
Administrative Specialist (Chamblee)



2050 Chamblee Tucker Road, Atlanta, GA 30341

This role may require performing general clerical tasks, communicating with and greeting clients, responding to phone calls and emails, handling personnel issues, and managing office equipment and supplies. Additional duties may require creating reports, performing research, writing letters or memos, organizing events, and assisting the Director of Administration with various duties as needed.

- Assist with administrative duties in areas of performance management, compensation, training, recognition, and other functions
- Ensure meeting spaces are properly set up ahead of schedule to include technology needs
- Manage office equipment and supplies, and ordering new equipment and supplies
- Work collaboratively with other departments to help solve clerical issues
- Aid accounting department to manage invoices, payments, and provide receipts
- May represent Director of Administration in delegated duties or routine matters
- Confer with Director of Administration to aid with payroll, human resource needs, and other duties
- Organize and prepare meeting schedules for various departments
- Prepare and provide reporting as requested

Qualifications:

- An Associate's degree in office administration or a related field is preferred
- Working knowledge of Microsoft Office Suite, including Word, PowerPoint, and Excel (3 years preferred)
- Experience using Microsoft Outlook

\$35,475 - \$38,000 a year

Apply Online at: <https://indeedhi.re/3qWiOV8>

Source: Indeed

Impact Specialist PT (Roswell)



11270 Elkins Rd, Roswell, GA 30076

Manage multiple areas of agency compliance, including internal/external reports, audits, and reports for grant and other funding contracts and programs.

- Compiles data reports in conjunction with agency strategic goals and funder priorities
- Reviews grant specifications and recommends compliance regulations and/or process to team
- Evaluates and corrects data so that Salesforce, QuickBooks, and Client Track are accurate, given available information.
- Collects, reviews, and compiles grant compliance reports for financial assistance and education programs
- Stays current in learning about reporting models and methods and pays specific attention to government compliance and regulation
- Assist in invoicing processes
- Assess and offer feedback on process improvement
- Supports Client Services Programs as needed

Qualifications:

- Microsoft Program familiarity, especially Excel
- College education preferred
- Familiarity with Salesforce, Client Track/HMIS a plus
- Knowledge of the North Fulton community and its resources is a plus

Up to 25 hours per week

Pay: \$14/ hr

Interested parties should email ccates@nfcchelp.org with a resume and cover letter.

Source: Referral

Posted 11/21/2021

Assistant to Principal / Office Manager (Roswell)



11365 Crabapple Rd, Roswell, GA 30075

He/she provides administrative services and assistance for Principal; maintains smooth operations which entail high quality support work; handles heavy telephone duties with an emphasis on courtesy and resolution to create favorable impressions of the school; maintains a high degree of confidentiality. The APOM assumes administrative responsibilities such as overseeing the sports program and managing facilities improvements. He/she must also be comfortable with functional tasks such as copying and occasionally running errands for the school.

- Welcomes visitors, responds to email and phone inquiries in a helpful and constructive manner; ensuring that requests are responded to in a timely fashion.
- Receives, sorts, and distributes mail and packages
- Maintains employees' attendance information, time entry and pay records
- Assists with student registration as needed
- Assists with backup bookkeeping responsibilities as assigned (i.e. field trips)
- Opens, reads, and routes email for the principal; maintains files of correspondence and records
- Maintains calendar, schedules appointments and meetings for principal
- Assists principal in completing projects and overseeing progress
- Coordinates the middle school sports logistics

Qualifications:

- High School Diploma or GED required. Bachelor's (Preferred)
- Two years of responsible clerical/administrative support experience/project management
- Project management experience preferred

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

Source: Indeed

Receptionist (Buckhead)



3405 Piedmont Rd NE Suite 120, Atlanta, GA 30305

FuseFX is an award-winning Visual Effects Studio providing visual effects services for episodic television, feature films, commercials, virtual productions, and VR. This position supports the office by answering phones, greeting guests, keeping items in stock and general office organization and coordination.

