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# Administrative Assistant (Alpharetta)



6655 Town Square, Alpharetta, GA 30005

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This position is responsible for assisting with the daily operations of the office including answering a multi-line telephone system for single location or multiple locations, directing callers to the appropriate individual, greeting and assisting visitors, conference room management as well as variety of basic and some advanced administrative functions. This includes scheduling appointments, giving information to callers, typing memos, transcribing notes, and researching and developing presentations from templates.

## **Qualifications:**

- High school diploma or GED
- Intermediate Microsoft Office skills
- Ability to prepare presentations including charts, graphics and tables, speaker notes and handouts, etc.
- 0-2 years' experience in related field or area
- Fully vaccinated for COVID-19

Apply Online at: <https://bit.ly/3iG9gba>

Source: Employer Website

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# Administrative Assistant (Roswell)



Delivering Solutions  
Improving Lives

1255 Canton Street, Roswell, GA 30075

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## **Responsibilities:**

- 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.
- Follow up on email request from clients and PMs etc.

## **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/36qgiCp>

Source: Employer Website

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# Customer Service Representative (Sandy Springs)



8601 Dunwoody Pl, Sandy Springs, GA 30350

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As the nation's premiere home leasing company, Invitation Homes owns, leases, and operates approximately 80,000 single family homes in desirable neighborhoods across America.

- Maintain a high service, customer-focused environment by answering phone calls and emails in a professional and helpful manner.
- Respond to resident concerns and requests timely and thoroughly so residents have a positive leasing experience.
- Maintain accurate information in Yardi and Salesforce by documenting communication and uploading documents.
- Work with residents to resolve HOA notices and violations and minimize fines for non-compliance with rules and regulations.
- Assist Assistant Property Managers making calls to residents regarding payments, preparing legal notices and following through after service on residents.
- Collaborate with the maintenance team to ensure a coordinated response to resident issues.

## **Qualifications:**

- High school diploma or GED required
- Minimum of two (2) years of administrative and customer service experience required
- Working knowledge of MS Office Applications including MS Word, Excel, Outlook and Adobe
- Property Management experience and experience using Yardi and/or Salesforce preferred.

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

Source: Employer Website

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# Customer Service Rep I (Alpharetta)



A Quest Diagnostics Company

11780 Northfall Ln STE 301, Alpharetta, GA 30009

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Client Service Representative I's handle all customer contact received by telephone, in writing, and in person. Troubleshoot inquiries. Follow-up with customers on issues that cannot be resolved immediately.

- Handles all customer inquiries by telephone regarding verbal reporting of results, concerns of service failures and other duties to provide customer satisfaction.
- Reports laboratory results to clients using established protocols.
- Documents reporting or call history in the patient's file and maintain appropriate records.
- Contacts the client to resolve routine matters related to patient testing and result reporting.
- Uses established protocols for reporting client concerns.

## **Qualifications:**

- High school diploma or equivalent required.
- Basic typing and computer skills
- Some data entry experience preferred Customer service background preferred Medical terminology helpful.
- Previous Medical or clinical laboratory background preferred
- One to two years of additional training in a medical or call center environment preferred.

Apply Online at: <https://bit.ly/3540xMW>

Source: Employer Website

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# Administrative Coordinator

## (Sandy Springs)



One Glenlake Parkway, Atlanta, GA

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McDonald's USA is looking for an Administrative Coordinator to support the Atlanta Field Office.

- Directs and executes complex administrative projects including researching information to respond to questions
- Craft expense reports
- Schedules travel for high level executives using vital travel tools
- Organizes and maintain digital filing (SharePoint and Microsoft Teams)
- Collaboratively lead and coordinate creation and update of regional intranet content, working with content providers
- Design, write, and edit PowerPoint's, emails, and letters for corporate employees, and executives, to engage and excite audiences about regional priorities
- Assist with the logistical and creative planning of small and large-scale meetings such as department/cross-functional team meetings, franchisee conferences, training seminars, webcasts, and company celebrations/team-building events.
- Lead web-based meetings for the field office as necessary using Cisco WebEx

### Qualifications:

- Bachelor's Degree (or equivalent experience) preferred.
- Knowledgeable about current and emerging trends in technology and proficient in MS Office (Outlook, PowerPoint, Excel, Word, SharePoint). Web design, graphic design, and/or Adobe experience is a plus.
- Experienced meeting/events planner (including venue procurement, catering, etc.) highly desirable.

