unexcused absences per Company policy.
- Leads development of department goals, objectives and systems.
- Develops and monitors Human Resources annual budget.
- Handles employee complaints, grievances, disputes.
- Administers employee discipline procedures.
- Establishes lead staffing practices and procedures necessary to recruit and retain an effective workforce.
- Places ads when necessary to recruit from outside of Southern Live Oak Wellness, reviews responses to the ads and sends most likely candidates to the managers which are hiring for their review.
- Conducts exit interviews.
- Administer compensation and benefits

Qualifications:

- High School Diploma, College Preferred
- Human Resources: 2 years (Required)
- Bachelor's (Preferred)
- Microsoft Office: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3hVfyon>

Source: Indeed

Front Office Assistant (Sandy Springs)



Northside Hospital Atlanta

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment.
PREFERRED:
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint)

Apply Online at: <https://bit.ly/3bV6pZe>

Source: Employer Website

Administrative Assistant (Roswell)



1000 Holcomb Woods Pkwy Building 300, Suite 315, Roswell, GA 30076

Responsibilities:

- Perform administrative duties for executive management.
- Schedule travel and meeting arrangements.
- Coordinate events in and outside the office.
- Answer telephones and emails promptly.
- Maintain hard copy and electronic filing systems.
- Order supplies, apparel, and other company inventory as needed.
- Support staff in assigned project-based work.*

Qualifications:

- Bachelor's degree
- 1 – 3 years of administrative assistant experience

Apply Online at: <https://bit.ly/3hScv03>

Source: Employer Website

Studio Receptionist/Assistant PT (Chamblee)



1100 Vijay Dr, Chamblee, GA 30341

Responsibilities:

- Greet clients and visitors
- Handle incoming calls, emails, and inquiries
- Respond to social media messages and network.
- Schedule studio tours for prospective clients
- Facilitate tours of the studio with prospective clients
- Maintain studio booking calendar
- Assist with event planning
- Organize and maintain office space
- Conduct all client interactions with poise and professionalism
- Complete additional tasks as requested
- Run studio errands

Qualifications:

- Must be interested in the TV, Film, Photography, and Event Venue industry.
- Good understanding of social media and excellent working knowledge of Facebook, Twitter, Instagram, and TikTok
- Proficient with Microsoft Office: Word, Excel and PowerPoint
- Experience: Customer Service: 2 years (Preferred)

\$10 - \$15 an hour

Apply Online at: <https://indeedhi.re/3um2f2Z>

Source: Indeed

Administrative Assistant (Sandy Springs)



Bethany Christian Services

6645 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Greet and welcome visitors upon arrival with a positive attitude;
- Promptly address incoming calls and route them to the appropriate person;
- Receive and route incoming postal and inter-departmental mail;
- Maintain a schedule of appointments, and arrange conferences, interviews, and meetings, as requested;
- Perform administrative task, and other document gathering and filing;
- Run various reports, and draft correspondence and/or transcribe meeting notes, as requested;
- Maintain an adequate inventory of office supplies, and notify the supervisor when inventory is low;
- May be required to perform basic bookkeeping and accounting functions, as needed;

Qualifications:

- High School Diploma or equivalent;
- At least two (2) years of prior experience working in an office setting;
- Computer and typing skills sufficient to perform essential job functions;
- Active motor vehicle license;
- Maintain a reliable automobile with adequate insurance coverage;

Apply Online at: <https://bit.ly/3fNm2mw>

Source: Employer Website

Office Assistant PT (Alpharetta)



5755 North Point Pkwy Unit 31, Alpharetta, GA 30022

Responsibilities:

- Check patients in and out of appointments.
- Answer incoming telephone calls/messages/email.
- Schedule initial/follow up appointments for patients, both in person and on the phone.
- Ensure new patients have completed new patient paperwork and all forms have appropriate waivers signed.
- Organize and monitor daily schedules.
- Maintain timely patient flow.
- Keep inventory and place supply orders.
- Maintaining office space and treatment rooms clean and welcoming.

Qualifications:

- Prior office skills are a plus.
- Basic knowledge on Google docs and spreadsheets.
- Experience in working in people / patient centered small businesses.
- Prior experience working in a medical office is a plus.

Mondays 12pm to 5pm, Wednesdays and Fridays 9am to 4pm.

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/3c05xlZ>

Source: Indeed

Marketing Admin Assistant (Alpharetta)



4500 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Coordinating new Agency appointments
- Maintaining Company website
- Preparing, formatting and editing a range of documents, including email creation for outreach (based on content provided)
- Maintain and update Agency contacts
- Write Rewards management
- Assisting with various mailed marketing materials (postcards, etc.)
- Maintaining posts and updates to Company Facebook/Twitter/LinkedIn accounts
- Printing and editing materials, maintaining the mail distribution list, and running reports (to review agency report cards, books of business, etc.)
- Providing general administrative support as needed, including providing convention assistance, assisting with travel reservations.

