
Receptionist / Administrative Assistant

(Sandy Springs)

HENNING, DOWDY & JONES 

750 Hammond Drive Building One, Suite 200, Sandy Springs, GA 30328

This role will manage the reception desk and incoming telephone calls as well as provide general support to management and office staff.

- Answering phones (must have a friendly phone presence)
- Ensure reception area and conference rooms are tidy and presentable
- Receive, document, organize and mail out documents by following established guidelines and procedures.
- Word Processing (type, edit, format documents) and Data Entry
- Process client bills and invoices
- Periodic errands to post office

Qualifications:

- Microsoft Office: 3 years (Required)
- Customer Service: 3 years (Required)
- Bachelor's (Preferred)

\$40,000 - \$50,000 per year

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

Source: Indeed

Administrative Assistant (Perimeter)



115 Perimeter Center Pl Suite 1100, Atlanta, GA 30346

Responsibilities:

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, etc.
- Preparing meeting rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Provide excellent customer service.
- Replenishing/stocking kitchens with snacks & drinks
- Setting up technology in conference rooms

Qualifications:

- High School Diploma, GED, or suitable equivalent.
- 2-5 years customer service experience, preferably in related field
- Proficient with MS Office suites and computer skills.

\$40,000 a year

Apply Online at: <https://indeedhi.re/3u5y0wY>

Source: Indeed

Executive Assistant (Sandy Springs)



8601 Dunwoody Pl #406, Sandy Springs, GA 30350

As the Executive Assistant to our Vice President of Operations, you will handle complex situations and multiple responsibilities, including building a schedule for maximum productivity, planning meetings, preparing materials, managing projects, bringing associates up to speed, and more.

- Maintain meeting calendars, coordinate schedules, and organize all travel arrangements
- Plan, coordinate and ensure the executive leader's schedule is followed and respected.
- Expertly coordinate company meetings including negotiating and arranging for all travel, lodging, meeting space, and all communications associated with planned events
- Preparing expense reports
- Compose reports and briefings as requested

Qualifications:

- Experience coordinating meetings and booking travel plans.
- Administrative Experience: 1 year (Preferred)
- Proficiency in Microsoft Office Suite must be exemplary

Apply Online at: <https://indeedhi.re/3u07Co5>

Source: Indeed

Customer Service (Alpharetta)



1870 McFarland Pkwy, Alpharetta, GA 30005

[No MARTA Service to this Location]

The ideal Customer Care Representative will be responsible of resolving customer requests via phone, email, mail, or social media. Use telephones to reach out to customers and verify account information. Greet customers warmly and ascertain problem or reason for calling. Assist with placement of orders, refunds, or exchanges.

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.
- Refer unresolved customer grievances to designated departments for further investigation.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- Solicit sales of new or additional services or products.

Qualifications:

- High School degree and some college coursework or an Associates Degree or higher in a business-related field.
- 2+ years of related customer service or call center experience, or equivalent combination of education and experience.

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

Source: Employer Website

Executive Assistant (Sandy Springs)



1200 Abernathy Rd NE, Sandy Springs, GA 30328

Responsibilities:

- QBR and business meeting planning, organizing logistics in various different locations
- Complex diary management - setting up both internal and external meetings
- Travel organization- arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings
- Completing expense reports
- Composing and preparing correspondence that is occasionally confidential
- Plan, execute team events and company wide events
- Taking on special projects as needed
- Creating letters, presentations and any other type of documentation requested by Senior Management

Qualifications:

- 3 years' experience in project management, executive administrative assistance or relevant experience
- Experience of international event and meeting organization

Preferred:

- Bachelor's degree
- Prior experience working with CEO and other key stakeholders
- Worked in SaaS and/or start-up environment

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

Source: Indeed

Transportation Attendant

(Sandy Springs)

EMORY

HEALTHCARE

St. Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Transports patients, records, specimens and equipment to designated areas throughout the organization. Receives and records telephone requests for transportation services; may provide relief to dispatcher. Responds immediately to emergency patient situations; initiates emergency life-saving techniques such as CPR and crisis management. Maintains lifesaving certifications. Transfers patients to and from wheelchairs, beds and diagnostic equipment with minimal disruption to patient. May operate convalescent equipment, vehicles or passenger vans; observes policies and procedures related to their safe operation. Secures personal property from theft or loss; maintains confidentiality of records and information. Distributes mail to appropriate department within the organization and its affiliates.