Apply Online at: <https://bit.ly/3uqqmQ9>

Source: Employer Website

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# Admin Assistant (Sandy Springs)



**Chugh, LLP**

8800 Roswell Rd Building C Suite 230, Atlanta, GA 30350

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## **Responsibilities:**

- Data entry
- Screen, answer and forward telephone calls, as well as other forms of correspondence.
- Responsible for ensuring that each document received is properly processed and filed.
- Monitoring the number of office supplies available in the firm, as well as ordering replacement supplies as may be necessary.
- Organizing the Printing room
- Preparing the meeting room for team meetings
- Organizing events with the Servant leaders
- Mailing the required documents to USPS
- Preparing FedEx labels
- Schedule Shredding for our documents
- Organizing the Kitchen area
- Deposit Checks in the bank
- Preparing the Petty cash list and transactions
- Maintaining the Check Log
- Keeping track of all credit card charges and receipts
- Some AR related work

## **Qualifications:**

- High School Diploma/Student/Fresh Graduate
- Experience as a secretary/administrative assistant.
- Proficiency in MS Office.

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

Source: Indeed

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# Customer Service Representative (Chamblee)



**Atlantic Aviation**

DeKalb-Peachtree Airport | 2040 Airport Rd, Atlanta, GA 30341

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## **Responsibilities:**

- Provide customers with professional service and assistance
- Making hotel and catering reservations for inbound and outbound aircraft
- Processing customer purchases and fuel transactions
- Work closely with line service personnel and pilots, ensuring all customer service needs are met

## **Qualifications:**

- Customer service/hospitality experience
- A valid state driver's license

On-the-job PAID training

Apply Online at: <https://indeedhi.re/36S4ghm>

Source: Indeed

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Posted 3/27/2022

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# Phone Operator (Sandy Springs)



## **Family Practice Center, P.C.**

993 Johnson Ferry Rd NE f210, Atlanta, GA 30342

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Family Practice Center, P.C. is a comprehensive, high-volume family practice medical group.

Answer all calls in a timely manner with appropriately identifying yourself and the practice name \*Follow all HIPAA and Family Practice Center standards when conducting calls \*Listen and assist the caller in the appropriate tone and manner \*Schedule appointments with the providers according to practice and provider standards \*Enter patient demographics, insurance information, and appointment specific details into our EMR system \*Accurately document patient encounters \*Check "in basket" messages throughout the day, and make sure all necessary follow-ups are completed by end of the workday \*Route phone calls and messages to the appropriate department \*Effectively communicate all FPC's appointment and billing policies \*Verify insurance through e-verify in the EMR system \*Vet and field patient concerns/complaints or feedback to the Front office manager or Practice Administrator \*Train or assist with training new telephone operators in the performance of job duties \*

### **Qualifications:**

- Proficient computer skills
- High School Diploma or GED Required
- Knowledge of EMR and/or EPIC system preferred

Available shifts all days except Sundays and Saturdays.

