
Administrative Assistant / Receptionist (Buckhead)



One Alliance Center, 3500 Lenox Rd NE #625, Atlanta, GA 30326

The Administrative Assistant/ Receptionist will provide a warm, welcoming and professional environment to all clients, staff members and executives for the corporate office.

- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Book travel arrangements.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.

Qualifications:

- At least 2 years of experience as office manager / receptionist and/or administrative assistant or in a related area.
- High school diploma or equivalent; college degree preferred.
- Proficient in Microsoft Office.

Apply Online at: <https://indeedhi.re/3i0gFBZ>

Source: Indeed

Operations Assistant (Sandy Springs)



227 Sandy Springs Pl NE Unit 220, Sandy Springs, GA 30328

Responsibilities:

- Provide administrative and operational assistance to the Operations Manager
- Work closely with the Operations Manager to oversee daily business operations
- Responsible for enforcing company policies and procedures within the office
- Proactively recommend improvements to manage cost and improve profitability
- Understanding of cross-departmental operations and strategies
- Liaise with different departments to improve performance and work efficiency
- Assist with completing and analyzing reports in excel.
- Help to manage accounts receivables and collections.
- Track medical supply and Pharma orders.
- Help to manage operational workflows and make recommendations for streamlined process improvements.
- Keep updated on industry trends and consumer market
- Provide administrative and operational assistance to the Operations Manager
- Assist in the development and documentation of operational policies and procedures to increase efficiencies across departments
- Participate in coordination of facility needs and resources including, but not limited to: asset inventory, information technology, equipment warranties and documentation, office supplies levels, security systems, etc.

Qualifications:

- Experience in a business work environment preferred
- Proficiency in Microsoft Office applications

\$18 - \$20 an hour

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

Source: Indeed

Administrative Assistant (Buckhead)



LUEDER, LARKIN & HUNTER

3525 Piedmont Rd NE #310, Atlanta, GA 30305

We are seeking an Administrative Legal Assistant to join our growing firm in our Buckhead office location. In this role, you will assist with the firm's administrative office duties and support other office personnel and Associate Attorneys.

Qualifications:

- Administrative: 3 years (Required)
- Experience within a law office preferred

\$35,000 - \$45,000 a year

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

Source: Indeed

Posted 3/13/2022

Service Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

The Customer Support Specialist will assist the Customer Support team with all administrative responsibilities required to place a healthcare provider with a healthcare facility.

- Track and upload various documents
- Update database on an ongoing basis
- Maintain and distribute reports
- Ensures customer needs are satisfied and keep them informed of all arrangements
- Provide back-up coverage for Reception Team on an as needed basis
- Assist Service Coordinator Team with miscellaneous requests and special projects as needed

Qualifications:

- High school graduate required. Bachelor's degree preferred.
- Previous customer care experience preferred.
- Proficient in Word, Excel and PowerPoint with good computer skills and typing abilities.

Apply Online at: <https://bit.ly/3KG0hD7>

Source: Employer Website

Sales & Marketing Administrative Assistant (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel at Avalon

9000 Avalon Blvd, Alpharetta, GA 30009

Assist the Sales Team in the administrative functions required for effective hotel sales and management.

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Enter data, produce contracts, correspondence, memorandum and other documents.
- Answer telephone and respond to caller inquiries.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building.
- Handle individual reservations for VIP clients.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

Qualifications:

- High School Diploma, Bachelor's Degree preferred.
- Basic administrative knowledge such as business letters, formats and telephone etiquette.
- Ability to access and accurately input information into a computer using Microsoft Office Suite.

8 hour shift; Monday to Friday; Weekend availability

\$18.50 an hour

Apply Online at: <https://indeedhi.re/3I1zdMX>

Source: Indeed

Executive Assistant to CEO (Roswell)



The position is located in Roswell, GA. The Executive Assistant will work in an office environment, from home as needed and out in the field, some evening and weekend work will be expected, such as answering emails or client calls on occasion.

