
Mail Clerk – Seasonal/Temp (Chamblee)



2385 Chamblee Tucker Road, Chamblee, GA

15 Positions

\$15.75 - \$20.48 an hour

As a Clerk you will perform various clerical duties such as maintaining records, extracting, sorting, numbering, batching, filing tax returns and related correspondence; receive, open, sort and distribute both incoming and outgoing mail; and screen documents, forms, and letters addressed or routed to various offices.

Qualifications:

- One (1) year or twelve (12 months) of general experience equivalent to the next lower grade (GS-03) in the Federal government.
OR
- Two (2) years of education above the high school level (education may have been obtained in an accredited junior college, college, university, business, secretarial or technical school).
OR
- A combination of education and experience equivalent to that described above.

Apply Online at: <https://bit.ly/2PD6e9q>

Source: Employer Website

Human Resources Coordinator

(Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

Responsibilities:

- Welcome HR visitors and callers using the hospital standards of Service Excellence. Answer routine HR questions and requests, referring difficult situations to the appropriate party.
- Coordinate the pre-employment process for new hires.
- Enter and maintain employee data into Lawson HRIS system. Prepare reports as directed and ensuring accurate and timely input of data. Track and maintain required licensures and certifications, onboarding records, performance evaluations and competencies.
- Prepare materials and supplies for New Employee Orientation.
- Assemble and maintain Employee and contractor HR files in ensuring compliance to hospital and regulatory standards/requirements. High volume of filing required.
- Assist in the HR functions of the facility, including recruitment, performance management, employee relations and staff competency assessment.
- Update job descriptions and competencies.
- Produce HR correspondence to employees including the monthly newsletter
- Assist the HR Director with hospital and public communication initiatives and with employee relations activities.

Qualifications:

- A bachelor's degree in Human Resources is preferred for this role. An equivalent combination education and experience may be substituted for the degree requirement.

Apply Online at: <https://bit.ly/3ib9g0N>

Source: Employer Website

Receptionist (Alpharetta)



3510 Old Milton Pkwy, Alpharetta, GA 30005

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Highly proficient with computers and other technology
- High school degree; additional certification in Office Management is a plus

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/31oYhtV>

Source: Indeed

Posted 8/9/2020

Nursery Worker PT (Alpharetta)



410 Rucker Rd, Alpharetta, GA 30004

Our ideal candidate enjoys working with infants through 3 year olds. Loves to read to kids, play games, engage them in provided crafts and enjoys playing with kids on the playground. The needed hours are every Sunday from 9:30 am-12 noon. Beginning in September, hours will increase to Wednesday from 6:45 pm-8:45 pm and every other Sunday from 4:30 pm-7:30 pm. Additional hours might be available to the right candidate.

Qualifications:

- Experience: babysitting: 2 years (Required)

\$11 an hour

Apply Online at: <https://indeedhi.re/3i8pwzA>

Source: Indeed

Posted 8/9/2020

Customer Service Specialist (Roswell)



1100 Old Ellis Road, Suite 1200. Roswell, GA 30076

This position reports to the Director of Customer Service and Purchasing and has primary responsibility for receiving and processing customer orders, customer complaints, and product returns. The position will also be involved with distribution related activities, domestic / international shipping, and will provide administrative support for Operations Management as required.

- Receive, verify, and place domestic and international customer orders into company ERP system.
- Assist in new customer account set-up.
- Monitor customer orders from receipt through shipment, invoice, and payment.
- Confer with internal and external customers by telephone to provide general information on products and services.
- Prepare product for distribution (domestic/international) in compliance with policies and procedures.
- Assist in the resolution of customer complaints
- Process documentation as required to support manufacturing and quality functions.
- Maintain orderly files for purchase orders, sales orders, receiving documents, and documents related to inventory transactions.

Qualifications:

- High School diploma required. Associates or bachelor's degree preferred.
- Work Experience Required:
- 3-5 years' customer service experience (medical device / healthcare industry preferred)
- ERP system experience
- Account management experience

\$18 - \$22 an hour; Temporarily remote

Apply Online at: <https://indeedhi.re/30s2hdI>

Source: Indeed

Marketing Coordinator (Sandy Springs)



227 Sandy Springs Pl NE #410, Atlanta, GA 30328

To market to patients, dentists, and other referring doctors in the most cost effective manner to increase awareness of Quest Orthodontics.

