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# Coordinator (Alpharetta)



9115 Westside Pkwy, Alpharetta, GA 30009

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## **Responsibilities:**

- Perform or oversee a wide variety of activities which may include but not limited to planning, logistics, programs, communication, materials, conference support, and webinar set-up and management.
- Respond to information requests from internal and external clients.
- Investigate and resolve discrepancies in information, databases, materials, and maintain accurate information.
- Prepare and distribute communications, letters, reports, data summaries, charts, and various other documents related to area of responsibility.
- Planning and coordination of an event or program and its activities.
- Maintain effective, supportive, and ongoing communication with internal and external clients.
- Utilize database programs to run data queries to support business needs across the organization.
- Occasional travel (10%-20%)

## **Qualifications:**

- High School diploma and a minimum of three (3) years of applicable administrative experience; or Bachelor's degree and one (1) year of applicable administrative experience
- High level of proficiency in use of technology tools including Microsoft Office, data management software and other web-based applications including webinar sources

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

Source: Employer Website

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# Receptionist (Roswell)



1109 Green St, Roswell, GA 30075

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## **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

\$13 - \$14 an hour

Apply Online at: <https://bit.ly/2YDZ89g>  
Source: Employer Website

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# Executive Administrative Assistant (Roswell)



**Method Real Estate Advisors**

1792 Woodstock Rd Building 100, Roswell, GA 30075

[No MARTA Service to this Location]

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## **Responsibilities:**

- Work with an executive to prepare for meetings and record minutes
- Other assistant duties as assigned from executives such as pick up orders, and other personal assistant tasks
- Organize incoming information such as phone calls, voicemail messages, emails, and memos and report details to an executive
- Be the main point of contact for high-level executive

## **Qualifications:**

- 2 or more years as an assistant, executive assistant, or in a position performing supportive duties
- Must have graduated high school or received an equivalent certificate of completion

\$38,000 - \$45,000 a year

Apply Online at: <https://bit.ly/3jl0Zbf>

Source: Employer Website

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# Administrative Assistant – FT & PT (Alpharetta)



4080 McGinnis Ferry Rd STE 202, Alpharetta, GA 30005

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We are seeking an organized, outgoing representative to join our team full time. You must be comfortable speaking with customers on the phone and willing to build and develop new customer relationships and maintain existing clients.

- Make outbound calls to customers to collect information and payments
- Organize service activities for a team of sales people
- Take inbound claims calls from customers

[No qualifications specified in ad.]

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

Source: Employer Website

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# Front Desk Part Time (Perimeter)



Atlanta 30346

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## **Responsibilities:**

- Meets and greets residents; checks guests and service providers in/out.
- Monitors Emergency Response System.
- Greets and directs Residents, guests and invitees.
- Monitors and controls Electronic Security Control Systems.
- Responds to emergency situations in a timely and efficient manner.
- Monitors and controls access to the building.
- Maintains daily log, records and forms.
- Resolves and follows-up on all complaints/issues.
- Maintains a safe and secure environment throughout the building/property(s).

## **Qualifications:**

- High school diploma or equivalency preferred.
- College level courses in business or hospitality preferred.
- Two (2) to three (3) years of business experience preferred.
- Computer literacy: command of information system hardware/software is preferred.
- Ability to lift 30 -- 50 lbs.

Thursday- Sunday: 3 pm - 11 pm

\$13 - \$14 an hour

Apply Online at: <https://indeedhi.re/3hJ0A21>

Source: Indeed

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Posted 8/30/2020

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# Custodian (Dunwoody)



## Austin Elementary

5435 Roberts Drive, Dunwoody, 30338

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### Responsibilities:

- Cleans and maintains the cleanliness of all interior and exterior areas of the building.
- Moves furniture and equipment within the facility as required for various activities as directed.
- Works on site premises during periods when principal or building administrator has authorized use of building for special activities.

### Qualifications:

- High school diploma or GED equivalent required.
- Minimum of six (6) months of custodial services experience is preferred.

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

Source: Employer Website

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# Clerk Assistant – Temp (Alpharetta)



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## Responsibilities:

- Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
- Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.

## Qualifications:

- Applicants must successfully complete the Virtual Entry Assessment MP (476).

\$18.15 an hour

Apply Online at: <https://bit.ly/32re63I>

Source: Employer Website

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# Outbound Call Center Agent (Alpharetta)



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[Hire Dynamics is a staffing agency.]

