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# Administrative Assistant (Roswell)



1250 Northmeadow Pkwy #120, Roswell, GA 30076

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In this support role you will ensure the timely and accurate completion of change requisitions, treatment logs, patient charts, invoices and purchase orders. You also will assist patients with transportation arrangements and physician appointments.

**Qualifications:**

- Excellent computer and clerical skills (Microsoft Office).
- Type 60 WPM
- High school diploma or GED.
- Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.

Apply Online at: <https://bit.ly/31LFPfe>

Source: Employer Website

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# PT Customer Service Representative (Alpharetta)



5980 North Point Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- Manage large amounts of incoming calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution

## **Qualifications:**

- Experience:
  - Customer service: 1 year (Preferred)
  - Call center: 1 year (Preferred)
- Education: High school or equivalent (Preferred)

Apply Online at: <https://indeedhi.re/345ca3x>

Source: Indeed

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# Concierge - Part Time Evenings/Weekends (Dunwoody)



MOUNT VERNON  
VILLAGE

475 Mount Vernon Hwy NE, Atlanta, GA 30328

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The Concierge Position will welcome visitors and answer incoming calls in a warm, pleasant and professional manner, maintain a clean and neat reception area, handle specific resident services, and supply administrative support as needed.

**Qualifications:**

- Experience: relevant: 1 year (Preferred)

\$10 an hour

Apply Online at: <https://indeedhi.re/3ai6a8t>

Source: Indeed

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Posted 8/16/2020

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# FT Donor Door Attendant/Sorter (Roswell)



11270 Elkins Rd, Roswell, GA 30076

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## **Responsibilities:**

- Manage process of receiving donated goods at donation door.
- Create and ensure excellent customer service.
- Thoroughly sort all incoming donations.
- Determine placement of incoming merchandise – department, trash or truck.
- Maintain cleanliness of donation area.
- Maintain dumpster area in back of building.

## **Qualifications:**

- Must be able to stand for long periods of time working in both hot and cold weather (based on the season) and lift up to 75 pounds.
- Prior sorting/processing experience

Hours: open availability Monday - Saturday

Pay Rate: \$12.00 per Hr

To apply for this position, please contact Tina Adams, Director of Thrift Shop Services – [tadams@nfcchelp.org](mailto:tadams@nfcchelp.org)

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# Receptionist/Administrative Assistant PT (Alpharetta)



10465 Jones Bridge Rd, Alpharetta, GA 30022

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## Qualifications:

- Experience:
  - Microsoft Office: 1 year (Required)
  - Child Care: 2 years (Preferred)
  - Microsoft Excel: 1 year (Required)
  - Procure Software: 1 year (Preferred)
  - Administrative assistant: 2 years (Preferred)
  - Microsoft Publisher: 1 year (Required)
- Education: High school or equivalent (Preferred)

\$11 - \$15 an hour

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

Source: Indeed

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Posted 8/16/2020

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# Junior Recruiter - Entry Level (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

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The Jr. Recruiter is primarily responsible for assisting with the full cycle recruitment for MedSide Healthcare. He/she will assist in the development and implementation of internal and external recruitment strategies. Generate diverse candidate pools, maintain and promote positive relationships with external services and assist with all recruitment initiatives and advertising.

**Qualifications:**

- Bachelor degree preferred
- Experience in medical field recruiting preferred

\$14/hour plus bonus

Apply Online at: <https://bit.ly/2Ff01OR>

Source: Employer Website

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# Temporary Customer Service Specialist (Alpharetta)



4501 North Point Pkwy #260, Alpharetta, GA 30022

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This is a temporary role that is scheduled to last between 4-6 months. This position is available in both Part-time and Full-time

The services provided assist low-income families and individuals who may include the elderly or disabled. Assistance will include helping the families potentially secure temporary rent payment assistance because of a COVID-19 related income loss.