- Visit at least 2 general dentists, pediatric dentists, pediatricians, and other potential referring doctors per week to gather feedback on improvement and provide referral pads as needed.
- Brainstorm marketing strategies and implement at least one per month
- Place at least three unique, personalized post on Facebook and other social media per week that will grab attention.
- Increase number of new patient consults by an average of 50% in the next 12 months.
- Internal contests to engage current patients
- Internal incentive programs- patient motivators
- Community marketing liaison- sponsorships, events, and other partnerships

Qualifications:

- Experience: Marketing: 1 year (Preferred)
- Education: Associate (Required)

\$18 - \$25 an hour

Apply Online at: <https://indeedhi.re/31sjxz4>

Source: Indeed

Posted 8/9/2020

Customer Support Specialist PT (Alpharetta)

The logo for ControlScan, featuring the word "ControlScan" in white text on a dark blue rectangular background.

11475 Great Oaks Way #300, Alpharetta, GA 30022

Place outbound calls (and receive inbound calls on as needed basis) to retail and e-commerce merchants to assist them in making progress in a pre-established PCI Compliance program.

- Educate retail and e-commerce merchants on basics of the Payment Card Industry Data Security (PCI DSS) initiative and the established program in which they have been enrolled;
- Handle customer service inquiries;
- Log all call activity in Salesforce.com;
- Introduce merchants to the ControlScan customer portal;
- Achieve call volume/talk time goals;

Qualifications:

- 1-2 years of relevant experience
- Basic computer skills, especially Microsoft Office (Excel, Word, Outlook);
- Experience with CRM systems, preferably Salesforce.com

PART-TIME 11:00 AM-3:00 PM M-F

\$12.50 per hour

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

Source: Indeed

Programs Activities Assistant PT (Buckhead)



The Piedmont at Buckhead

650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Help the Director implement creative activities, outings and programs that enrich our resident's lives.
- Help the Director to develop newsletter content, flyers, activity calendars, one-pagers, and other collateral material that support resident/family/staff awareness and engagement.
- Promote participation in activities and help foster social connectedness between residents.
- Learn the nuts and bolts of how to run a Program's and Activities Department (the most fun part of the community!)
- Learn the programs/activities industry and best practices in senior wellbeing and how the pieces of the puzzle fit together.
- Proactively establish and maintain effective working relationships with all support roles at the community.

Qualifications:

- Above-average skills in the Microsoft Office Suite – Word, Excel, PPT, and Outlook

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

Source: Indeed

Real Estate Transaction Coordinator (Buckhead)



BERKSHIRE HATHAWAY
HomeServices
Georgia Properties

3500 Lenox Rd NE #300, Atlanta, GA 30326

This position supports sales associates and sales management by reviewing and processing offers and lease and purchase contract documents and providing other administrative services to sales associates. Support includes initial listing services, sales coordination, pre and post closing activities, customer communication, forms completion and maintenance and clerical tasks.

- Coordinate, complete, and/or review transaction documents/paperwork/forms for completeness, accuracy and adherence to company policy and state rules and regulations. Follow up with sales and management staff to correct discrepancies.
- Perform data entry tasks, prepare general correspondence, and maintain forms/supplies.
- Maintain/manage active files - price reductions, extensions, expirations
- Compile marketing materials, handle advertising, schedule appointments and coordinate other transaction activities.
- Provide and/or coordinate accurate and timely communication with external contacts such as homeowners, closing agents, staff from other real estate brokerages

Qualifications:

- High school diploma or equivalent work experience. Post secondary coursework preferred.
- Two years administrative experience preferably in real estate office.
- Strong computer skills in Microsoft Office products.
- Typing speed of 45 wpm minimum.
- Real estate license preferred

Apply Online at: <https://indeedhi.re/3i7cVN9>

Source: Indeed

Customer Service Representative (Chamblee)



B2B EXPORTS LLC
IT ASSET - REMARKETING • RECYCLE • REUSE

5317 Peachtree Blvd Unit T 200, Chamblee, GA 30341

Responsibilities:

- Serves customers by providing product and service information and resolving product and service problems.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.
- Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Contributes to team effort by accomplishing related results as needed, Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information and keep records of customer interactions, process customer accounts and file.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Generate sales leads, Advise on company information, Identify and assess customers' needs to achieve satisfaction.
- Manage large amounts of incoming calls, Utilize computer technology to handle high call volumes.

