
Administrative Coordinator (Alpharetta)



2555 Northwinds Pkwy, Alpharetta, GA 30009

Responsibilities:

- Manage referrals for Child Life Histories
- Assist Child Life Specialists/Contractors with the completion of documents for CLH assessments
- Maintain relationship with State Adoption Unit and DFCS referral sources
- Assist Home Study Specialists and Home Study Contractors with the completion of documents related to the approval of prospective or current foster, respite or adoptive families
- Assist with internal audits of prospective or current foster, respite or adoptive family files (extended Reach)
- Manage all data in GA+SCORE related to prospective or current foster, respite or adoptive family files (maintain relationship with Care Solutions)
- Upload paperwork for initial approvals, re-evaluations and addendums
- Assist home study department with GA+SCORE and ER data entry for prospective or current foster, respite or adoptive family files
- Manage receipt and appropriate distribution of fingerprint clearance letters

Qualifications:

- Bachelor's Degree preferred from an accredited college or university
- A minimum of one (1) year administrative experience is required.

From \$28,000 a year

Apply Online at: <https://indeedhi.re/3rRk3Fh>

Source: Indeed

Posted 12/12/2021

Receptionist / Office Assistant

(Alpharetta)



11475 Great Oaks Way, Alpharetta, GA 30022

Responsibilities:

- Welcome clients and visitors by greeting them in person or on the telephone; notifying staff member of their arrival; transferring calls;
- Answering or referring inquiries; maintaining reception area appearance;
- Calendar appointments and court appearances accurately;
- File documents in case file, index case files, and scan closed cases;
- Support staff by following-up on appointments;
- Preparing and organizing files for new clients; assist in maintaining and ordering supplies;
- Processing and distributing the mail on a daily basis; logging documents in and out from court;
- Handle payments from client;

Qualifications:

- High school diploma required
- Some legal or administrative experience preferred
- PC Proficiency (MS Office Suite)

Monday to Friday; 8 hour shift

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

Source: Indeed

Executive Assistant (Sandy Springs)



Aderant

500 Northridge Rd Suite 800, Atlanta, GA 30350

Responsibilities:

- Provide day-to-day support of the executives, including international traveling bookings and filing expense reports.
- Greet Aderant guests and answer main phone line.
- Annual review of the travel agent, negotiating fees and rates where appropriate to ensure price and service is best available in the market for our requirements.
- Manage Aderant office space and desk allocation, including taking responsibility for office furniture and equipment.
- Maintain and/or develop supplier relationships, sourcing the best rates and service for our requirements.
- Order office supplies including stationery, business cards, kitchen supplies etc.
- Assist all areas of the business with ad hoc administration tasks such as requested.
- Be a key member of the Employee Activities Committee (EAC), assisting HR Director with planning events.
- Research venues and team building events, working with HR Director & Finance Team to ensure that all events are in line with company policy and meet legal requirements i.e., Health & Safety.
- Schedule and coordinate ad hoc staff briefings, arrange drinks, food and venue

Qualifications:

- 2+ years of experience.
- Good working knowledge of general IT and Microsoft applications, in particular Excel, Word (including mail merges), Visio, PowerPoint, and Publisher.

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

Source: Indeed

Staffing Coordinator (Dunwoody)



1848 Independence Square A, Dunwoody, GA 30338

Responsibilities:

- Schedules and manages field caregivers who deliver care to the client in their place of residence
- Interacts with client families, case managers and others to ensure a well-orchestrated, multidisciplinary approach to client needs and desires
- Participates in the after-hours, on-call rotation that may include weekends and holidays

Qualifications:

- Experience working with the elderly
- Strong computer skills

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

Source: Indeed

PT Research Project Interviewer (Sandy Springs)



SCHLESINGER
GROUP

5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

With supervision, the project interviewer will be conducting in-person interviews with research participants, and complete administrative tasks.