\$15 - \$18 an hour

Apply Online at: <https://bit.ly/3NiK0WD>

Source: Employer Website



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# Distribution Assistant (Sandy Springs)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

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## **Responsibilities:**

- Support distribution department by printing, packaging and shipping payrolls
- Other various administrative duties

## **Qualifications:**

- Restaurant/Retail/ Administrative experience is a plus

Monday-Friday 8:30am-5:30pm

\$12.50 - \$14.00 an hour

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

Source: Employer Website

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Posted 3/27/2022

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# Booking Coordinator (Buckhead)



3500 Peachtree Rd NE, Atlanta, GA 30326

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As the Booking Coordinator you will be provide information to potential customers and schools/groups leaders for LEGOLAND Discovery Center Atlanta. This role makes group reservations via online, email and over the telephone while assisting the guest from start to finish with their visit including welcoming group upon arrival to the attractions. Responds to guest inquiries via e-mails and phone while also assisting with regular reviewing responding. Liaise with North America Call Center to ensure they have most up-to-date attraction information. Support other marketing needs in relation to Group Sales, Hospitality and overall marketing operation.

## **Qualifications:**

- Educated to degree level or professional qualification equivalent.
- Experience in an in-bound call center is helpful.
- Track record of success in serving customers
- Requires basic computer skills to enter customer data.
- Experience with computerized reservation systems is helpful. Knowledge of MS Word, Excel and Outlook required.

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

Source: Indeed

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# Receptionist (Alpharetta)

*GCAC of Georgia*

201 Vaughan Dr, Alpharetta, GA 30009

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This candidate will function as a team player supporting a passionate group of professionals working in a private Foster Care Placement Agency and performing front office responsibilities.

## **Qualifications:**

- Prefer a college degree in business, social sciences, or marketing
- Customer service: 3 years (Preferred)

Apply Online at: <https://indeedhi.re/3L9p8iN>

Source: Indeed

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Posted 3/27/2022

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# Onboarding Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

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The Onboarding Coordinator will be accountable for all functions through the initial review of Physician or Advanced Practice Provider information. Act as an evaluator for the Client Support Division. Secure provider and client information up front allowing for a smoother onboarding process.

- Request, collect, and/or map client applications
- Connect with the healthcare provider regarding discrepancies and missing information
- Assist and develop contact sheets for previous work history and insurance coverage
- Communicate with clients in order to determine preferences and maintain database checklists
- Communicate with provider or group regarding onboarding status
- Review and understand trends to maintain the department's success
- Develop and implement Customer Care strategies, working with all specialty teams in the company

## **Qualifications:**

- Bachelor's Degree in business administration/management preferred

Apply Online at: <https://bit.ly/3IPq22B>

Source: Employer Website

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# Administrative Support Assistant (Sandy Springs)



1001 Johnson Ferry Rd, Sandy Springs, GA 30342

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## **Responsibilities:**

- Performs customer service functions; greets and directs visitors, answers and directs calls, provides information/assistance regarding department/division services, activities, distributes forms/documentation as requested; responds to routine questions or complaints and relays messages; researches problems/complaints and initiates problem resolution.
- Performs general clerical duties to include, but not limited to, photocopying, receptionist, data entry, mail distribution, and filing.
- Types, prepares, or completes various forms, reports, correspondence, lists, or other documents within designated timeframes and per established procedures.
- Coordinates meetings, classes, and other events as required, including identifying needed resources and arranging for required support.
- Copies and distributes forms, reports, correspondence, and other documentation.
- Review files, records, and other documents to obtain information to respond to requests.
- Maintains accurate and timely documentation within applicable logs, forms, records, etc.
- Collects records and tracks data on daily and weekly reports.

## **Qualifications:**

- Two years' experience in administrative role
- Proficiency in Word, Excel, and Outlook
- Bachelor's degree in business or related field preferred

Apply Online at: <https://bit.ly/3uqaop1>

Source: Employer Website

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# HR Coordinator (Doraville)



2451 Industry Ave, Doraville, GA 30360

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## Responsibilities:

- Partner with Talent Acquisition and HR Business Partners to provide coordination and administrative support for the preparation of offer letters, status changes, and separations as requested or required.
- Facilitate new employee on-boarding process to ensure that pre-employment requirements are completed according to established processes, I-9 verification is complete, and required documents are collected for the establishment of employee file.
- Coordinate with Payroll and Information Technology as necessary to ensure smooth on-boarding and payroll initiation.
- Maintain employee files in accordance with company policies and legal requirements. Update information as needed.
- HR/Office Administrative Support
- Provide service and support to the Talent Acquisition and HR Team. Serve as a primary local contact for general employee requests for information on HR policies and programs.
- Review, maintain and process miscellaneous HR invoices and expenses.
- Serve as local coordinator for gathering stories and articles for quarterly newsletters and other employee communications and offer suggestions regarding content.
- Respond to sensitive requests for information that may involve confidential matters.