Qualifications:

- A high school diploma or equivalent.
- The ability to lift 75 pounds.

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

Source: Employer Website

Executive Assistant (Alpharetta)



2900 Westside Pkwy, Alpharetta, GA 30004

Provides executive support to the Business Unit President and Senior Leadership members in our FRMS team.

- Calendar and meeting management
- Travel arrangements and related expense reporting
- Communication and presentation development and preparation
- Prepare and update internal management reports, dashboards, etc.
- Coordinate and manage Senior Leadership Team meetings and meeting agendas
- Coordinate Business Unit's All Hands Meetings and communications
- Coordinate new employee orientation and on boarding
- Technology support and coordination

Qualifications:

- Five or more years of executive administrative professional experience, either in a Fortune 500 company or professional services firm. Although financial services experience is highly desired, other industry experience will be considered as appropriate

Apply Online at: <https://fisv.co/2RvhFEC>

Source: Employer Website

Receptionist/Administrative Assistant (Sandy Springs)



6065 Roswell Rd. #450 Atlanta, GA 30328

Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

Qualifications:

- High school or equivalent (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

\$10.00 - \$12.00 per hour

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

Source: Indeed

Activities Assistant (Sandy Springs)



8750 Roswell Rd, Sandy Springs, GA 30350

Great Prospects, a 501c3 organization, provides post-secondary (after high school) and summer programs for adolescents and young adults with developmental disabilities, as well as social and respite events.

- Assists in the efforts to successfully maintain and develop participant life skills and meet goals as set forth in ISP or by parents
- Works with small groups of participants to reinforce learning of program materials and life skills
- Maintains monthly ISP notes for assigned participants
- Assists the Program Director in devising special strategies for reinforcing learning materials and skills based on sympathetic understanding of individual participants' needs, interests and abilities
- Manage social media accounts, writes bimonthly blogs and some additional marketing duties
- Purchase supplies for activities according to budget
- Coordinate with marketing consultant on respite day
- Submit bimonthly social media report to the Board of Directors

Preferred Qualifications:

- Associate or Bachelor's Degree
- Previous social media experience
- Experience either paid or as a volunteer with people with developmental disabilities

Monday through Friday from 8 am - 4 pm

\$16.00 per hour

Apply Online at: <https://indeedhi.re/33Yp95G>

Source: Indeed

HR Admin (Sandy Springs)



8800 Roswell Road, Bldg A, Suite 265, Sandy Springs, GA

Responsibilities:

- Find/ Attract and hire qualified team members.
- Provide accurate & timely reporting.
- Facilitate onboarding and training for new hires.
- Coordinate actions with our external HR and legal provider.
- Facilitate performance reviews.
- Implement proper hiring/tracking/dismissal procedures.
- Help develop the company culture.
- Able to process and screen a high volume of applicants.
- Training and employee progression.
- Design and implement coaching services as needed.
- Manage systems for employee growth.

Qualifications:

- Bachelors' degree preferred; or applicable experience
- 2+ years work in an HR capacity
- 2+ years of professional hands-on experience in full cycle recruiting
- Previous experience recruiting laborers
- Experience in coordinating or implementing general HR benefits/laws/principles

Apply Online at: <https://bit.ly/3u4uFhA>

Source: Employer Website

General Clerk III (Chamblee)



3719 N. Peachtree Rd Chamblee, GA.

Responsibilities:

- Greet incoming clients, employees, and customers ensuring proper sign-in, distribution of ID badges and dispatching their responsible party.
- Answer and route incoming calls.
- Responsible for receiving items ordered by and directly for specific organizations at the Center for Disease Control (CDC)
- Maintains employee filing systems to ensure all relevant documents are filed, identified, and retrievable.
- Compile and send employee roster to appropriate CDC personnel.
- Maintain interdepartmental relations with personnel.
- Prepare written reports, spreadsheets, and other correspondence as required.
- File requisitions, work orders or request materials and distributes items to shipping.
- Maintain records of supply inventories and resolve any discrepancies.
- Process employee information for CDC identification badges.
- Approve and enter employee time into Automatic Data Processing (ADP).