- Attend client onsite training to complete study certification.
- Greeting participants, and external clients, maintaining a friendly, but professional rapport with both.
- Administer questionnaires, consents, and other documents as written.
- Complete programmed interview on provided computer, following software prompts as directed.
- Follow directions and review completed material for errors and incomplete information.
- Clean and disinfected space as directed.
- Light lifting as needed (assist with moving chairs, tables, etc.) based on the client specifications.

Qualifications:

- College degree preferred or equivalent work experience
- Strong Microsoft Office/Computer Literate
- Experience in market research or clinical research is a plus

\$16 an hour

Apply Online at: <https://indeedhi.re/3GDD4zw>

Source: Indeed

Posted 12/12/2021

HR Generalist (Alpharetta)



1165 Sanctuary Parkway, Alpharetta, GA 30009

Responsibilities:

- Provide personnel policy and procedure guidance to employees and management.
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Coordinate open enrollments, changes, and training for employee benefits programs.
- Respond to human resources-related inquiries.
- Create and distribute internal communications regarding status changes, benefits, or company policies.
- Monitor employee morale and company culture
- Collaborate with the human resources team to develop effective compliance strategies and policies.
- Process complaints regarding sexual harassment, discrimination, or other instances of workplace harassment and assist in any necessary investigations and disciplinary actions.
- Maintain employee personnel records.

Qualifications:

- High School diploma, BA in Human Resources, or related field
- 3-5 years of relative experience

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

Source: Indeed

District Administrative Assistant

(Perimeter)



4891 Ashford Dunwoody Rd, Atlanta, GA 30338

This position is responsible for producing promotional materials, maintaining inventory for the Recruitment and Retention Department and for completing bulk mailings for blood drives. The selected candidate will also be responsible for providing high-level administrative support to the District Director.

- Maintain and organize the District Director's calendar, meeting and travel schedule
- Draft correspondence, answer phones, coordinate mailing, and handle inquiries and requests from internal and external sources on the District Director's behalf
- Produce promotional materials for all blood drives including posters, fliers, paycheck stuffers, and table tents. Materials must be typed, laid out and printed
- Track and complete bulk mailings for blood drives
- Write thank you letters
- Assist with on-site recruitment
- Confirm drives and public relations requirements
- Manage, maintain and organize confidential materials including a filing system of electronic and hard copy materials

Qualifications:

- High school diploma or GED
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience preferred

\$12.50 - \$13.75 an hour

Apply Online at: <https://bit.ly/3dJU7Di>

Source: Employer Website

HR Associate - FMLA Leave and Claims Administrator (Perimeter)

Larkin

The Company

1155 Perimeter Ctr W, Atlanta, GA 30338

Responsibilities:

- Review documentation and approve FMLA leave of absences and short term disability claims
- Explain leave policies to our clients' employees via email and phone call
- Draft and send letters to clients' employees regarding FMLA eligibility
- Accurately calculate client employees' disability payments and ensure that the payments are disbursed in a timely manner
- Generate and distribute reports to clients
- Carry out weekly self-audits

Qualifications:

- Must have a 4-year college degree
- Must have administrative skills such as the ability to draft letters, communicate through email and phone
- Must be proficient in typing

From \$47,500 a year

Apply Online at: <https://indeedhi.re/3rJfn4x>

Source: Indeed

Posted 12/12/2021

Executive Administrative Coordinator (Buckhead)

S P E A K E A S Y

3438 Peachtree Rd NE Suite #1000, Atlanta, GA 30326

The Executive Office Coordinator is responsible for coordinating a variety of office operations to support the delivery of workshops and executive coaching in the facility. This role includes answering/ directing incoming calls; greeting clients upon arrival and conducting the initial orientation of the facility; assisting instructors with classroom materials and other needs as they arise; preparing the client break area each morning and maintaining it throughout the day including light cleaning (loading dishwasher, wiping down counters, etc.). Additionally, the individual in this role will provide administrative support duties.

Qualifications:

- Proficiency with Microsoft Office is required; working knowledge of CRM's (Client Relationship Management Systems) is highly preferred.
- Ideal professional background(s) include administrative support, reception, and/or hospitality experience.
- Bachelor's degree preferred.