Qualifications:

- Basic understanding of common software including MS Office, and email

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

Source: Employer Website

Posted 11/21/2021

Administrative Services Coordinator

(Sandy Springs)



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

This position will provide administrative and operations support to the Inspire Brands Support Center.

- Schedule team meetings, maintain and distribute department meeting minutes, and track progress of completed items
- Provide backup coverage at Reception as needed
- Daily floor walks to track for R&M needs and placing service requests into property management software
- Update floor plans to ensure accuracy; communicate with department leaders to track open positions and vacancies
- Assist with conference coordination as needed
- Provide support as needed for corporate events. Coordinate event needs with Admin Services
- Source and order office supplies or other facilities needs for support center
- Assist in daily tasks and support special projects
- Assist with beer & wine tap wall maintenance as needed

Qualifications:

- High School diploma or GED required
- 2 year degree or some college coursework preferred
- Basic Microsoft Office knowledge

Apply Online at: <https://bit.ly/30DpigL>

Source: Employer Website

Utility (Chamblee)



1954 Airport Road, Chamblee, GA 30341

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Qualifications:

- Customer service experience is required
- Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays
- Valid Driver's License with clean motor vehicle record

Apply Online at: <https://bit.ly/3l6fGCr>

Source: Employer Website

Administrative Assistant (Buckhead)



Landon Capital

3424 Peachtree Rd NE Ste 2200, Atlanta, GA 30326

Responsibilities:

- Calendar scheduling correspondence, compiling data, and maintaining departmental record-keeping and filing systems.
- Answer phones and directing calls.
- Scheduling flights, hotel, car.
- Process expense reports.
- Maintain company logo items.
- Acts promptly to address concerns and triages requests and problems through the appropriate channels.

Qualifications:

- Bachelor's degree in Business, Finance, Communications, or Human Services desired.
- Superior technical skills to learn new systems.
- 2+ years' experience as an Administrative Assistant desired.
- Highly proficient or knowledge of MS Word, Excel, Outlook, Google Drive, One Drive.

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

Source: Indeed

HR Generalist (Alpharetta)



Hi-Rez Studios

3750 Brookside Pkwy, Alpharetta, GA 30022

Responsibilities:

- Support the HR Team to drive plans that optimize talent, structure, and culture, remaining cognizant of how to best support a fast-paced, growing company
- Provide support on HR-related processes and procedures such as new hire onboarding, performance reviews, salary reviews, benefits enrollment, payroll, and staffing changes
- Conduct stay interviews with staff to keep informed of the challenges our employees face and find opportunities to drive engagement
- Oversee and process all employee status changes and ensure accuracy for payroll and benefits
- Maintain a thorough understanding of all the perks and benefits the company offers
- Assist our Learning & Development Specialist with developing and presenting L&D materials
- Creates salary increase and promotion letters for employees, and communicates changes to Payroll Department
- Complete employment verifications
- Partner with the HR team to resolve employee relations issues and conduct effective, thorough, and objective investigations

Qualifications:

- Bachelor's degree and at least three years work experience in Human Resources position required
- Having, or pursuing, Professional HR Certification (PHR or SPHR) is preferred
- Computer proficiency with advanced skills in Excel, PowerPoint, and Google applications

\$65,000 - \$78,188 a year

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

Source: Indeed

Administrative Assistant (Sandy Springs)



1000 Abernathy Rd # 1700, Atlanta, GA 30328

Supports general business operations by providing various administrative support activities to the Veritiv Finance Department.

- Provide day-to-day task oversight [sic] and management;
- Travel coordination;
- Strategically manage calendars;
- Prioritize, arrange and confirm meetings, events;
- Perform clerical functions - draft and type meeting notes, letters and miscellaneous correspondence on behalf of leadership;
- Provide general administrative support for multiple executives such as filing, typing, copying, scanning
- Organize and schedule meetings, organize and plan travel arrangements and complete expense reports using internal software

Qualifications:

- Associate's or Bachelor's Degree preferred
- 3+ years proven office management skill, administrative assistant, or related field

Apply Online at: <https://bit.ly/3Hynk1K>

Source: Employer Website

Childcare Worker PT (Roswell)



11270 Elkins Rd, Roswell, GA 30076

The NFCC Childcare Worker has the critical role of providing a fun, safe, and welcoming environment for children from the ages 2 to 11 while their parents attend classes in the NFCC Education Programs.