- Processing applications for eligibility and screening.
- Requesting family and landlord documentation.
- Reviewing and verifying information.
- Answering applicant phone calls and assisting applicants with submitting paperwork.
- Answering questions, or completing an application.
- Accurately and timely calculating annual income.
- Updating applicant records and tracking.
- Requesting verification documents from landlords.
- Verifying eligibility for rent assistance, reviewing leases, determining rent assistance portion, all in conformance with establish rent assistance policy, and prescribed performance standards.

## **Qualifications:**

- Experience:
  - Call Center: 1 year (Preferred)
  - Customer service: 1 year (Preferred)
- Education: High school or equivalent (Required)

\$15 an hour

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

Source: Indeed

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Posted 8/16/2020

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# Customer Service Representative

(Alpharetta)



**Massey Services Pest Control**

418 N Main St #2, Alpharetta, GA 30009

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Answering incoming customer calls; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

**Qualifications:**

- Experience:
  - Call Center: 1 year (Preferred)
  - Customer service: 1 year (Preferred)
  - Administrative Support: 1 year (Preferred)
- Education: High school or equivalent (Required)

\$12 - \$14 an hour

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

Source: Indeed



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# Customer Service Associate (Alpharetta)



AMERICAN SIGNATURE  
FURNITURE®

7461 North Point Pkwy, Alpharetta, GA 30022

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Serves customers by answering questions, forwarding messages, confirming orders, scheduling deliveries and keeping customers informed of their order status. The Customer Service Associate is responsible for executing all office operations.

**Qualifications:**

- High school diploma or general education degree (GED); or equivalent combination of education and experience.

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

Source: Employer Website

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Posted 8/16/2020

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# Front Desk Associate PT (Alpharetta)



3005 Old Alabama Rd Ste. 4000, Alpharetta, GA 30022

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## Responsibilities:

- Provide an exceptional Aqua-Tots experience from the first point of contact and throughout a family's entire journey.
- Build trust and sense of community/family, help parents understand the importance of lessons and the process we use, and connect them to our belief that swimming creates opportunities.
- Collaborate with the entire staff team to ensure school is show ready before, during, and after all operating hours.
- Ensure knowledge of the school EAP by reviewing often & report any safety concerns to AM/GM.

## Qualifications:

- Some basic swimming knowledge preferred
- Experience handling challenging customer concerns

2-4 shifts per week (more can be added as experience grows). Saturdays required. Sundays required

Apply Online at: <https://indeedhi.re/31KngI7>

Source: Indeed

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# Executive Assistant – CEO (Roswell)



## Corporate Office

10888 Crabapple Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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### Responsibilities:

- Perform administrative duties including filing as needed.
- Screen CEO phone calls, and redirecting calls as necessary.
- Organize email Inbox for the CEO.
- Maintain the CEO's schedule.
- Order and pick up office supplies as needed for the Executive Offices.
- Order and pick up lunch daily for the Executive Team.
- Ensure the kitchen and conference room are clean following lunch or meetings.
- Perform personal errands for the CEO, including shopping and arranging house cleaning.
- Ensure that the CEO's child is transported home after the school day.
- Organize social gatherings hosted by the CEO.
- Assist other members of the Executive Team with administrative tasks as needed.
- Works hours outside the normal 8:30a-5:30p range as needed.

### Qualifications:

- Minimum five (5) years experience as an executive assistant, personal assistant, or other position requiring similar responsibilities.
- Must have project management experience

Apply Online at: <https://bit.ly/3gTU5sK>

Source: Employer Website

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# Front Desk Receptionist (Dunwoody)



5486 Chamblee Dunwoody Rd #16c, Dunwoody, GA 30338

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## Responsibilities:

- Greet customers and their dogs upon arrival
- Give tours to potential customers
- Answer and properly address caller's needs
- Take reservations for boarding and grooming appointments
- Make confirmation calls for boarding reservations
- Communicate with vets to keep vaccination records up to date
- Temperament test new dogs
- Maintain our records so that all vaccination, credit card, dog and customers information is current and accurate
- Communicate with owners regarding health and behavioral issues
- Keep open dialogue with the yard staff regarding all dog issues
- Keep the front desk clean, organized and free of clutter
- Keep lobby clean (floors, dusting, shelves properly stocked)
- Clean windows and make sure appropriate music is being played in the lobby at all times
- Escort dogs to the play yard and announcing their arrival to yard staff
- Prepare lunch/dinner/snacks for campers

## Qualifications:

- Experience: Customer Service: 2 years (Preferred)
- Education: High school or equivalent (Preferred)

\$10.00 - \$11.00 per hour

Apply Online at: <https://indeedhi.re/3iCdmz5>

Source: Indeed

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# School Custodian (Alpharetta)



3035 Fanfare Way, Alpharetta, GA 30009

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## **Qualifications:**

Experience: janitorial: 1 year (Required)

Education: High school or equivalent (Required)

From \$22,000 a year

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

Source: Indeed

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# Sales Associate (Roswell)



11270 Elkins Rd, Roswell, GA 30076

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## **Responsibilities:**

- Provide thorough check out and maintain complete control of this prominent area.
- Accountable for cash register, drawer at shift conclusion, while maintaining receipts, records and the ability to reconcile at shift ending.
- Assisting clients with the NFCC Clothing Program: Eligibility through access to client data and input of services.
- Continuous updated product knowledge and merchandising.
- Must work under immediate supervision of manager or director and rely on instructions daily.

## **Qualifications:**

- Prior retail experience.
- Must be able to stand for periods of time and lift up to 25 pounds.
- Basic Math and Computer skills

Hours: Open availability Monday-Saturday

Pay Rate: \$12.00 per Hr

To apply for this position, please contact Tina Adams Director of Thrift Shop Services - [tadams@nfcchelp.org](mailto:tadams@nfcchelp.org)

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# Mail Clerk PT (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

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## Responsibilities:

- Pre-sort incoming mail
- Sort/prep incoming documents by category according to established guidelines.
- Pickup documents from Mail Clerk stations and deliver to other areas.
- Move completed work to storage locations.
- Retrieve rejected documents from storage for rescan and reassemble and staple documents for distribution to other departments.
- Prepare completed x-ray claims and miscellaneous documents for mail out.
- Pull and print out copies of claims as needed
- Pickup and deliver U.S.P.S., departmental, inter office mail, claims and word processing/printing materials.

## Qualifications:

- Lift up to 40 pounds
- Able to work standard office equipment (personal computer, photocopier machine, fax machine, etc.)

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

Source: Employer Website

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# Administrative Assistant (Chamblee)



3339 Chamblee Dunwoody Rd, Atlanta, GA 30341

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## **Responsibilities:**

- Works closely with the General Manager to set and meet overall business goals.
- Answer phones in a timely manner.
- Assist with Invoicing, Packing and Shipping via FedEx Ship Manager
- Research & relay delivery information upon Customer request - via Magic Touch FedEx Tracking
- Promptly relay issues and concerns to appropriate Laboratory personnel area.
- Be courteous and treat external as well as internal customers with respect.
- Organize work area for highest function and efficiency.
- Prepares necessary journal entries for monthly account closing.
- Reviews financial statements and provides analysis on data including variances.
- Assists in documentation and monitoring of internal controls.
- Coordinates and assists in monthly Laboratory Close.
- Assists with and works with managers on Kronos timekeeping and payroll approvals.
- Primary Purchasing / Supply Coordinator - responsible for purchasing and inventory of supplies required for the laboratory.