7:30am - 4:30pm, Monday - Friday

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

Apply Online at: <https://indeedhi.re/3dw7PJQ>

Source: Indeed

Posted 12/12/2021

PT Customer Service - Test Center Administrator (Perimeter)



5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Greet examinees and verify identification
- Register and prepare candidate scorecards
- If applicable, digitally scan and record candidate fingerprint identification
- Continuously monitor candidates as they complete exams
- Resolve or report candidate issues with urgency
- Secure all computer software in the test center at all times
- Reboot computer servers and reset passwords as necessary

Qualifications:

- High School Diploma required, college experience a plus
- 1-2 years customer service-related experience required

Apply Online at: <https://bit.ly/3Dznfb6>

Source: Employer Website

Customer Service Representative (Alpharetta)



KaVo Dental

4465 Alexander Dr, Alpharetta, GA 30022

KaVo Dental is one of the world's leading creators of equipment for dentists and dental professionals. The primary function of this position is to respond to order inquiries, process return labels, able to advise on warranty questions. Additional responsibilities include receiving and making outbound customer calls including corresponding via email, managing customer and equipment data and effective use of resources, systems and databases.

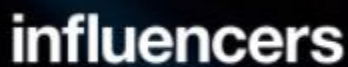
Qualifications:

- 1-3 years' experience in a customer service-related field
- Preferred:
- Associates degree
- 2+ years of contact center experience
- Experience with Customer Relationship Management Systems (CRM)

Apply Online at: <https://bit.ly/31KH6qA>

Source: Employer Website

Executive Assistant (Alpharetta)

The logo for Influencers Church, featuring the word "influencers" in a white, lowercase, sans-serif font inside a black rectangular box.

Influencers Church

12150 Morris Rd, Alpharetta, GA 30005

Responsibilities:

- Function as a communication liaison for Campus Pastor to department heads for Sunday Service to include, but not limited to:
- Runsheet - Dream Teams, Events, and misc.
- Maintain accurate, confidential and up to attendance records for Church Metrics.
- Oversee and facilitate the New People process.
- Oversee and facilitate the New Christian process.
- Leadership Oversight, Support, and Development, to include the following:
- Assisting in the facilitation of the Inspire Business Chapter, and events.
- Oversee and facilitate the Discipleship process/strategy, including House Parties.
- Collaborate with other ministry directors to establish goals and objectives to address production needs of activities and programs, and to develop ways to encourage program participation by church members.
- Facilitate DNA and Growth Track.
- Assisting in the oversight of all public relations.
- Analyze member participation and changes to determine developments needed for the church's growth.
- Represent the Campus Pastor in designated meetings as required.

[No qualifications specified in ad.]

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

Source: Indeed

Employee Service Center Specialist (Sandy Springs)



7475 Roswell Rd, Sandy Springs, GA 30328

This individual as part for the service team within our organization is responsible for ensuring that all personnel data is accurately compiled, and employee benefit costs are maintained in a timely manner including ensuring compliance with governmental guidelines.

- Process all new hires, employee changes, terminations in ADP Workforce Now.
- Create and maintain accurate reports using ADP Workforce Now.
- Complete employment verifications.
- Draft benefit eligibility and earnings code during onboarding process
- Ensure changes to employee titles, pay, or locations are updated properly in ADP WFN.
- Provide service to all employees regarding concerns with payroll benefits, research and troubleshoot inquires.
- Ensure timely resolution to all employee administrative issues.
- Ensure all newly hired employees comply with US legal requirements including I9's/E-Verify and employees who are required to drive company vehicles as part of their job are approved by the company's automobile insurance carrier.
- Ensure the Payroll system is updated with employee offer letters, employee job applications, job descriptions, pay plans, and employee agreements.