- Greet children and ensure parents sign them in every time they bring or leave with their child.
- If child needs assistance with feeding or toileting, parents are excused from class to assist child.
- Clean interactive areas throughout each class sessions.
- Organize creative craft and game activities for younger children.
- Monitor children to ensure that they play and interact with one another in a safe and appropriate manner.
- Record any problems that may occur and give report to Programs Manager.
- Supervise older children needing to complete homework assignments.
- Contact Programs Manager and the children's parents in the case of an emergency.
- May be asked to complete and maintain CPR certification.
- Offer direction to volunteer assistants.

Qualifications:

- Bi-lingual skills are preferred

12-20 hours a week; NFCC will offer child care in both the mornings and Tuesday and Thursday evening.

\$12.00

Please submit resume to: NFCC Programs Manager Wynona Kuehl at wkuehl@nfcchelp.org.

Source: Referral

Posted 11/21/2021

Guest Services Representative (Sandy Springs)



Rick Hendrick Toyota Sandy Springs

6475 Roswell Rd NE, Atlanta, GA 30328

Ensures friendly and receptive environment for guests and provides administrative functions of the sales department through accurate recording of customer traffic and production of reports with critical sales process metrics.

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).

Qualifications:

- Previous customer service experience desired.
- Intermediate skills in Microsoft Office Products.
- High School Diploma

Scheduled shifts may include evening hours, weekends, and holidays.

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

Source: Employer Website

Receptionist/Front Desk (Buckhead)



The Piedmont at Buckhead

650 Phipps Boulevard NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training; or equivalent combination of education and experience.

2:30pm -10:30pm

Apply Online at: <https://bit.ly/30Hfcel>

Source: Employer Website

Posted 11/21/2021

Receptionist (Sandy Springs)



5840 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Ensure a positive client experience by exhibiting excellent customer service.
- Field incoming calls to schedule appointments and answer general questions.
- Confirm appointments, communicate with clients and maintain and update client records.
- Assist Sales Manager in outgoing calls to clients for consultation follow-up and notification of promotions and events (no cold calling).
- Support Sales Manager and medical staff with clinic needs such as; treatment room upkeep, event support, and clinic upkeep.
- Process financial transactions.
- Perform daily opening and closing duties.
- Administrative support functions such as filing, photocopying, faxing, etc.

Qualifications:

- Minimum high school diploma or GED equivalency
- Intermediate computer skills

5 days per week, including 2-3 Saturdays per month

\$15 an hour

Apply Online at: <https://bit.ly/3wZi9Do>

Source: Employer Website

Customer Service Representative (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

Responsibilities:

- Responds to basic telephone, electronic, written inquiries from dental or vision professionals, groups, subscribers and brokers or customers.
- Expediently accesses reference materials to analyze and determine appropriate responses to telephone, electronic and written inquiries.
- Communicates basic eligibility, benefits and claims status and forward specific inquiries as directed for priority resolution.
- Accurately completes online, hard copy forms and route to the appropriate department.
- Documents each customer encounter or resolution in the appropriate computer tracking system.
- Obtains pertinent patient demographics and documents this information in a patient database when required.
- Provides information for subscribers such as questions pertaining to insurance, billing, claims or eligibility.
- Identifies, reports and documents system discrepancies.

Qualifications:

- Some experience in dental industry or retail customer service is preferred.
- We would prefer someone with high school diploma, GED, or above, but candidates with proven experience will not be excluded from consideration.
- A minimum of 1 year customer service experience.
- PC literacy required; MS Office skills (Outlook, Word, Excel and PowerPoint).