## **Qualifications:**

- Required: High school diploma or GED equivalent
- Experience or demonstrated abilities in required functions

Apply Online at: <https://bit.ly/2DRY2jh>

Source: Employer Website



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# Recruiter (Sandy Springs)



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

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## Responsibilities:

- Partners with Branch Operations to identify hiring and training needs; Asks the appropriate questions when taking job requests from managers and comprehends complex job requests.
- Uses recruiting tools such as [applicant tracking and/or knowledge management software] to fill assignment requests rapidly with qualified employees.
- Maintains applicant flow and sourcing methods; analyzes resumes accurately; sources candidates for the Branch Operations by placing advertisements, attending career fairs, directing sourcing, and posting job opportunities both internally and externally.
- Interviews with candidates to evaluate their technical qualifications for assignments through phone and in-person interviews.
- Hires qualified candidates for the Branch Operations after completing pre-employment tests, drug screens, applicant background checks, and obtaining required licensing and other documentation.
- Conducts candidate reference checks; uses candidate reference checks to develop additional business opportunities.

## Qualifications:

- Minimum of two years of education or equivalent experience in the human resources or recruiting field.
- Membership in the Society for Human Resource Management (SHRM). PHR or SPHR certification preferred.
- Intermediate to advanced experience with Human Resource Information Software (HRIS), Applicant Tracking Systems (ATS), and MS Office.
- Up to 20 percent travel.

Apply Online at: <https://bit.ly/2PT1a0A>

Source: Employer Website

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# REP 1, TELESALES (Chamblee)



3425 Malone Dr, Chamblee, Georgia 30341

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Responsible for outbound telephone calls to residential or commercial customers for the purpose of prospecting leads/upgrading current customers, promoting products and services, and closing all sales from new sales to sales to existing customers.

**Qualifications:**

- High School or Equivalent
- Generally requires 0-2 years related experience

Apply Online at: <https://comca.st/2E0wGaj>

Source: Employer Website

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Posted 8/16/2020

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# Crew Member \*Open Interviews\*

## (Roswell)



**Monday, August 17, 2020**  
**11:00 AM - 5:00 PM**

**Location:**  
**1123 Alpharetta St**  
**Roswell, GA 30075**

**Responsibilities:**

- Greeting and helping guests with their orders.
- Prepare the guest's order.
- Maintain and organize work and guest areas
- Opening, closing and cashier duties.

\$9.00 to \$9.50 / hour

Source: <https://indeedhi.re/346iJT4>

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## Front Desk (Roswell)



1115 Woodstock Rd #210, Roswell, GA 30075

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Duties include maintaining social media account responses, scheduling, answering emails, reaching out to older clients, customer services and sales support.

[No qualifications specified in ad.]

\$9 to \$12 Hourly

Apply Online at: <https://bit.ly/2PUf6r7>

Source: Employer Website

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Posted 8/16/2020

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# Front Desk Coordinator (Alpharetta)

## Alpharetta Pediatric & Family Dentistry

8560 Holcomb Bridge Rd, Alpharetta, GA 30022

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### Responsibilities:

- Typical clerical tasks such as answering phones, scheduling, and dealing with our patient records
- Handling financial information, performing insurance verification, and preparing end of the day reports

### Qualifications:

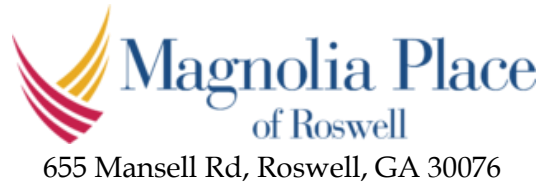
- High School Diploma or equivalent (Associate's degree preferred)
- 1-5 years of customer service, insurance, or dental experience preferred
- Knowledge of dental software, Microsoft Office programs, as well as ability to learn new programs as needed

Apply Online at: <https://indeedhi.re/3iEP47z>

Source: Indeed

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# Concierge (Roswell)



Provides general office support with a variety of clerical activities and related tasks. The receptionist partner will be responsible for answering incoming calls, welcoming guests to the community, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

**Qualifications:**

- High school diploma or GED

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

Source: Employer Website

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# Entry Level Security Officer (Alpharetta)

## Virtual Hiring Event



Wednesday, August 26, 2020

8:30 AM - 5:00 PM US/Eastern

Interviewing via web

Register at link below. You'll receive an email on how to connect.