Qualifications:

- 3 - 5+ years customer service experience, preferably with corporate groups.
- Intermediate to Expert Skills in Microsoft Word and Excel
- Experience using computer spreadsheets and database application for report generation.
- The ideal candidate will also have a Human Resources background

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

Source: Employer Website

PT Mail Clerk II (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

Responsibilities:

- Pre-sort incoming mail
- Sort/prep incoming documents by category according to established guidelines.
- Pickup documents from Mail Clerk stations and deliver to other areas.
- Move completed work to storage locations.
- Retrieve rejected documents from storage for rescan and reassemble and staple documents for distribution to other departments.
- Prepare completed x-ray claims and miscellaneous documents for mail out.
- Pull and print out copies of claims as needed
- Pickup and deliver U.S.P.S., departmental, inter office mail, claims and word processing/printing materials.
- Perform miscellaneous duties as assigned

Qualifications:

- Ability to perform basic math calculations (addition and subtraction).
- Able to work standard office equipment

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

Source: Employer Website

Executive Assistant (Brookhaven)



2970 Clairmont Rd Suite 945, Atlanta, GA 30329

We are seeking an experienced executive assistant to work alongside a busy company Principal.

- Calendar management, accounting for day-to-day meetings, calls, and movements, both business and personal
- Communicating with teams and assisting with project management
- Maintaining KPI and other reports
- Facilitating the follow through of business development deals
- Managing and facilitating a large volume of email replies
- Reviewing agreement and reports

Qualifications:

- Candidates must have 3+ years of Executive or Personal Assistant
- Bachelor's (Required)

Apply Online at: <https://indeedhi.re/3lN0tq2>

Source: Indeed

Office Manager / Assistant (Doraville)



3125 Marjan Drive, Doraville, GA 30340

You will be responsible for the overall management of the office, supplies, insurance, and other duties. There will be a need to assist with some minor accounting duties about once a month that will include help in collection of accounts receivables from our service department.

- Maintain and order office supplies
- Organize and handle health insurance issues for the company
- Assist with the on-boarding of new employees
- Receive visitors
- Field incoming calls
- Some minor bookkeeping assistance may be included and help with collection of accounts receivables
- Handle administrative needs of the executives and help filter internal as well as external communications
- Arrange conference calls and meetings
- Plan work-related travel details
- Help assist with our phones, laptops, iPads and other issues of employees

Qualifications:

- Previous experience as an office manager / executive secretary, administrative assistant, or in other related fields
- Construction experience preferred

Apply Online at: <https://indeedhi.re/3EE2UT8>

Source: Indeed

Executive Assistant (Perimeter)

IHG[®]

HOTELS & RESORTS
3 Ravinia Dr, Atlanta, GA 30346

Responsibilities:

- Maintain team member's appointment calendar; arrange hotel accommodations, travelling schedules and visa applications; expense claims, co-ordinate telephone calls, set up and maintain filing systems, update contacts listing.
- Other administrative duties such as ensuring that invoices/bills are accurate; proper coding and forwarding of invoices to accounts payable. Compile data if necessary for reports to include creating spreadsheets or databases for maintaining and reporting management/project information.
- Complete and/or coordinate activities related to assigned special projects; assist in establishing project timetables, action steps and status updates
- Prepare a variety of departmental reports and/or presentations, gathering, and summarizing information from various sources as requested; may create and format reports and presentation materials utilizing various spreadsheet graphics, and/or statistical software as needed.
- Answer inquiries related to daily activities/programs of work area
- Compose and prepare clear and concise correspondence as requested or required. Review documents, logs, reports or other work products for typographical accuracy and format.
- Provide administrative support to manager or managers within assigned work area.

Qualifications:

- 5 years previous secretarial/admin experience at executive level (3 years as Personal Assistant)
- Strong PC skills including software packages (i.e. Microsoft Word, Excel, PowerPoint, graphic, etc.)

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



MOORE STEPHENS TILLER LLC
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

780 Johnson Ferry Rd # 325, Atlanta, GA 30342

Responsibilities:

- Providing administrative support to partners and staff - including, but not limited to: preparing engagement letters, tax processing, e-filing returns and sending returns to clients
- Typing correspondence, memos, e-mails, etc.
- Intake of client information - organizing information and entering in applicable software
- Copying, assembling and binding proposals, financial statements, tax returns, and various other reports
- Scanning & archiving - hard copy and electronic file maintenance
- Processing client mail merges and mailings
- Invoicing & billing
- Maintaining office equipment, space and supplies(i.e., postage meter updates & reports, changing toner, stocking paper, placing maintenance orders, stocking kitchen, and ordering supplies)

Qualifications:

- Proficient in MS Office suite, Email, Internet, and a fast learner for other applications
- Must be able to work overtime seasonally (January - April) including evenings and Saturdays.