Qualifications:

- High School Diploma or GED required.
- Minimum of two (2) years of clerical experience.
- Must be computer literate

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

Source: Employer Website

Customer Service Representative

(Work from Home)



Now Hiring Customer Service Representatives to be heroes every day, serving our members in need of Emergency Roadside Service.

- Providing superior customer service during every member interaction.
- Responding to a high volume of emergency road service requests in a call center environment.
- Responding to member needs with empathy and understanding while gathering information and providing solutions to get members back on the road.
- Analyzing member accounts to determine additional products and services that benefit the member.

Qualifications:

- High School diploma or equivalent.
- Six months of customer service experience
- Call center experience preferred but not required

Full-time paid Training beginning June 28, 2021.

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

Source: Employer Website

Front Desk Office Assistant PT (Sandy Springs)



Dr. Mike Tumminello, D.C.
Doctor of Chiropractic

275 Carpenter Dr NE UNIT 209, Sandy Springs, GA 30328

Responsibilities:

- Greet patients
- Take payments
- Answer telephones
- Schedule appointments
- Take doctors notes
- Maintain presentable office
- Take inventory and stock merchandise
- Create new patient files in our computer system
- Data entry
- Filing & billing

Qualifications:

- Must live within 10 miles of our office 275 Carpenter Drive Sandy Springs, GA 30328
- Must be computer savvy

\$12 - \$16 an hour; Monday - Thursday 8:30AM-3:00 PM (approximately 25 hours per week)

Apply Online at: <https://indeedhi.re/33YuBpe>

Source: Indeed

HR Assistant / Jr. Scheduler (Alpharetta)



11380 Southbridge Pkwy #225, Alpharetta, GA 30022

The Human Resource Assistant/Junior Scheduler is primarily responsible for assisting with day-to-day administrative tasks completing human resource employee paperwork and processes. The Human Resource Assistant/Junior Scheduler will also assist the Scheduling department in developing and maintaining caregiver schedules and finding qualified staff.

- Responds to caregiver inquiries
- Call caregivers; review position and schedule interviews
- Document and track inquiries, interviews, and no-shows
- Reviews completed application
- Ensures that new hires read and sign a non-compete agreement
- Reviews position description
- Conducts interview
- Conducts New-Hire Orientation

Qualifications:

- Strong skills in Microsoft Word, Google Apps, and internet search engines
- Degree: Minimum High School Diploma or Equivalent, preferred recruiting or scheduling experience
- Home care experience preferred, but not required
- Must be willing to participate in on-call after hours telephone rotation

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

Source: Employer Website

Maintenance Technician (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

Responsibilities:

- Pick up, transport and set up equipment, furniture and furnishing for administrative and housing departments as needed.
- Ensure the workplace is safe and free from harmful equipment or objects.
- Responsible for facility arrangement, setup and breakdown, where applicable, when special activities and events occur.
- Manage inventory of companies property to ensure proper physical accounting, safe from damage/theft, accessible and properly installed based on management directives.
- Pick up purchased and/or donated items from specified locations and delivers them as instructed.
- Empty wastebaskets, trash and waste to disposal area. Replenish bathroom and kitchen paper goods and cleaning supplies as needed. Replace light bulbs as needed.
- Keep grounds and office facilities in a clean and orderly condition.
- Sweep, vacuum, scrubs, waxes, polish floor and paint.
- Deliver and set up or remove furnishing to and from residential apartments as needed.