**Qualifications:**

High School Diploma or GED Equivalent

Must have reliable means of transportation (private or public)

\$10.00 - \$14.00 / hour, Full-time, Part-time

Apply Online at: <https://indeedhi.re/2E8Z89T>

Source: Indeed

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# Administrative Assistant PT (Roswell)



## INTELLIGENT OFFICE

300 Colonial Center Pkwy STE 100, Roswell, GA 30076

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We have an immediate opening for a part-time position (10:00 a.m. - 3:00 p.m. M-F) for a person with great communications skills, to meet with clients, do some administrative work, and work a very active switchboard. Position likely moves to full-time (8:30 a.m. - 5:00 p.m. M-F) within a few months.

### Qualifications:

- Experience:
  - Restaurant Server/Host(ess): 1 year (Preferred)
  - Telephone Receptionist: 1 year (Preferred)
  - Microsoft Outlook: 1 year (Preferred)
- Education: High school or equivalent (Preferred)

\$14/hr-\$16/hr

Apply Online at: <https://indeedhi.re/3h4HSRW>

Source: Indeed

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Posted 8/16/2020



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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/16/20

## **PT Cashier (Alpharetta)**

Lowe's / 10580 Duke Dr, Alpharetta, GA

<https://bit.ly/3kCF5S2>

## **Kitchen Porter / Dishwasher (Sandy Springs)**

\$9 - \$11 an hour

Battle and Brew Gaming and Esports Bar / 5920 Roswell Rd a120, Sandy Springs, GA 30328

<https://indeedhi.re/31IARQI>

## **Warehouse Associate (Alpharetta)**

American Signature Inc / 7461 North Point Pkwy, Alpharetta, GA 30022

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

## **Housekeeper (Roswell)**

\$11 - \$12 an hour

The Georgian Lakeside - Thrive Senior Living / 1070 Hardscrabble Rd, Roswell, GA 30075

[No MARTA Service to this Location]

<https://indeedhi.re/31I0SPP>

## **Housekeeping (Roswell)**

Magnolia Place of Roswell / 655 Mansell Rd, Roswell, GA 30076

<https://bit.ly/2DR2qP7>

## **Dishwasher (Roswell)**

\$10 an hour

Fellows Café / 1088 Green St, Roswell, GA 30075

<https://bit.ly/33TQxmE>

## **Crew Member (Buckhead)**

Auntie Anne's / Lenox Mall

<https://indeedhi.re/3gLOug6>

## **Server PT (Dunwoody)**

Sunshine Retirement Living / 4355 Georgetown Square, Dunwoody, GA 30338

<https://indeedhi.re/3ag0iww>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/16/20

## **Food Service Utility (Sandy Springs)**

Compass - Campbell Stone Retirement / 350 Carpenter Dr. NE, Sandy Springs, GA 30328

<https://bit.ly/33W709V>

## **Dishwasher (Perimeter)**

California Pizza Kitchen / 4600 Ashford Dunwoody Road Northeast, Atlanta, GA 30346

<https://bit.ly/2XTq1pu>

## **Housekeeper (Sandy Springs)**

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

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

## **Crew Member (Buckhead)**

Mister Car Wash / 2980 Piedmont Rd NE, Atlanta, GA 30305

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

## **Stock Associate PT (Roswell)**

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

<https://bit.ly/2Y1RHZh>

## **Detailer Car Wash (Roswell)**

**\$8.25 - \$10.00 an hour**

Car Spa, Inc. / 10440 Alpharetta St, Roswell, GA 30075

<https://indeedhi.re/2E2jGkE>

## **Valet Driver (Buckhead)**

Access Parking Management / Atlanta 30326

<https://indeedhi.re/3iB5tKc>

## **Dishwasher (Sandy Springs)**

Egg Harbor Café / 5920 Roswell Rd NE, Sandy Springs, GA 30328

<https://indeedhi.re/2PYz2ZS>