- Handle administrative needs as needed
- Calendar management/appointment confirmation
- Assist with Marketing and Team Events as needed
- Drive operations initiatives when CEO is traveling and away from the office
- Contractor quotes & oversee repairs for investment properties
- Visual inspections as needed
- Voice mail and email hourly, the first point of contact for repair requests
- Keep CEO informed of any problems or issues that need to be handled
- Coordinate anything needed with marketing property or new tenant move-in
- Tracking of rent payments
- Managing the household, including coordination of vendors, contractors, managing maintenance, collecting quotes
- Working with professional vendors: attorneys, financial planners, bankers, CPA, etc.
- Running errands, following up on whatever is needed & doing some "dirty work" might be necessary at times

Qualifications:

- Experience with executive & personal assisting
- Real estate background is a plus

\$43,000 - \$57,000 a year

Apply Online at: <https://bit.ly/34xl1NP>

Source: Employer Website

Part-time Administrative Assistant (Alpharetta)



Norton Metro Insurance

11675 Great Oaks Way Suite 100. Alpharetta, GA 30022

We are a full service independent insurance agency seeking a part-time Administrative Assistant to help support the office staff, answer phones, distribute incoming mail, and assist the Sales Manager.

Qualifications:

- Experience with Microsoft Word, Excel, Powerpoint and Outlook required.
- High school or equivalent (Preferred)
- Customer service: 2 years (Preferred)

Flexible 20 hour workweek, Monday through Friday.

Apply Online at: <https://indeedhi.re/3HUT4x5>

Source: Indeed

Posted 3/13/2022

Executive Assistant (Sandy Springs)



Three Glenlake Parkway NE, Atlanta, GA 30328

This position manages and facilitates all administrative functions and related activities to support the VP of Training, VP of Sports Bar Services and Divisional Vice Presidents. This includes information flow to the Training Team, RVPs, DFOs, FTMs, BCs and other support departments, as necessary. The role is involved in creating and/or modifying statistical reports, following up on assigned projects and tasks, managing meetings, and communicating with franchisees and various internal and external guests and clients.

- Maintain and manage calendars – organize and schedule meetings and appointments
- Produce and distribute correspondence
- Book travel arrangements
- Submit and reconcile expense reports
- Organize, coordinate and manage monthly team meetings (both on and offsite) as well as the Buffalo Wild Wings Operations Council Meetings
- Answer and direct phone calls
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Maintain electronic filing systems
- Handle sensitive information in a confidential manner
- Receive, sort, and distribute mail

Qualifications:

- Bachelor's degree or equivalent combination of education and professional work experience
- Minimum 1 year proven administration or assistant experience
- Preferred: Experience in the hospitality and service industries

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

Source: Employer Website

Office Administrator (Roswell)



645 Hembree Pkwy suite i, Roswell, GA 30076

The Office Administrator is responsible for administering the day-to-day office operations of Sebela Pharmaceuticals Inc., providing admin support to the onsite executives and various departments, and performing some HR duties as assigned.

- Shipping with UPS, FedEx, and USPS, printing stamps and shipping labels, etc.
- Office supplies - ordering and tracking
- Order business cards and nametags for new hires
- Receptionist duties (answering the phone and the door, greeting visitors, etc.)
- Handle patient/physician calls for copay cards, patient assistance, etc.
- Meeting room schedule management
- Office parties/events (monthly birthdays, office lunches, holiday parties, etc.)
- Updating and distributing employee contact lists
- Updating and distributing org charts
- Compiling and publishing monthly newsletter
- Booking reservations for executive staff
- Office renovations/changes (cubicle rearrangements, décor, installations, etc.)
- Maintenance requests
- Create employee communications
- Coordinate logistics for sales training, including housing, meeting room space, meals, flights and ground transportation.
- Handle conference/convention registration and payment processing

Qualifications:

- Bachelor's degree preferred
- 3 to 5 years of experience in a similar position preferred
- Advanced proficiency in MS Word, PowerPoint, Outlook and Excel (advance Excel skills required)

Apply Online at: <https://bit.ly/3J5YRBo>

Source: Employer Website

Visitor Services Associate PT (Roswell)



9135 Willeo Rd, Roswell, GA 30075

Those in this position assist Nature Center guests and members, conduct sales and reservations, and handle daily administrative tasks.