As a [sic] 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 2 years of recent call center experience, preferably outbound
- High school diploma or equivalent
- Knowledge of the Microsoft Office Suite, specifically MS Excel

Shift: Monday - Friday 9:00AM-5:30PM

\$14 an hour

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

Source: Indeed

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# Front Office Assistant (Roswell)



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## Responsibilities:

- Performs a variety of administrative, secretarial and clerical duties which directly support patient care and practice personnel in the overall operation of the practice.

## Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment
- Basic computer skills

### PREFERRED:

- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint).

Work Hours: 7a-4p

Apply Online at: <https://bit.ly/3leI03T>

Source: Employer Website

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# Administrative Support Colleague

## (Buckhead)



3393 Peachtree Rd NE, Atlanta, GA 30326

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The Administrative Support Colleague (ASC) is responsible for overseeing functions for Human Resources and Store Support administration. The ASC is both customer and colleague facing and has responsibility to organize the Store Management Office, execute operational administrative functions, support scheduling maintenance, facilitate the screening/hiring process, handle HR functions, and act as the HR liaison for store colleagues.

- Provide an exceptional customer experience by ensuring both the in-store and online customers are always the top priority. Service customers who visit the Executive Office / Store Manager office for assistance.
- Respond and address customer concerns quickly whether in person, TUWYT or NPS feedback.
- Perform administrative tasks for all new hire paperwork.
- Assist with planning and execution of recognition activities and all-store communication meetings.
- Assist with development and update of executive schedules.
- Execute travel planning and expense report coordination for GM.
- Manage all Conference Calls, Skype meetings and other meetings.
- Serve as gatekeeper for GM schedule and point person for escalated customer/employee issues.

### **Qualifications:**

- 4 year college degree preferred.
- 3 years of leadership/managerial experience, preferably within Retail or Fashion.

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

Source: Employer Website

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# Customer Service Representative - Call Center (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

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Answer incoming calls from external and internal customers to facilitate orders, answer inquiries and questions, handle complaints, troubleshoot problems, create cases, create incidents and provide information.

**Qualifications:**

- G.E.D. or high school diploma. College degree preferred.
- 1-3 years experience providing exceptional customer service required
- Knowledge of the golf and tennis industry
- Experience with Service Now, ITSM/CSM, SAP, Kibo OMS, Cybersource a plus

Apply Online at: <https://indeedhi.re/3hDS2t2>

Source: Indeed

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# Executive Assistant (Roswell)

## Mike Price Team

1875 Old Alabama Rd STE 835, Roswell, GA 30076

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### **Responsibilities:**

- System development, implementation, documentation and management
- Customer/Vendor relations
- Act as the main point of contact and support for the CEO and agents on the team
- Plan and organize team meetings and events
- Marketing and client retention

### **Qualifications:**

- 3+ years of experience as an executive assistant, or experience performing supportive duties

\$40,000 - \$60,000 a year

Apply Online at: <https://bit.ly/31Bi5vc>

Source: Employer Website

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# Department Assistant – Temporary

## (Brookhaven)



1429 Ashford Creek Cir NE, Atlanta, GA 30319

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### **Responsibilities:**

- Assist with preparing spreadsheets and PowerPoint decks.
- Provide a full range of business administrative and operational support to the staff.
- Prepare daily and weekly electronic newsletters with announcements.
- Collect key data, success stories, and other media worthy information to highlight the industry.
- Support and execute communication and marketing projects in collaboration with other departments.
- Proofread and copy edit

### **Qualifications:**

- Strong knowledge and understanding of current trends in social media and digital media

Apply Online at: <https://bit.ly/3gGc7xs>

Source: Employer Website

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# Delivery Driver - Part Time (Roswell)



200 Hembree Park Dr Suite J, Roswell, GA 30076

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## Responsibilities:

- Load, transport, and deliver items to customers or businesses
- Review orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Take and follow directions from dispatcher, adhere to assigned routes, follow time schedules, use route navigation apps, alternative routes, when necessary and knowledge of area to deliver packages to customers on time.
- Assist with loading and unloading items from vehicles without interfering with operations at customer's place of business.
- Provide excellent customer service, answer questions, and professionally handle complaints and concerns from customers.
- Accept payments, prepare reports to include invoices, return forms, reconcile debt and credit and all moneys collected related to deliveries.
- When applicable, complete daily maintenance checks on company delivery vehicle and notify manager of any issues.