Qualifications:

- Bachelor's degree in marketing, business ore related field preferred.
- Should be well versed in various digital media.
- Ideal candidates would have some related job or internship experience.

Apply Online at: <https://bit.ly/3wIBMhH>

Source: Employer Website

Administrative Assistant PT (Sandy Springs)



The Eldercare & Special
Needs Law Practice of
Daniel D. Munster

5855 Sandy Springs Cir #270, Atlanta, GA 30328

Responsibilities:

- Answer firm phone calls
- Conduct initial "Discovery Calls" (Intake) with prospective clients for review with attorney
- Organization of files
- Some data entry
- Medicaid application support, to include:
- Interacting with clients as needed during plan design and implementation stage
- Coordinate verification compilation in preparation to file applications to government sites
- Using Adobe software, organize and save verification in categorized PDFs
- Communicate with government offices as needed
- Social Media coordination
- Research for relevant content to post to firm's social media
- Compose short blog articles

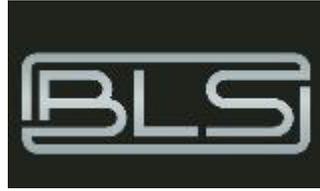
Qualifications:

- 2-3 years of administrative experience - (assisting in a law firm setting is preferred)
- Proficiency with Microsoft Office Suite
- Confidence in working in the compilation of financial documents a plus
- Social Media coordination and experience posting for a small business, preferred
- Proficiency with Adobe Pro

Apply Online at: <https://indeedhi.re/3wyZ9dp>

Source: Indeed

Reservation Agents (Dunwoody)



4470 Chamblee Dunwoody Rd

Responsibilities:

- Processing reservations that are booked via phone call, email, online, and other systems.
- Assisting clients in the planning and coordination of their ground transportation needs.
- Resolving issues as they arise.

Preferred Qualifications:

- Call Center (inbound or outbound) and / or retail customer service experience.
- Reservations experience.
- Excel experience.
- Strong data entry skills.

Available Shifts: - (You must be available to work Saturday or Sunday).

3 PM to 11 PM.

4 PM to 12 Midnight

6 PM to 2 AM

Apply Online at: <https://indeedhi.re/2SwI454>

Source: Indeed

Human Resources Generalist (Alpharetta)



100 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Perform HR project work project work as assigned.
- Investigate and resolve employee relations problems and develop, recommend, and initiate appropriate steps for resolution.
- Assist with the management with the US Industrial Intern program (Project Definitions, university recruiting, Onboarding, Project Presentation Forum, and Offboarding).
- Partner with the Compensation & Benefits Center of Excellence during Annual Open Enrollment to conduct benefit informational briefings at our larger sites.
- Maintain up-to-date knowledge of HR systems and reporting, analysis tools and techniques.
- Perform hourly recruitment activities such as job postings, arranging interviews, managing recruitment folders, and maintaining applicant flow and onboarding.
- Data integrity - Ensure maintenance of employee personnel records as well as HRIS.
- Assist with training initiatives as needed
- 25% Travel

Qualifications:

- Recent college graduate with experience in Human Resources
- Bachelor's Degree from accredited university, Human Resources focus preferred
- Minimum of two years experience in an HR generalist role. Experience in a manufacturing environment is preferred.
- Proficient in utilizing HRIS systems.

Apply Online at: <https://bit.ly/3fVHTIs>

Source: Employer Website

Human Resources Generalist (Alpharetta)



1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

Responsibilities:

- Handling of all human resource related activities which may include: employee relations, fielding employee questions and concerns, complaint investigation and response, workforce planning and the interpretation of policies and procedures
- Employee development, coaching, recognition and dispute resolution
- Assist managers in coaching/ counseling/ discipline with employees, as appropriate Partner with Centers of Excellence (COE), managers, and other parties to effectively plan and manage employee leaves of absence, short-term disability, FMLA requests, workers compensation issues, OSHA requirements, employee transfers, PTO issues, unemployment claims, and other employee matters
- Assist with developing mentoring and leadership programs for employees.
- Assist with workplace investigations, ensuring timely, responsible resolutions, consulting with HR/executive management, compliance and legal counsel as needed
- Ensures adequate training in the areas of new employee orientation, leadership training, etc.
- Work with management to determine recruitment needs and staffing objectives and assist Talent Acquisition with interviewing as needed

Qualifications:

- Bachelor's degree in related field and 3+ years HR experience
- PHR or substantially equivalent professional certification strongly desired
- Training and Development experience a plus
- Reporting and analysis experience a plus

Apply Online at: <https://indeedhi.re/3vIn8Hb>

Source: Indeed

Enrollment Coordinator (Remote)



The Enrollment Coordinator works with students who have completed an enrollment application and ensures the related materials (i.e. proof of graduation, enrollment agreement, new student orientation modules and other documents related to a student file) are completed in a timely manner. Follows up with related parties and tracks the completion and submission of all documents to matriculation and communicates with the potential student to identify and resolve road-blocks that would hinder the student from starting classes. Partners with other functional areas (i.e. student financial services, student services, information technology) to ensure student needs are met.