Qualifications:

- Good 3- year Motor Vehicle Report (MVR) and valid drivers license
- High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Moderately skilled using the Microsoft Office Suite

\$17.11 an hour

Apply Online at: <https://bit.ly/2RCU3Op>

Source: Employer Website

Call Center - Entry Level (Roswell)



Roswell, GA 30076

Responsibilities:

- Answering inbound phone calls *with energy, excitement, and enthusiasm* [In other words, don't be cranky and bark at customers when they call. - Doug]
- Schedule appointments for tires, rotations, balancing, and repairs
- Provides helpful, friendly, and responsive customer service

[No qualifications specified in ad.]

\$11 - \$15 an hour

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

Source: Indeed

Posted 5/23/2021

Salon Front Desk Receptionist (Sandy Springs)



8540 Roswell Rd #700, Sandy Springs, GA 30350

Qualifications:

Customer Service: 1 year (Required)

High school or equivalent (Preferred)

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/3ync0AV>

Source: Indeed

Mail Clerk (Perimeter)



Two Concourse Pkwy #500, Atlanta, GA 30328

Responsibilities:

- Ensures that all company mail is received and processed as quickly and accurately as possible.
- Date stamps all incoming mail.
- Keeps record of all incoming mail using internal tracking system to identify date of receipt and destination for identification purposes.
- Sorts mail according to destination and type such as claims, payments, adjustments, etc.
- Makes copies of all checks and attaches to corresponding backup.
- Distributes department/title to appropriate mail slots in mail room.
- Answers all employee tracking inquiries by providing information linked to internal tracking system.

Qualifications:

- Valid driver's license to travel between locations.
- Computer operating skills

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

Source: Employer Website

Office Coordinator - Entry-Level (Dunwoody)



5500 Chamblee Dunwoody Rd #5B, Dunwoody, GA 30338

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.

Qualifications:

- High School Diploma or equivalent.
- A strong level of comfort navigating a computer and ability learn new computer programs.

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

Source: Employer Website

Event Monitor/House Manager



Serves as event liaison for patrons, clients and other team members while event is in the space. Responsible for brand reputation and engagement with clients, to help drive sales back through Box Office.

- Act as liaison for Create City Springs with all parties involved in events while event is on campus
- Coordinate and communicate event requirements with other venue teams
- Assist Volunteer Coordinators with tasks as assigned including tracking volunteer hours, training and scheduling
- Learn basic technology functions to help clients and patrons troubleshoot issues
- Maintain brand standards by providing excellent customer service
- House manage high-level theater events and convention spaces
- Keep log of patron issues to build reports, track emergency responses and maintain lost items

Qualifications:

- Working towards or completed college degree preferred
- Previous event, volunteer and/or house management experience preferred

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

Source: Employer Website

Parks Ambassador PT



Responsible for monitoring park activities to ensure that the general public complies with all park rules, serving as the onsite point of contact for the Recreation and Parks Department. Responsible for maintaining the cleanliness and appearance of City parks and parks facilities, for set-up and take-down of equipment, removing trash from parks and pavilions, cleaning and restocking restrooms, maintaining security of all park buildings and performing other general park and facility upkeep tasks, as needed.

Qualifications:

- Must possess a valid, Georgia driver's license and have an acceptable driving history.

Part-time schedules are limited to a maximum of 29 hours per week.

Apply Online at: <https://bit.ly/3u5nIT9>

Source: Employer Website

Executive Assistant (Sandy Springs)



1200 Abernathy Road, NE, Suite 1500, Atlanta, GA 30328

Responsibilities:

- Provide proactive, comprehensive executive administrative support to the CEO.
- Strategically manage the annual calendar across senior leadership needs, scheduling meetings and balancing competing responsibilities.
- Confidentially handle sensitive information, understanding and making decisions based on the organization's priorities.
- Provide logistical/meeting support to Leadership Team and events (weekly company all-hands, quarterly board meetings, offsites, etc.).
- Participate as needed in key meetings at the leadership and company level
- Capture important information and action items to help facilitate accountability among leadership.
- Manage travel planning, expense reports, special events and ad hoc projects.
- Partner cross-functionally with leadership and departments within Cantaloupe on key projects.