- Assist CNC visitors with sales of admission, memberships, retail items, and programs
- Provide customer service to visitors, staff, and members through:
 - Creating program reservations
 - Promoting CNC membership and assisting members
 - Address visitor concerns appropriately and with patience
 - Operate point-of-sale register
 - Securely handle assigned monies
 - Maintain store organization and inventory
 - Conduct daily procedures
- Process retail and customer service administrative tasks

Qualifications:

- Experience in retail sales and with point-of-sale software
- Experience in customer service
- Experience working for nature centers and/or other cultural recreational venues preferred
- MS Office computer skills including Word, Excel, and PowerPoint

Apply Online at: <https://indeedhi.re/3MNtUV1>

Source: Indeed

Human Resources Administrator I

(Sandy Springs)



5901-A Peachtree Dunwoody Rd #300, Atlanta, GA 30328

The Human Resources Administrator I for the Atlanta Branch assists the Human Resources Manager with various Human Resources administrative functions.

- Answers phone and redirects calls in a timely manner.
- Sorting mail, stocking office materials, and greeting all office guests.
- Schedules and organizes appointments.
- Completes daily office opening and closing procedures including tidiness of the branch kitchen and conference rooms.
- Completes monthly reports and sends out monthly birthday cards to field personnel.
- Creates and enters new employee personnel information into the HRIS.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Assists with record-keeping related to employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews.
- Assists with administering pre-employment tests, drug screens.
- Assists with updating employee files, documenting personnel actions, and providing information for payroll and other uses.

Qualifications:

- High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.
- Intermediate experience with Human Resource Information Software (HRIS), workforce management technology, MS Office, internet programs, and order processing systems.
- Valid State Driver's License.

Apply Online at: <https://bit.ly/3HVkBi4>

Source: Employer Website

Administrative Assistant (Alpharetta)



NV5 is seeking a full-time Administrative Assistant-Engineering in our Alpharetta, GA office.

- Support professional staff with project-based work.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Assist with and coordinate travel arrangements.
- Organize and maintain paper and electronic files including archival documents.
- Assemble and compile reports and correspondence for distribution to appropriate client or entities.
- Prepare outgoing mail and correspondence including Federal Express, email, UPS and faxes.
- Check and distribute mail.
- Assist with ordering and maintaining department office supplies.
- Maintain time off calendars for staff.
- Provide meeting assistance and scheduling.
- Assist Accounting with AR functions and other responsibilities as needed.

Qualifications:

- Must have a High School Diploma and knowledge of administrative office practices and procedures. Associates degree preferred.
- 2-3 years of relevant administrative support experience
- Previous experience in an engineering firm, a plus
- Strong skills in Microsoft Office, Outlook, PowerPoint, & SharePoint.

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

Source: Employer Website

Front Office Receptionist (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administering exams
- Data entry
- Processing orders & transactions
- Document research

Qualifications:

- A minimum of 2 years office administration/customer service experience
- Proficient in Microsoft Office and other computer related skills

\$16 an hour

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

Source: Indeed

Posted 3/13/2022

Administrative Assistant to Culinary Director (Roswell)



Responsibilities:

- Upload PDFs to Website (combined menu files)
- Update monthly specials on website
- Review food section of secret shoppers and summarize insights
- Review pulse surveys and summarize food-related insights
- Review reviews/feedback and summarize food-related insights
- Help with emails
- Help with programming buttons
- Assist with development of packets
- Help with R365 entries and linking
- Communication with field
- Communicate with printers - quotes, placing orders, following up, etc.

[No qualifications specified in ad.]