Qualifications:

- Bachelor's degree is required.
- 0-2 year's experience within higher education (i.e. advising role), comfort with high call volume expectations.
- Strong expertise with MS Office, related hardware and software packages and systems for reporting features.
- Must be able to establish an appropriate home office environment with a dedicated workspace that is free from distractions and background noise. Subscription to reliable, high-speed, hard wired internet service is a MUST.
- Must possess current technology (i.e. computer, laptop) for the role

Apply Online at: <https://bit.ly/3wxcQtk>

Source: Employer Website

Compliance Administrator / Administrative Assistant (Roswell)

ALM | ATLANTA LUXURY MOTORS ROSWELL

891 Mansell Rd, Roswell, GA 30076

The compliance administrator will contribute in a multitude of ways to ensure the dealership location is compliant with state and federal regulations.

- Processing bank deposits daily
- Answer customer service calls
- Assist dealership location employees with administrative duties
- Review documentation to match with sale of vehicles
- Receive, process mail and distribute
- Order and maintain supplies for dealership location

Qualifications:

- Basic computer, email and internet proficiency
- Experience with Google Docs a plus

\$14.00 per hour

Apply Online at: <https://bit.ly/2ROnwVQ>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/30/21

Part-Time Housekeeper (Sandy Springs)

\$14 - \$15 an hour

Ignatius House Jesuit Retreat Center / 6700 Riverside Dr, Atlanta, GA 30328

<https://indeedhi.re/3oS8tGq>

Greeter (Sandy Springs)

From \$18 an hour

Brooklyn Café / 220 Sandy Springs Cir, Atlanta, GA 30328

<https://indeedhi.re/3pdGdi1>

Dishwasher (Alpharetta)

The Cheesecake Factory / 2075 North Point Cir North Point Mall, Alpharetta 30022

<https://bit.ly/3foZsBW>

Housekeeping (Roswell)

Historic Roswell Place Assisted Living / 75 Magnolia St, Roswell, GA 30075

<https://bit.ly/2TIIHQz>

Houseman/Laundry Attendant (Alpharetta)

Holiday Inn Express and Suites / 12505 Innovation Way, Alpharetta, GA 30004

<https://indeedhi.re/3fR7qCR>

Server PT (Sandy Springs)

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/3hRwwUE>

Warehouse Display Assistant Hiring Event (Alpharetta)

Thursday, June 3, 2021; 9:00 AM - 12:00, 1:00 PM - 4:00 PM; \$600 sign on bonus

Havertys Furniture / 6731 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3fqC72F>

Housekeeper PT (Sandy Springs)

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3wxq7C4>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/30/21

Housekeeping Attendant (Perimeter)

Hampton Inn Atlanta Perimeter / 769 Hammond Dr, Atlanta, GA 30328

<https://bit.ly/3vroKER>

Dishwasher/Kitchen Utility Worker (Sandy Springs)

Bridge Senior Living - Somerby / 25 Glenlake Pkwy NE, Atlanta, GA 30328

<https://bit.ly/3i8ijTB>

EVS Tech 7a-3:30p (Sandy Springs)

Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://bit.ly/3fNjEw4>

Cashier (Roswell)

The Salvation Army / 10723 ALPHARETTA HIGHWAY 30076

<https://bit.ly/2SCcYsY>

Custodian Worker (Sandy Springs)

From \$15 an hour

Fabricare Center Cleaners / 8611 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3usZNYv>

Shipping/Receiving (Roswell)

\$13 - \$14 an hour

Mountain MotorSports / 10885 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3yMXRxa>

Service Valet (Roswell)

Nalley Toyota Roswell / 11130 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3vA0Hno>

Cashier (Perimeter)

La Madeleine / 1165 Perimeter Center W Ste 330 Atlanta, GA - 30338

<https://bit.ly/3fzvijo>

The Atlanta Journal-Constitution

Fulton reopens WorkSource offices to aid job-seekers

By [Ben Brasch](#), The Atlanta Journal-Constitution, May 24, 2021

Fulton County residents looking for a job can now get live help from WorkSource Fulton. The department is reopening its development offices for in-person services, which includes rooms with computers. The offices were closed due to COVID-19 levels. Still, the WorkSource Fulton offices are requiring social distancing and masks while inside.

There are two offices: North Fulton Service Center at 7741 Roswell Road in suite 203 within Sandy Springs and the South Fulton Service Center at 5600 Stonewall Tell Road, in suite 204 within College Park.

People can arrange to drop off or pick up documents at either location.

Those searching for work can call 404-613-6800 to schedule an appointment. Interested people can also email worksourcefulton@equusworks.com or schedule appointments online at <http://bit.ly/WorkSourceFultonAppointment>.