## Qualifications:

- Bachelor's degree
- 3-5 year's relevant experience in an office environment
- Prior experience in a staffing or staffing support role desired
- Prior experience working with Applicant Tracking Systems (ATS) such as Recruitment Management, Taleo, ADP, or similar systems highly desired

Apply Online at: <https://bit.ly/36jEe6M>

Source: Employer Website

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# Associate, HR Operations (Sandy Springs)



1000 Abernathy Rd NE, Atlanta, GA 30328

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The People Resource Center (PRC) team plays a key role in the planning, implementation and support of key people programs and processes. The PRC provides accurate, consistent, and timely responses to people service inquiries from various contact channels including phone, email, web, case, and chat. The PRC primarily exists to connect Westrock team members, family members of WestRock team members, alumni, managers, human resources, and vendors providing people services with content and data through intuitive direct-service, respond to inquiries, and provide people support to ensure seamless experience and resolution.

- Handle incoming inquiries, identify and documents issues, and process the necessary transaction.
- Escalate complex issues that require further review for research and resolution.
- Provide exceptional customer care and ensure resolution of issues.

## Qualifications:

- 0-6 years of relevant contact center experience in a fast-paced environment.
- Bachelor's or associate degree in Human Resources, Business Administration or related discipline is preferred.
- 2+ years of professional HR (field, corporate and/or COE) experience in a fast-paced environment, preferred.
- Advanced computer skills to include the use of computer programs such as Microsoft Office (Outlook, Word, Excel, PowerPoint), phone, Chatbots, case management software; other HR systems experience, preferred.

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

Source: Employer Website

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# Thrift Store Marketing Specialist PT

## (Sandy Springs)



### **CAC Upscale Thrift**

8607 Roswell Road, Sandy Springs GA 30350

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The Thrift Store Marketing Specialist provides marketing leadership for the thrift store and manages high-end and consignable inventory. This position champions social media strategies to expand the store's brand presence and to grow the customer base. Also designs print collateral, including store signage, coupons, mailings, etc. to build the store's customer base.

- Build and manage thrift marketing calendar
- Build social media network, including Facebook and Instagram using creative posts
- Publish weekly electronic flyer highlighting sales, new items, etc
- Manage third-party sign company relationships
- Designs cost-effective thrift store promotions
- Manage consignment store relationships
- Sell high-end inventory on Facebook Marketplace and other outlets
- Plan and maximize floor presentation
- Process sales when necessary; Open and/or close cash register as required
- Reports monthly social media reach statistics
- Promotes thrift activities and sales through social media, flyers, newsletters, etc.

### **Qualifications:**

- Bachelor's degree required
- Experience in graphic design
- High-end/Designer brand aware
- Familiarity with Microsoft Office

25 hrs./wk.

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

Source: theahaconnection



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# Front Desk Coordinator / Receptionist

## (Dunwoody)



**LifeStance Health**

FORMERLY GEORGIA BEHAVIORAL  
HEALTH PROFESSIONALS

2150 Peachford Rd # H, Dunwoody, GA 30338

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### Responsibilities:

- Open office and assist providers with preparation for incoming clients and daily tasks.
- Greet and welcome patients as soon as they arrive at the office
- Answer, screen and forward all incoming phone calls
- Ensure reception area is tidy, sanitary and presentable
- Provide basic and accurate information in-person, via Advanced MD, via VSee telehealth app, and via phone/email
- Receive, sort and distribute paperwork
- Schedule appointments & provide scheduling information to patients
- Provide patients with updates regarding scheduling and billing
- Verify & update insurance benefits
- Collect payments and process refunds
- Review and adjust claims daily
- Update patient demographics

### Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Previous experience in field of psychiatry or mental health is preferred
- Knowledge of Advanced MD operations is preferred
- High school degree; additional certification in Office Management is a plus

Monday to Friday

From \$17 an hour

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

Source: Indeed

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# Concierge PT (Dunwoody)



## **Brighton Gardens of Dunwoody**

1240 Ashford Center Pkwy, Atlanta, GA 30338

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The Concierge will be greeting potential residents, families, visitors, managing both external and internal calls, taking and communicating messages. The Concierge provides an overview of community information to those inquiries in support of the marketing and sales efforts.

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties

### **Qualifications:**

- A high school diploma or GED is required
- Proven experience in a customer service role is also required, having demonstrated excellent customer service, organizational and communication skills
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel as well as the ability to learn new applications

Apply Online at: <https://bit.ly/3Dee7u0>

Source: Employer Website

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# Front Desk Receptionist (Roswell)



540 E Crossville Rd #200, Roswell, GA 30075

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## **Responsibilities:**

- Answering phones, checking in/out patients, and scheduling patients.
- Insurance verification, collecting payments, posting payments, and treatment presentations.

## **Qualifications:**

- Microsoft Office Suites or similar. (Word, Excel, Outlook)
- Experience with Dentrix or Open Dental Software preferred.
- Be involved with social media on behalf of the practice.
- Willing to be involved with community service projects

Hours are 8am-4:30pm Monday thru Thursday and 9am-1pm on Fridays as needed.

\$14 - \$19 an hour

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

Source: Indeed

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# Administrative Assistant PT (Buckhead)



3400 Peachtree Rd NE Suite 1700, Atlanta, GA 30326

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Performs office work directly related to property management and the general business operations of the association; May assist with employee payroll, budget preparation, control of records and reports regarding operations, personnel changes, etc., and emergency service duties.

- Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations and new hires.
- Ensures that the telephone is answered properly and messages are handled courteously, accurately and in a timely manner.
- Initiates preparation of Management Reports, committee reports, meeting notices as applicable and submit for Manager's review and approval.
- Maintains, updates and coordinates resident information in computer database at a minimum on a monthly basis. Generates and provides this information to the Property Manager, Board of Directors and valet desk.
- Maintains roster of mailroom boxes.
- Keeps track of insurance certificate requests. Maintains insurance records books for both vendors and unit owners.
- Maintains supply closet. Requests all office supplies and equipment, following established purchasing procedures.

## Qualifications:

- Associates degree with concentration in business preferred, or equivalent combination of education and experience.
- Three (3) to Five (5) plus years of related work experience.
- Intermediate proficiency in Microsoft Windows software.

Schedule-8-5 Mon-Wed-Fri

\$20 an hour

Apply Online at: <https://bit.ly/36OTHLW>

Source: Employer Website

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Posted 3/27/2022

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# Administrative Assistant (Alpharetta)



Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

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## Responsibilities:

- Answer and direct calls as necessary
- Calendar Management
- Expense Management
- Arrange all aspects of travel to include flights, hotel, car rental, car reservations, visa applications, travel profiles.
- Basic Administrative Duties

## Qualifications:

- Bachelor's Degree
- 3-5 years professional, corporate experience in a fast paced environment
- Technical Proficiencies: Microsoft Office Applications, Excel, PowerPoint, Virtual Video Conferencing (Zoom, WebEx, Teams)
- Financial Services experience preferred

Apply Online at: <https://bit.ly/36udReg>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