Qualifications:

- University/college degree is an asset.
- Familiarity with office software and phone systems a plus.
- Previous experience, especially in particular industry, preferred.

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

Source: Indeed

Receptionist PT (Roswell)



1109 Green St, Roswell, GA 30075

Qualifications:

- A minimum of one year experience working as a Receptionist, Front Office Representative or similar role
- Experience working with in a Healthcare setting is preferred
- Proficiency in Microsoft Office
- High school diploma

Hours: Part-time Nights (3:00pm-8:00pm) (includes Every Other Weekend 7:00am-6:00pm)

Apply Online at: <https://bit.ly/2Xtg0z4>

Source: Employer Website

Outbound Call Center Agent (Alpharetta)



Temporarily Work from Home

[Hire Dynamics is a staffing agency.]

Hire Dynamics is currently assisting a local client in their search to fill a Outbound Call Center Agent job for a call center in Alpharetta, Georgia. As a Outbound Call Center Agent, you will be responsible for connecting with medical or provider offices to facilitate the retrieval of medical charts.

- Outbound calls from a pre-determined list and an auto-dialer system to medical/provider offices
- Meeting daily quotas for scheduling the retrieval of medical records
- Notating retrieval computer software for important details surrounding the retrieval requests

Qualifications:

- Minimum 1 year of recent call center experience, preferably outbound
- High school diploma or equivalent
- Knowledge of the Microsoft Office Suite, specifically MS Excel
- Previous experience in medical records and/or medical terminology is a PLUS

**This position will begin as a remote job and is expected to transition back into the office in the fall. The office is located off Exit 11 (Windward Parkway) in Alpharetta. Personal computer equipment will be required for the training week to complete web-based training. If you successfully pass training, client-owned computer equipment will be provided.

Shift: Monday - Friday 9:00AM-5:30PM; \$14.00 per hour

Apply Online at: <https://indeedhi.re/2Xv5dUZ>

Source: Employer Website

Sales Administrator (Alpharetta)



320 Park Brooke Way, Alpharetta, GA 30022

Premier Golf is a golf travel company located in downtown Alpharetta, Georgia offering golf vacations and packages to a multitude of destinations both domestically and internationally. Working as a Sales Administrator your primary focus will be delivering an outstanding customer experience to both our customers and suppliers whilst managing the facilitation of customer bookings.

- Building out bookings in our booking systems and managing the confirmation of customer bookings with suppliers (room allocations, tee times, buggy hire, club hire, caddies, flights, transfers and any other aspects of customer booking which can include dietary requirements, rooming lists and more)
- Taking initial deposits and managing the collection of outstanding customer balances
- Working with accounting to ensure that vendor payments are completed efficiently
- Sending out confirmed itineraries to clients
- Create and send out flight manifests and rooming lists
- Sending out receipts and travel insurance information
- Facilitating any amendments that are made between the client and the sales team
- General overall management of bookings

Qualifications:

- High School diplomas or educational equivalent
- Google Suites knowledge (Google Drive-docs, sheets, Gmail)
- Strong MS Office - Excel and Word skills
- Travel knowledge a plus
- Bookkeeping experience a plus
- Customer Service and Admin experience a plus

\$17 an hour

Apply Online at: <https://bit.ly/33ALuae>

Source: Employer Website

Weekend "On Call" Front Desk Associate (Johns Creek)



3005 Old Alabama Rd Suite 20, Johns Creek, GA 30022

Responsibilities:

- Conduct daily non-contact temperature checks of everyone who enters the building.
- Ensure the use of hand sanitizer when entering the building.
- You must wear a mask at all times when inside the facility.
- Must confirm the family has filled out the proper waivers and consent forms.
- Clean and sanitize all surfaces and equipment in-between paydates.
- Help create a positive, fun, and loving atmosphere.
- You may be responsible for administrative tasks such as answering phones, responding to emails, and answering client questions about our services.
- Basic internet troubleshooting.
- Responsible for inputting new customer information into the system.

Qualifications:

- Education: High school or equivalent (Preferred)

From \$9 an hour DOE

Apply Online at: <https://indeedhi.re/31uiY7N>

Source: Indeed

Janitorial / Housekeeping – Open Interviews (Dunwoody)



Monday, August 10, 2020
7:00 AM - 3:00 PM

1155 Mount Vernon Hwy
Atlanta, GA 30338

Responsible for cleaning bathrooms, showers, locker rooms, equipment, floors, mirrors, etc.
Vacuuming required, mopping required.