Qualifications:

- 8+ years in an EA role, supporting a CEO, President or C-level executive in a high growth technology or comparable environment

Apply Online at: <https://bit.ly/3fCD5b3>

Source: Employer Website

Administrative Assistant – Entry level (Roswell)



1544 Old Alabama Rd, Roswell, GA 30076

This entry level position includes mailroom and other administrative tasks.

- Sort and distribute mail.
- Scan, copy, save and upload documents.
- Manage inventory of shipping supplies.
- Print, fold, stuff envelopes and apply postage.
- Update case management systems.
- Maintaining strict confidentiality of client and borrower information and firm processes.
- Retrieving and responding to a variety of clients and internal firm requests via phone or email.

Qualifications:

- Must have proficiency in MS Office suite.
- Must have recently graduated from college or have 2-3 years' of relevant experience.

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

Source: Indeed

HR Coordinator (Alpharetta)



TK Elevator Corporation

11605 Haynes Bridge Rd #650, Alpharetta, GA 30009

Responsibilities:

- Processes new hire paperwork and ensures correct tax and I9 forms are completed and submitted. Includes e-Verify processing, verifying drug test results, initiation and monitoring of background screens
- Process terminations in our system and provide managers the necessary paperwork to provide the employee. Also will assist with asset collection
- Inputs transactions into Human Resources system involving employee transfers, supervisor and title changes, and rate changes
- Answers internal customer questions regarding time and attendance
- Runs reports for finance, human resources, and business partners. Includes preparing monthly headcount report
- Coordinates the separation process by providing the manager the necessary information, requesting the exit interview and processing the separation in the system
- Files and maintains employee records to ensure employee information is maintained securely
- Tracks and monitors data for human resources initiatives involving performance management and compliance

Qualifications:

- High school diploma or GED (general education degree)
- One year certificate from college or technical school preferred
- Minimum 2 years related experience and/or training in basic business administration
- Some human resources administrative work preferred
- Oracle database knowledge

Apply Online at: <https://bit.ly/3v7oKcY>

Source: Employer Website

Seed Campus Coordinator (Alpharetta)



TK Elevator Corporation

11605 Haynes Bridge Rd #650, Alpharetta, GA 30009

Seed campus is TK Elevator's unique in-house training platform that enables our employees to continue to learn while ensuring we provide our business partners with the best resources and talent.

- Work with functional training areas to ensure that classes are scheduled for appropriate times and added to the training calendar.
- Gather enrollment requests to enroll students in classes and communicate enrollment status.
- Schedule rooms for classes and arrange classroom setup and catered lunches.
- Deliver materials to on-site meeting rooms and vendor locations.
- Enter classes and students into database. Upload workflow status for some students.
- Send out class registration and enrollment announcements.
- Provide support for student issues with enrollment or technology, class change requests, and other last-minute needs.
- Assist occasionally with loading content into online distribution systems.
- Perform other various job functions as may be assigned.
- Manage global LMS administration and training compliance
- Manage the learner roster process for items such as user accounts, user roles, system roles, groups, SCORM settings and content administration
- Develop metrics to support analysis and measurement of training programs

Qualifications:

- 2-3 years' experience in office administration, hospitality/event management
- At least 5 years in a coordinator, administrator, or logistics role
- Experience with Access or other database entry.
- Requires valid driver's license.
- Associates degree in Business or related subject.

Apply Online at: <https://bit.ly/3v7zQik>

Source: Employer Website

Transporter (Chamblee)



Hertz Local Edition is seeking professionals to drive our vehicles to various locations while providing our best in class customer service. As a Transporter you will pick up and drop off customers and deliver vehicles from the Hertz Local addition office to various locations.

Qualifications:

- Valid driver's license
- Flexibility in scheduling which may include night's weekends and holidays
- Previous experience in a related field.
- Previous customer service experience.
- Satisfactory driving record.