Due to COVID-19, only training for this role will be remote, lasting anywhere from 4-8 weeks. Candidates must have their own personal computer and remote internet access as Delta Dental cannot provide any technical equipment to complete this training.

Apply Online at: <https://bit.ly/3CrhPhR>
Source: Employer Website

Volunteer Coordinator (Sandy Springs)



5775 Glenridge Dr NE, Atlanta, GA 30328

The Volunteer Coordinator assists the Manager of Volunteer Services & Support Services with various duties to include but not limited to: coordinating training, identifying and assigning appropriate volunteers to different work duties, plus assists in organizing special events.

Qualifications:

- Bachelor's Degree in Human Resources or equivalent in training & experience
- Up to 1 year of job specific work experience required
- Experience with coordinating and developing training programs
- Experience in human resources and public relations preferred

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

Source: Employer Website

Posted 11/21/2021

Project Coordinator – Contract

(Alpharetta)



8000 Avalon Boulevard, Alpharetta, GA 30009

Supports a team (District, Area, or Functional group) with assigned projects and/or any of the following as assigned: correspondence, various administration tasks, tracking project deliverables, dates and monitoring deadlines; provides regular and timely reports highlighting variances as they arise.

- Updates necessary tracking system(s) to ensure that project and/or program status is maintained with complete accuracy, including third party management systems.
- Creates and distributes correspondence relevant to the team, project or program (internal and external).
- Assists with administrative preparation for various meetings.
- Communicates all issues to management prior to reaching critical status.
- Develops and maintains accurate and complete files for projects and programs; continues to monitor for integrity and completeness.
- Provides ad hoc reports as requested.
- Provides additional administrative support as required.
- Issue vendor POs, as needed
- Various Office management functions such as supply ordering, package shipment, event coordination, office vendor coordination and payment (garbage, utilities, coffee, etc.)

Qualifications:

- Recent graduate with 1-2 years of experience
- One (1) to three (3) years in a general business environment with project coordination and/or administration experience

Contract length: 12 months

\$23 an hour

Apply Online at: <https://indeedhi.re/3kPxbXo>
Source: Indeed

Executive Assistant to the President (Sandy Springs)

Southern Hospitality Unlimited, LLC

6100 Lake Forrest Dr, Atlanta, GA 30328

Responsibilities:

- Offer dedicated support to Owner and leadership team, conducting research, gathering presentation materials, and collaborating with multiple departments on improving the overall quality and efficiency.
- Communicate regularly with leadership and vendors to acquire quotes, complete applications/contracts, place orders and track timelines. Account for complete project lifecycle from inception to closure
- Facilitate information for projects, remodels & new store openings
- Assist with onboarding for new hires
- Prepare expense reports, conduct reconciliations, and resolved discrepancies.
- Maintain email distribution lists and org charts
- Prepares the president's expense reports. Completes personal errands for the President.

Qualifications:

- Minimum requirements include an Associate's Degree or equivalent experience
- Experience in an executive-level support role is ideal
- Excellent typing and computer skills, including high proficiency with Microsoft Office – Outlook, Word, Excel.

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

Source: Indeed

Front Desk Coordinator / Receptionist (Sandy Springs)



The Buckhead Massage Company

6045 Barfield Rd, Sandy Springs 30328

Duties include, but are not limited to, greeting incoming clients, answering telephone and scheduling appointments, organizing common areas, processing customer payments, resolving customer problems, other administrative duties, light cleaning.

Qualifications:

- 2 years experience as a receptionist or administrative support professional
- Strong Microsoft Office skills required
- Social media marketing experience/interest

Weekend/ evening availability required

\$14 - \$15 an hour

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

Source: Indeed

Posted 11/21/2021

Executive Assistant / Office Manager (Sandy Springs)



6100 Lake Forrest Dr #440, Atlanta, GA 30328

Responsibilities:

- With a primary responsibility of supporting the CEO & CAO, provide support to the executive team as directed to ensure that company goals and objectives are accomplished, and operations run efficiently
- Perform administrative and office support, such as answering calls, assisting visitors, typing, dictation, spreadsheet creation, and maintenance of filing system and CRM system
- Assist with managing & maintaining corporate office workflow and refine internal processes
- Manage professional and personal affairs for CEO, including agendas, mail, email, calls, travel arrangements, client management, errands, appointments, etc.
- Organize team communications and plan events, both internally and offsite
- Assist with onboarding and HR responsibilities for new employees

Qualifications:

- Associates Degree in Business or a related field preferred OR equivalent experience
- 4 years' experience in administrative role reporting directly to upper management

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

Source: Indeed

Receptionist (Roswell)



11225 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Operate multi-line Polycom telephone system to answer incoming telephone calls, determine the purpose of callers, and transfer calls to appropriate personnel or department.
- Welcome on-site visitors, determine nature of the business and announce visitors to appropriate personnel.
- Orders, receives, and maintains office supplies.
- Preparing special projects including large office events.
- Interface at a high level with internal and external executives that visit the dealership.
- Perform various clerical duties.

Qualifications:

- Must have a working knowledge of PCs, word processing, presentation and spreadsheet software (Microsoft Office and Outlook experience a must)
- Must have knowledge working a CRM system on a PC.

Apply Online at: <https://indeedhi.re/30zZEjr>

Source: Indeed

Posted 11/21/2021

Customer Care Representative I (Buckhead / Temporarily Remote)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Proactively resolving our members and/or providers questions and concerns using computer-based resources to find answers
- Guide members and providers with their healthcare needs by explaining benefits, solving claim concerns, helping find a doctor via telephone calls, online chats or e-mails.

Qualifications:

- High school diploma and 1 year of experience in customer service.
- Or any combination of education and experience, which would provide an equivalent background.
- Ability to work from home with internet access and a quiet and private work space
- We require all new candidates to become vaccinated against Covid-19

Due to the current COVID-19 (coronavirus) pandemic, this position will require you to work remotely from your home with the flexibility to return to a regular, in-office work environment.

Apply Online at: <https://bit.ly/3qQOI59>

Source: Employer Website

Receptionist (Alpharetta)



11770 Haynes Bridge Road, Alpharetta, GA 30009

This position is a combination of patient interaction and basic paperwork administration under the direction of the Office Manager.

- Exercise excellent customer service while interacting with patients both over the phone and in person.
- Check in all patients and complete patient registration under the direction of the Office Manager.
- Schedule patient appointments within operational standards.
- Confirm patient appointments two (2) business days prior to the patients' appointments.
- Complete insurance verifications two (2) business days prior to all (general and specialty) patients' visits to determine coverage and benefit limits and link insurance in EagleSoft, as directed by office manager and/or ortho supervisor. Ensure pre-authorizations are received prior to appointments, if required.
- Complete check out process with each patient by reviewing charts to ensure that all information is written properly and procedures are documented and match the signed routing slip that the general dentist or specialist has submitted.
- File patient charts on a daily basis.

Qualifications:

- Working knowledge of Internet Explorer and Microsoft Word required; knowledge of Microsoft Excel preferred.
- Previous insurance and/or dental office experience preferred.

Monday – Friday 8-5.

Apply Online at: <https://bit.ly/3Fv1sTc>

Source: Employer Website

Human Resources Generalist (Roswell)



1544 Old Alabama Road, Roswell, GA 30076

Responsibilities:

- Responsibilities encompass the full scope of Human Resources functions and include among others personnel, labor and employee relations, policies and procedures, compensation, classification and recruitment.
- Deliver orientation and complete employee onboarding/offboarding
- Serves as a liaison between management and departments.
- Interpret, evaluate and apply independent judgment and decision making regarding staff policies and procedures.
- Manage and process classification reviews including making recommendations or determinations of appropriate classification, recruitments/separations, merits, evaluations, career development, training, leave of absence, disability, workers' compensation, payroll, and benefits administration.
- Consult with managers and employees to proactively address employee relations issues.
- Establishes and maintains general files and other information, maintains confidential employee information and records.
- Assists employees with routine personnel related questions as the first point of contact for employee related issues.
- Conduct exit interviews to identify reasons for employee turnover.
- Confer with Manager to identify personnel needs, workforce planning strategies, and search assignments.