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

Source: Indeed

Office Administrator PT (Perimeter)



5 Concourse Pkwy Suite 2150, Atlanta, GA 30328

Responsibilities:

- General office upkeep, which includes tidying offices, conference rooms, and kitchen areas
- Manage catering orders for the US, coordinate delivery to off-site locations
- Office and pantry supply management
- Troubleshooting office equipment as necessary (fax/copier)
- Local health and safety captain
- Track, prioritize and help drive completion of a wide range of requests submitted using internal inbox system
- Control incoming and outgoing mail - Receiving, sorting and delivering of incoming mail and packages
- Receptionist duties

Qualifications:

- Bachelor's degree preferred but not required
- Minimum of 3 years of Receptionist / Office Manager experience in a corporate environment; Financial Services experience preferred
- High Proficiency in Microsoft Office – especially Outlook and Excel

Apply Online at: <https://bit.ly/37i4sqg>

Source: Employer Website

Retail Office Assistant (Buckhead)



3256 Peachtree Road, NE Atlanta, GA - 30305

Retail Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties.

Qualifications:

- Three to six months of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

Pay \$14-16/hr

Apply Online at: <https://bit.ly/3qdyd2f>

Source: Employer Website

Posted 3/13/2022

HR Assistant (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

Responsibilities:

- Data entry for new hires, employee transfers, terminations and other personnel changes
- Backup to the HR Coordinator (i.e. Staff onboarding, Ereq, E-Verify, DocuSign, document distribution, recruiting, seasonal hiring, etc.)
- Manage and maintain employee personnel files for active employees
- Assist with verifications of employment (VOE) requests
- Serve as backup on recruitment, pre-employment background screenings, fingerprints, MVRs, drug screen results, and adverse action letters.
- Assist with creating and disseminating offer/promotion letters to employees
- Participate in all areas of seasonal staff hiring and terminations.

Qualifications:

- High School Diploma
- 2 years of related experience preferred
- Experience with ADP Workforce Now preferred
- Proficient computer skills with Windows based software and specific software (Microsoft Word, Teams, Excel, Power Point, Access)

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

Source: Employer Website

Team Coordinator (Alpharetta)



2655 Northwinds Parkway, Alpharetta, GA 30009

Responsibilities:

- Assists with timesheet retrieval and provider reimbursement process. Responsible for handling incoming requests from customers and ensures that issues are resolved. Performs specific projects as assigned.

Qualifications:

- Bachelor's Degree Preferred but not required.
- Knowledge of word processing and spreadsheet applications.
- Minimum of one year (1) of administrative/customer Experience working in a professional office environment.
- Proficient typing skills.

Apply Online at: <https://bit.ly/363IHtA>

Source: Employer Website

Concierge/Receptionist PT (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA 30319

Greet, screen, and direct all visitors and residents; answer and direct incoming phone calls; miscellaneous typing.

Qualifications:

- High school diploma or equivalent
- Basic computer skills - must be proficient in Microsoft products (primarily Word, Excel, & Outlook)
- Experience in upscale, service-oriented position, preferably with seniors

Friday 7:00am - 3:00pm + Saturday 8:00am - 3:00pm

Apply Online at: <https://bit.ly/34rYBxq>

Source: Employer Website

Posted 3/13/2022

Guest Service Representative

(Sandy Springs)



Rick Hendrick Toyota

6475 Roswell Rd, Atlanta, GA 30328

The Guest Services Rep 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
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate 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).
- Walks around the showroom hourly to offer refreshments to guests.
- Helps maintain a clean and comfortable environment (monitor facility)

Qualifications:

- Candidates with hospitality & customer service experience are encouraged to apply

Able to work a flexible schedule, Monday - Friday, rotating between day shifts and evening shifts. Must have Saturday availability

\$15 an hour

Apply Online at: <https://bit.ly/3sYuWW4>

Source: Employer Website

Operations Staff (Sandy Springs)



Sandy Springs Performing Arts Center

1 Galambos Way, Sandy Springs, Georgia 30328

Operations Staff is responsible for setting up and breaking down events and meetings in each of the venues throughout the Performing Arts Center.