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

Source: Employer Website

Office Position (Roswell)



2705 Holcomb Bridge Road, Alpharetta, GA 30022

Full-time position available in our service department located at our Roswell location.

Qualifications:

- Computer literate
- High school or equivalent (Preferred)
- Customer service: 1 year (Required)

Apply Online at: <https://indeedhi.re/3IPB0w8>

Source: Indeed

Posted 12/12/2021

Marketing Communications Coordinator (Sandy Springs)



7000 Central Pkwy #800, Atlanta, GA 30328

Under the guidance of the Corporate Communications Director, the Corporate Communications Coordinator will support the design and implementation of an organization-wide communication and employee engagement strategy. S/He will support a range of activities including internal communication campaigns, message development support to internal clients, and communications platform management and training. Other responsibilities will include moderation and governance of all internal messaging.

- Assist in the planning and execution of strategic marketing plans and campaigns
- Create and update marketing materials for the business, sales teams and customers
- Maintain an inventory and directory of sales support materials
- Build email campaign workflows and assist with email design in company's marketing automation platform
- Assist in the planning and implementation of internal communication activities
- Assist with copywriting and distribution of internal communications
- Create a consistent and authentic tone of voice for internal communications
- Follow basic content design from templates using Word, Photoshop, PowerPoint and InDesign
- Manage communications platforms and provide training as needed

Qualifications:

- Bachelor's degree from an accredited college or university
- 2+ years of experience in marketing
- In depth knowledge of traditional and digital marketing tactics
- Expertise in Microsoft Office Suite
- Proficiency in Adobe Creative Cloud, including InDesign, Photoshop and Illustrator
- Knowledge of SharePoint collaboration platform preferred

Apply Online at: <https://bit.ly/31GIye1>

Source: Employer Website

Executive Assistant (Perimeter)



1155 Perimeter Center West, Atlanta, GA 30328

Over the first 6-12 months you will take over the work of supporting and coordinating projects for an executive within VMware's Customer Success.

- Heavy calendaring and email management including assessing priority for executive
- Coordinate and plan meetings, conference calls, and special events, including arrangement of logistics, meeting space, communications, and catering
- Arrange and confirm local, domestic, and international travel for the executive
- Facilitate clear communication and maintain credibility, trust and support between the assigned executive and internal staff, and with external clients and partners
- Create, edit, and proofread business communications and documents utilizing MS Word, Excel, and PowerPoint
- Prepare/track expense reports
- Create/track purchasing requests as required
- Special projects on an as-needed basis
- Support general organization activities such as organization chart updates

Qualifications:

- Experience providing executive level support
- Advanced level skills with PowerPoint, Excel, MS Word, and Outlook
- Calendar management as well as hands on coordinating travel logistics

Opportunity for Working Remotely

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

Source: Employer Website

Customer Service Representative (Dunwoody)



Dunwoody, GA 30338

The Customer Service Representative supports the business owners, general manager and the office manager, and engages with customers to provide information in response to service inquiries, concerns and requests about products and services.

- Manage and execute customer sales process via phone and online sales channels
- Deal directly with customers either by telephone or email to respond to customer inquiries and resolve complaints
- Set up new customer accounts
- Direct requests and unresolved issues to Customer Service Manager
- Keep records of customer interactions and transactions
- Maintain customer databases

Qualifications:

- High school diploma, general equivalency diploma (GED) or equivalent
- Competent computer skills including Google Mail and MS Office suite (MS Word, Excel, etc.)
- Ability to type
- Phone sales experience preferred, not required