Qualifications:

- Bachelor's degree (BA/BS) from a four-year college or university preferred; PHR-CA /SHPR-CA or SHRM certification preferred.
- Knowledge of multiple state jurisdiction employment law.
- 4-6 years HR experience, preferably with corporate/legal groups.

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

Source: Indeed

Human Resources Assistant (Dunwoody)



5671 Peachtree Dunwoody Rd, Atlanta, GA 30342

You will participate in the recruiting and selection of new hires, manage the orientation and on-boarding of newly hired employees and coordinate the administration of the department.

- Welcoming new employees to the organization by coordinating and conducting orientation
- Coordinating the on-boarding of new hires to include verifying and maintaining I-9 documentation and other related files and record retention
- Utilizing the HRIS, process all reports related to hiring, terminations and other data
- Coordinating employee programs such as wellness initiatives, employee development programs, recognition programs and employee celebrations and gatherings
- Investigating basic employee relations issues in compliance with company policy, procedures, and federal and/or state law
- Tracking and monitoring leave of absences
- Responding to unemployment claims and participating in hearings
- Developing and maintaining logs and reports as required by government agencies such as EEO-1, OSHA and OIG
- Managing employee discount programs and other related benefit administration as required
- Assisting with the coordination of training and development initiatives and other team projects

Qualifications:

- Experience with HR administration, recruiting and employee relations
- Bachelor's Degree in Human Resources preferred or at least 3 years of related experience
- Proficiency in MS Excel including knowledge of Pivot Tables

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/21/21

Part Time Production Sales Associate (Roswell)

Availability Monday-Saturday; \$12.00 /hr

North Fulton Community Charities / 11270 Elkins Rd, Roswell, GA 30076

Contact Tina Adams Thrift Shop General Manager Services - tadams@nfcchelp.org

Dishwasher PT (Buckhead)

Neiman Marcus / Lenox Mall

<https://indeedhi.re/3HweP7h>

Dishwasher / Utility Worker (Sandy Springs)

Dogwood Forest / 7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://bit.ly/3oFZI2A>

Busser (Alpharetta)

California Pizza Kitchen / 6301 North Point Parkway, Alpharetta, GA 30022

<https://bit.ly/3wToi3X>

Housekeeper (Alpharetta)

\$12 - \$13 an hour

Comfort Inn / 5455 Windward Parkway, Alpharetta, GA 30004

<https://bit.ly/3qKDI9u>

Housekeeper (Sandy Springs)

Sunshine Retirement Living / 335 Hammond Dr, Sandy Springs, GA 30328

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

Cafe Cashier (Sandy Springs)

\$13 - \$15 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3Dq8IEL>

Bowl Attendant Hiring Event (Alpharetta)

Tuesday, November 30, 2021; 11:00 AM - 7:00 PM

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009

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

Food Service, Housekeeping, & Other Now Hiring – Week of 11/21/21

Public Areas Attendant (Perimeter)

Crowne Plaza / 3 Ravinia Dr, Atlanta, GA 30346

<https://bit.ly/3CkI3T7>

Doorman / Porter (Buckhead)

Up to \$15 an hour

Renaissance on Peachtree / 3755 Peachtree Road NE, Atlanta, GA 30319

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

Cleaning Crew (Roswell)

Sky Zone Roswell / 1425 Market Blvd Ste 100-A, Roswell, GA 30076

<https://bit.ly/3wXWA69>

Linen Attendant (Sandy Springs)

From \$13 an hour

Novo Health Services - Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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

Laundry Attendant (Alpharetta)

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

<https://bit.ly/3CFSwc0>

Dishwasher All Shifts (Perimeter)

Maggiano's Little Italy / Perimeter Mall

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

Stock Associate PT (Buckhead)

From \$15 an hour

Bloomingdales / Lenox Mall

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