- Setup and breakdown of chairs, tables, seating, staging, risers, pipe and drape, dance floors, and other items as needed
- Help with basic AV needs as necessary
- Ensure the proper storage of Operations equipment
- Work events as needed
- Perform general labor as assigned
- Assist Operations Manager in preventing and managing facility damages

Qualifications:

- Experience in Performing Arts preferred

Flexible schedule based on event needs, including: nights, weekends, and holidays

Apply Online at: <https://indeedhi.re/37p50Lb>

Source: Indeed

Office Assistant / Receptionist (Buckhead)



Atlanta, GA 30326

Qualifications:

- Experienced Office Assistant
- Computer savvy and familiar with various office software and equipment experience
- Type at least 35wpm
- Customer Service Skills Required. Marketing knowledge preferred.

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/3MI6os8>

Source: Indeed

Posted 3/13/2022

Executive Assistant (Buckhead)



950 East Paces Ferry Rd NE #2800, Atlanta, GA 30326

Responsibilities:

- Manage day to day schedules in such a way that the executive is able to complete their obligations in an organized, efficient way.
- Coordinate internal and external meetings including but not limited to team meetings, full staff meetings, all hands meetings, off- site meetings, one-on-one meetings, meetings with stakeholders and customers, etc.
- Proactively manage calendar priorities based on customer meetings, release cycles, fiscal calendars, current projects, team needs and Dreamforce.
- Book appropriate domestic and international travel within Salesforce's travel policy, taking into account travel Visas, costs and proper documentation.
- Effectively interface with employees from other groups within Salesforce and Senior Executives inside and outside the company, and recognizes key players within all organizations.
- Assist with food orders, luncheon planning, and planning of other business related meetings as requested.

Qualifications:

- Minimum of 5+ years of applicable administrative experience, ideally from a global software organization.
- Experience with the setting up and management of virtual meeting platforms such as Zoom, Webex, GoToWebinars, Google Hangouts and conference calls.
- Project Coordination experience needed at an intermediate complexity.
- Working proficiency of Google Suite (Gmail, Docs, Drive, GMeet). Experience using Quip, Slack, Salesforce and Tableau and are a plus.

Apply Online at: <https://bit.ly/3I2fCvM>

Source: Employer Website

Centralized Intake Clerk (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

This position is responsible for accurately entering information contained within a request for medical records into Ciox's systems for further processing.

- Identify key information within a request for medical records
- Verify request is HIPAA compliant
- Accurately classify the request and enter relevant information into Ciox systems

Qualifications:

- High school diploma or equivalent required
- Basic computer skills, required
- General knowledge of Microsoft Word and Excel programs, a plus
- Proven success in a time-sensitive, high volume production environment
- Administrative experience in an office setting; previous release of information, medical records, or other related experience in a healthcare environment is preferred
- Fully vaccinated against COVID-19.

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

Source: Employer Website

Executive Administrative Assistant

(Alpharetta)

RefrigiWear

The Executive Assistant will provide advanced administrative support to the CEO.

- Maintain calendar by planning and scheduling meetings, conferences, calls, and reminders
- Read, organize, and summarize weekly reports and other data for executive's consumption
- Be able to attend meetings, take notes and execute the follow up
- Prepare reports and materials for travel, customer visits, month end and various sales scenarios
- Provide personal support including errands, lunches, phone calls, scheduling and reservations
- Draft, proofread and edit letters, emails and documents
- Prepare for and manage events/meetings for Board of Directors, visitors, customers, and sales team
- Create spreadsheets and presentations
- Research customers, distributors, and competitors
- Complete and update expense reports

Qualifications:

- 7-10 years of executive assistant experience
- Bachelor's Degree preferred, or equivalent experience
- Advanced Microsoft Office skills - Word, PowerPoint, Excel, and Outlook
- Adobe Creative Suite skills a plus - InDesign, Illustrator and Photoshop

This position will be in the Alpharetta location with some days in the Dahlonega location. Must be willing to be accessible outside of business hours, as needed with executive's schedule due to travel and other circumstances