Apply Online at: <https://bit.ly/341b8nI>

Source: Employer Website

Executive Assistance/ Office Manager (Perimeter)



5 Concourse Pkwy #300, Atlanta, GA 30328

Responsibilities:

- Assists CEO and senior executives in daily tasks including scheduling, travel logistics, companywide communications, event planning and meeting coordination
- Proactively understands and initiates responds to executive needs
- Managing the day-to-day office needs, staffing, scheduling, and management of office administrative staff
- Creates and submits executive expense reports
- Assists in daily office and senior management performing an array of administrative tasks including coordinating meetings, managing calendars, preparing presentations, planning and coordinating periodic corporate meetings, scheduling facilities and maintaining supplies

Qualifications:

- Strong computer skills in all MS Office programs

Apply Online at: <https://bit.ly/3yrh7QF>

Source: TheAhaConnection

Administrative Assistant - Temp



5468 Peachtree Road, Chamblee, GA 30341

A temporary employee in this position serves as the face of the organization and the first point of contact to the public. The position is responsible for routine-to-moderately complex clerical work to help ensure efficient and effective administrative department operations. Work typically involves managing a front office, directing telephone calls and emails to proper departments or resources; assisting walk-in customers with inquiries and problem resolution, managing mailings and postage meter, providing general administrative support to the City Manager's office, assistance with special projects, crafting agendas, reserving conference rooms, typing correspondence, office supply procurement, etc.

Qualifications:

- High School diploma, or GED, and two (2) years experience in general administrative or clerical work.
- Associates or bachelors degree preferred.
- Efficiency with Microsoft Suite of products (Outlook, Teams, Word, Excel, and Power Point)
- Experiencing using VoIP phone systems such as Polycom VoIP with GoToConnection and Microsoft Teams/Outlook integration

\$18-\$20 per hour

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/23/21

Stock & Housekeeping Associate (Alpharetta)

Von Maur / North Point Mall

<https://bit.ly/3bDPo5L>

Dishwasher (Buckhead)

CHOPT / 3655 Roswell Rd UNIT 212, Atlanta, GA 30342

<https://bit.ly/3eZ5KHT>

Wait Staff/ Kitchen Help PT (Alpharetta)

\$9 - \$15 an hour

Tuscany Cafe and Bistro / 28017 Mill Creek Ave, Alpharetta, GA 30022

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

Seasonal Cashier/Stock/Customer Service (Roswell)

Must have open availability July 1 - July 4

Phantom Fireworks / 730 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/2RykpD>

Dishwasher (Dunwoody)

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

<https://indeedhi.re/33Z6Aym>

Golf Cart Attendant PT (Sandy Springs)

\$11 an hour

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/2S9nYOc>

Dishwashers, Delivery Drivers, Linecooks (Dunwoody)

\$10 - \$13 an hour

Outback Steakhouse / 1220 Ashford Crossing Atlanta, GA 30346

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

Landscape Laborer (Sandy Springs)

Driver's License Required / \$11 - \$20 an hour

<https://indeedhi.re/340snWa>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/23/21

Server Assistant (Roswell)

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

<https://bit.ly/3fwma9P>

Helpers (Roswell)

\$13 - \$14 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

<https://bit.ly/342wvoS>

3rd Shift Production Packer (Alpharetta)

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

<https://bit.ly/3wIW9Rs>

Dishwasher (Perimeter)

Del Frisco's / 236 Perimeter Center Parkway NE, Suite 120, Dunwoody 30346

<https://bit.ly/2T37DuF>

Breakfast Attendant (Dunwoody)

Hyatt Place / 1232 Hammond Drive, Atlanta GA 30346

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

Breakfast Attendant (Alpharetta)

From \$10 an hour

Aloft Alpharetta / 7895 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3c4JOJV>

Cashier / Kitchen Staff PT (Sandy Springs)

From \$15 an hour

Kale Me Crazy / 4600 Roswell Rd Ste B140, Sandy Springs, GA 30342

<https://indeedhi.re/3f6CCyB>

Room Attendant (Perimeter)

\$11 - \$12 an hour

Westin Atlanta / 7 Concourse Pkwy NE, Atlanta, GA 30328

<https://indeedhi.re/3473I2I>