\$30,000 - \$35,000 a year

Apply Online at: <https://bit.ly/3DCq0sf>

Source: Employer Website

Receptionist (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers for residents and the Community
- Checks in visitors, vendors and 3rd party providers
- Assists with transportation requests from residents
- Maintains resident check-in logs
- Maintains Community resident rosters and other Community information as requested. May also assist in updating birthday lists and complete card mailing

Qualifications:

- High school diploma or general education degree (GED) preferred
- Minimum of one-year related experience and/or training; or equivalent combination of education and experience
- Microsoft Office applications, including Word, Excel and Outlook

Apply Online at: <https://bit.ly/3yg5Ym5>

Source: Employer Website

Coordinator, Volunteer & Community Service (Alpharetta)



3400 Old Milton Pkwy UNIT C, Alpharetta, GA 30005

Executes volunteer, community service, and corporate giving programs for the Northside Hospital System. Responsibilities involve identifying and promoting volunteer and service opportunities, recruiting/recognizing employees, physicians and their staff, partner schools and their family and friends for volunteer involvement, and working with social/civic leaders to vitalize and energize communities in Northside Hospital primary service areas.

Qualifications:

- Bachelor's degree.
 - Three (3) years community relations experience.
 - Minimum of (1) year experience in marketing and/or web/graphic design.
 - Must have advanced knowledge and skills in using the Adobe Creative Software
- PREFERRED:**
- Prior experience coordinating volunteer /community events
 - Five years community relations experience.

Apply Online at: <https://bit.ly/31PxHhN>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 12/12/21

Warehouse Worker - Night Shift (Alpharetta)

\$17.24/hr; \$3,000 Hiring Bonus

McKesson / 1145 Sanctuary Pkwy, Alpharetta, GA 30009

<https://bit.ly/3IA6ekw>

Custodian / Housekeeper PT (Buckhead)

\$12.50 an hour

LEGOLAND Discovery Center Atlanta / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://indeedhi.re/3ECK7rs>

Kitchen Helper / Dishwasher (Roswell)

\$750 Sign On Bonus

Sanford Estates / 500 Walton Way, Roswell, GA 30076

<https://indeedhi.re/3EGJj4P>

Dining Room Bussers (Roswell)

\$13 an hour

Brookdale Senior Living / 1000 Applewood Drive, Roswell, GA 30076

<https://indeedhi.re/33bMnbo>

Part-Time Cashier (Buckhead)

\$9 an hour

AAA Parking - Grand Hyatt Atlanta / 3300 Peachtree Road NE, Atlanta, GA 30305

<https://indeedhi.re/3pASi1i>

Dishwasher (Sandy Springs)

Gus's World Famous Fried Chicken / 6518 Roswell Rd, Sandy Springs, GA 30328

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

Stocking Associate (Buckhead)

Up to \$17.50 per hour

Macy's / Lenox Square

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

Food Service, Housekeeping, & Other Now Hiring – Week of 12/12/21

Laundry Attendant (Perimeter)

DoubleTree Atlanta Perimeter / 4386 Chamblee Dunwoody Rd, Atlanta, GA 30341

<https://bit.ly/305z3UD>

Room Attendant (Alpharetta)

Even Hotel / 2715 Old Milton Pkwy, Alpharetta, GA 30009

<https://bit.ly/3rRkr1V>

Dishwasher (Alpharetta)

Benihana / 2365 Mansell Road, Alpharetta, GA 30022

<https://indeedhi.re/3lM5uzj>

Busser (Perimeter)

\$10 - \$14 an hour

Olive Garden / 4749 Ashford Dunwoody Rd, Dunwoody, GA 30338

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

Team Member (Perimeter)

\$13 an hour

Shake Shack / Perimeter Mall

<https://bit.ly/3lDrl5w>

Janitor (Alpharetta)

Chili's / 7800 North Point Parkway, Alpharetta, GA 30022

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

Dishwasher (Perimeter)

\$9.00 - \$12.00 per hour

Café Intermezzo / 4505 Ashford Dunwoody Road, Dunwoody, GA 30346

<https://indeedhi.re/3ELWth1>

Room Attendant (Perimeter)

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

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