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

Source: Employer Website

Concierge – Weekends (Dunwoody)



Dunwoody Pines Retirement Community

4355 Georgetown Square, Dunwoody, GA 30338

Responsibilities:

- Complete routine housekeeping duties including but not limited to the following; emptying trash, dust, and vacuum, mopping, sweeping, restocking and cleaning bathrooms.
- Staffs reception desk during assigned period
- Represents the Community to coworkers, residents, and visitors in professional, courteous, friendly manner
- Graciously greets all residents and visitors and politely assists them as necessary
- Performs clerical duties as directed
- Maintains detailed Resident and guest Register, daily communication log entry, and completes daily checklist log

Qualifications:

- Front Desk or Receptionist: 2 years (Preferred)

Saturday & Sunday 7am-7pm

Apply Online at: <https://indeedhi.re/3Cvexf5>

Source: Indeed

HR Secretary (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Sole responsibility for Primary Source Verification (PSV) documents.
- Responsible for entering all PSV data into the HRIS system.
- Works with appropriate departments to capture licenses of employees transferring from a non-licensed position to one requiring a license.
- Organizes every new hire file to assure 100% compliance with federal, state and hospital requirements.
- Ensures every file has verification of background check and education.
- Responsible for the HR file room; keeping all filing caught up and keeping room organized.
- Develop a system to assist department leadership in reducing duplication in their files.
- Primary communicator to managers related to employee files.
- Processes transfers, separations, referrals, etc. per documented procedures.
- Processes and maintains I-9 documents per documented procedures.

[No qualifications specified in ad.]

Work Hours: 8a-5p

Apply Online at: <https://bit.ly/3KslCP4>

Source: Employer Website

Food Service, Housekeeping, & Other

Now Hiring – Week of 3/13/22

Spa Attendant/Housekeeper (Dunwoody)

Spa Sydell / 4520 Olde Perimeter Way #200, Atlanta, GA 30346

<https://indeedhi.re/3u2dbon>

Car Washer (Roswell)

\$18 - \$20 an hour

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

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

Front Desk, Cooks, Servers (Roswell)

Open Interview Event 3/16/2022 from 3pm - 5pm

Bowlero / 785 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3KB0bfN>

Dishwasher (Sandy Springs)

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

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

Linen Attendant FT/PT (Sandy Springs)

\$13.25 per hour

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

<https://indeedhi.re/34tikgd>

Room Attendant (Buckhead)

Element Atlanta Buckhead / 3491 Piedmont Road, Atlanta, GA 30305

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

Team Member (Buckhead)

Chipotle Mexican Grill / Lenox Mall

<https://chip.tl/3MCmu6H>

Dishwasher and Sanitation (Dunwoody)

\$14 - \$15 an hour

Alon's Bakery & Market / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/3HYIaX0>

Food Service, Housekeeping, & Other

Now Hiring – Week of 3/13/22

Part Time Stock & Housekeeping (Perimeter)

Von Maur / Perimeter Mall

<https://bit.ly/3t0RvcX>

Dishwasher (Perimeter)

\$15 - \$16 an hour

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

<https://indeedhi.re/3KBc3hM>

Dishwasher (Roswell)

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

<https://bit.ly/367uhIQ>

Service Drive Valet (Chamblee)

Ed Voyles Acura / 5700 Peachtree Industrial Blvd., Chamblee, GA 30341

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

Stock Associate (Roswell)

\$15 an hour

Ballard Designs / 1475 Holcomb Bridge Rd #131, Roswell, GA 30076

<https://indeedhi.re/3tOet6e>

Dishwasher PT (Perimeter)

CHOPT / 4700 Ashford Dunwoody Rd NE, Dunwoody, GA 30338

<https://bit.ly/36aZpYf>

Janitor (Perimeter)

Chilis / 4784 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3t18k7w>

House Attendant (Buckhead)

Courtyard Atlanta Buckhead / 3332 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3i0ozv1>