**Angel Oak**  
COMPANIES

980 Hammond Dr #200, Atlanta, GA 30328

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## **Responsibilities:**

- Ordering breakfasts and lunches and placing in conference rooms
- Processing mail and delivering to intended recipients
- Product Fed-ex labels
- Answer phones
- Ordering office supplies
- Stocking breakroom supplies
- Managing conference room calendars
- Straightening conference rooms after each meeting (includes picking up trash from lunches, straightening chairs, wiping down tabletops, returning speakers to chargers)
- Greet visitors and vendors
- Accept deliveries
- Misc. travel arrangements to include hotel accommodations

## **Qualifications:**

- High school diploma - college degree preferred
- Excel data entry, Word

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

Source: Employer Website

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# Administrative Assistant (Alpharetta)



1165 Sanctuary Pkwy, Alpharetta, GA 30004

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Primary responsibilities include managing travel, phones, scheduling meetings, maintaining calendars and files, generating, and mailing correspondence, report data gathering, and other duties as assigned.

- Handle all day-to-day responsibilities for an executive leader. This includes and is not limited to answering multiple phone lines, scheduling, and coordinating meetings and other general administrative functions.
- Calendar all meetings and keep executive current with any changes; provide materials and order food/beverages where applicable.
- Travel coordination: arranging all aspects of travel including air, lodging, and transportation.
- Management of expenses: organize receipts and input in a timely manner to ensure meeting billing schedule
- Prepare and review all documents for meetings as well as any department communications

## Qualifications:

- Bachelor's degree preferred, but not required
- 1-3 years of administrative experience
- 1-3 years of executive assistant experience
- Experience managing multiple calendars

Apply Online at: <https://indeedhi.re/384wUMI>

Source: Indeed

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 3/27/22

### **Shop Porter (Roswell)**

**\$14 an hour**

Palmer Dodge Chrysler Jeep Ram / 11460 Alpharetta Hwy, Roswell, GA 30076

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

### **Weekday Nursery Caregiver (Dunwoody)**

**\$15+/hr DOE**

Dunwoody United Methodist Church / 1548 Mt Vernon Rd, Dunwoody, GA 30338

<https://bit.ly/3JHBM8s>

### **Breakfast Attendant (Perimeter)**

**\$15/HR**

Home2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

### **Dishwasher (Perimeter)**

HOBNOB Tavern / 1221 Ashford Crossing, Atlanta, GA 30346

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

### **Housekeeper (Sandy Springs)**

Sunrise Senior Living / 8480 Roswell Rd, Sandy Springs, GA 30350

<https://bit.ly/3Nfd8hp>

### **Cashier (Sandy Springs)**

**\$12.00 - \$12.50 an hour**

Mrs. Winner's Chicken & Biscuits / 8550 Roswell Rd, Atlanta, GA 30350

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

### **Culinary Assistant (Dunwoody)**

**\$15 - \$20 an hour**

First Baptist Church Atlanta / 4400 N Peachtree Rd, Atlanta, GA 30338

<https://indeedhi.re/3D5BLZv>



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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 3/27/22

### **Janitor (Alpharetta)**

Dave & Buster's / 6500 North Point Pkwy, Alpharetta, GA 30022

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

### **Custodian (Alpharetta)**

**\$24,449 a year**

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<https://bit.ly/3qtvim1>

### **Housekeeping (Roswell)**

Pegasus Senior Living / 75 Magnolia St, Roswell, GA 30075

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

### **PT Spa Attendant Laundry Attendant Cleaner (Alpharetta)**

The Woodhouse Day Spa / 7150 Avalon Blvd, Alpharetta, GA 30009

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

### **PT Receiving Associate (Alpharetta)**

Burlington Stores / 7731 North Point Parkway Alpharetta GA US 30022

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

### **Dishwasher and Sanitation (Perimeter)**

**\$14 - \$15 an hour**

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

<https://indeedhi.re/3qDB5Wi>

### **Hotel Houseman (Perimeter)**

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

<https://bit.ly/3tFI82H>

### **Car Wash Attendant (Roswell)**

**\$11 - \$14 an hour**

Car Spa / 10440 Alpharetta St, Roswell, GA 30075

<https://indeedhi.re/36M7W3S>