Call and apply inside club with management.

Ph: 770-350-4951

Salary:
\$9.00 to \$11.00 / hour

Instead of receiving applications online, the employer would like candidates to RSVP and come in during the date and time provided. If you're interested, please RSVP and we'll let them know you're coming!

Source: <https://indeedhi.re/3iiWzRM>

Customer Service Representative PT (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

The Customer Service Rep I coordinates the scheduling of services as well as procurement of resources or special equipment required to deliver the services. The position effectively responds to inquiries and resolves complaints while maintaining excellent standards of customer service to ensure customer satisfaction.

- Follow appropriate communication scripts when handling various calls
- Receive and record accurate information from high volume inbound/outbound calls
- Conduct high volume outbound calls to respond and follow up with customers
- Communicate with customers by telephone and/or email to set, reschedule, or cancel appointments
- Find resources or special equipment necessary to accommodate customer needs
- Resolve customer complaints using effective problem solving skills

Qualifications:

- 1 to 3 years Call Center experience (Inbound & Outbound experience a plus!)
- Strong customer service skills
- Basic functional user of MS Excel and Outlook
- Typing speed of 45 words per minute or better

Apply Online at: <https://bit.ly/33EiM8A>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 8/9/20

Maintenance Assistant - Groundskeeper (Alpharetta)

IMT Residential / 1800 Deerfield Point, Alpharetta, GA 30004

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

Packer - Overnight (Alpharetta)

\$12 an hour

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

<https://bit.ly/39YAd4Q>

Dishwasher and Food Prep (Perimeter)

\$10.00 - \$11.56 an hour

Veritas Collaborative / 41 Perimeter Center E Suite 640, Dunwoody, GA 30346

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

Room Attendant (Buckhead)

Hyatt / 3242 Peachtree Rd NE, Atlanta, GA 30305

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

Full-Time Store Associate (Sandy Springs)

\$13.10 an hour

ALDI / 6336 Roswell Rd, Sandy Springs, GA 30328

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

Retail Store Associate (Sandy Springs)

Goodwill / 6650 Roswell Road, Sandy Springs, GA 30328

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

Room Attendant (Buckhead)

The Burgess / 3600 Piedmont Rd NE, Atlanta, GA 30305

<https://bit.ly/3ien2zM>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/9/20

Restaurant Cashier PT (Alpharetta)

\$8 - \$10 an hour

Papouli's Mediterranean Cafe / 3070 Windward Plaza C, Alpharetta, GA 30005

<https://indeedhi.re/2DpRY1d>

Warehouse Helper (Roswell)

\$13 an hour

ANTOnline / Roswell, GA 30076

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

Housekeeper (Alpharetta)

From \$10 an hour

Comfort Inn / 5455 Windward Pkwy W, Alpharetta, GA 30004

<https://bit.ly/2C8rUHi>

Receiver/Stocker (Sandy Springs)

Lowe's / 5925 Roswell Road, Sandy Springs, GA 30328

<https://bit.ly/2XJ73Si>

Custodian / Janitor (Roswell)

Asbury Automotive - Nalley / Roswell 30076

<https://bit.ly/31xjMZp>



Georgia recruits poll workers to help run big elections

Aug 4, 2020

By Mark Niese, The Atlanta Journal-Constitution

Want to be a poll worker? A new Georgia website lets you sign up.

The [website](#) from the Georgia secretary of state's office will help meet a deep demand for poll workers in advance of November's presidential election, when 5 million voters are expected to participate.

Election officials are searching for new poll workers to replace those who have quit during the coronavirus pandemic. "The need for Georgians to step up and serve as a poll worker is greater now than ever before," says the website, launched this week.

Poll workers can be as young as 16 years old, and they must be a resident or employee of the county where they want to serve.

They generally earn \$60 to \$140 per day, including over 13 hours of work on Election Day. Some counties in metro areas pay more, as they did in the primary election.

The names of people who sign up to become poll workers will be forwarded to county election offices, which will make decisions about whether to hire them. All poll workers must go through training.

To sign up to become a poll worker, go to securevotega.com/pollworkerrecruitment.

Source: <https://bit.ly/2DLUP4t>