## Qualifications:

- Current, valid driver's license
- A maximum of one or less major moving violations and/or at-fault incidents within a rolling 36-month period
- No Serious driving-related offenses in the last seven years (e.g. hit-and-run, felonies involving a vehicle) on your driving record.
- Ability to lift, move, push and pull up to 50 pounds

Apply Online at: <https://bit.ly/2G05VDS>

Source: Employer Website

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# Admin Assistant Branch (Roswell)



100 Mansell Ct E UNIT 600, Roswell, GA 30076

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This position performs daily branch office operations, processes listing and sales contracts, ensures accurate and timely preparation of all paperwork, compiles buyer / seller guides, creates basic marketing materials and sets up and maintains client data bases in support of sales associates, management and branch administrative staff.

**Qualifications:**

- High school diploma or the equivalent. Secondary education preferred.
- Three years clerical or administrative experience.
- Strong computer skills; proficient in Microsoft Office products.
- Knowledge of real estate, title and/or mortgage business preferred.

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

Source: Employer Website

# People Operations Coordinator (Roswell)

Grayshift, LLC

1011 Mansell Rd Ste B, Roswell, GA, 30076

Your mission will be to effectively drive recruiting efforts, managing onboarding activities and providing general People Operations support.

- Partner with hiring managers throughout the organization to determine hiring needs;
- Draft, review, revise and update job descriptions;
- Prepare recruitment materials and post jobs in Applicant Tracking System and to appropriate job boards/social media sites;
- Source and recruit candidates, screen resumes and interview candidates;
- Coordinate interviews with hiring managers and interview teams;
- Conduct pre-employment screenings, reference checks and background checks;
- Coordinate pre onboarding, onboarding, and post onboarding activities and ensure all new hire paperwork is completed and processed;
- Maintain and update employee files;
- Provide general and administrative HR support;

## **Qualifications:**

- Bachelor's degree preferred;
- At least 2 years of full life cycle recruiting experience;
- At least 2 years of human resources experience;

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

Source: Employer Website

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# Part Time Receptionist (Roswell)



**Regal Nissan**

1090 Holcomb Bridge Rd, Roswell, GA 30076

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**Qualifications:**

- Experience with Microsoft Office suite is a plus
- Clean driving record

Hours: Mondays 4pm-8pm and Saturdays 2pm-8pm. Must be able to help fill in other shifts for vacation/sick leave.

\$10/per hour

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

Source: Employer Website

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# Event Planning Coordinator (Alpharetta)



9115 Westside Pkwy, Alpharetta, GA 30009

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## Responsibilities:

- Supervise an internal portfolio of meeting, conference, and event planning contracts as assigned.
- Coordinate the administrative and logistical aspects of professional learning events.
- Collaborate to send email to the field.
- Coordinate event planning schedule.
- Assist with monitoring and tracking of performance metrics and expenses for event budget reconciliation.
- Establish and maintain critical relationships with vendors such as virtual platform providers, hotels, caterers, printing companies, and audio-visual companies.
- Assist with managing virtual and on-site logistics.
- Operate with a sense of innovation and resourcefulness to actively seek opportunities to improve events.
- Investigate and resolve discrepancies in information, databases, materials, and maintain accurate information.
- Support the overall event process through appropriate data-driven feedback and event experience.
- Perform duties and fulfill responsibilities that may, from time to time, include related or unrelated tasks.

## Qualifications:

- High School diploma and a minimum of five (5) years of applicable administrative/event planning experience; or an equivalent combination of education and experience
- Certified Meeting Professional (CMP) certification is a plus.

Apply Online at: <https://bit.ly/3gGn0PZ>

Source: Employer Website

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# Housing Associate (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

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## Responsibilities:

- Assists incoming residents in settling into living quarters by conducting a search of baggage and personal items, escorting them to assigned quarters, distributing bedding and personal care items, and providing introductions to roommates.
- Follows-up on recent housing vacancies by washing and collecting used bedding and personal items left by previous consumers.
- Maintains residential apartments by decorating, ensuring necessary appliances are available, furniture, fixtures, and appliances are in safe and clean condition.
- Reviews electronic logbook from previous shift to ensure knowledge of communications throughout previous shift and to assist consumers with issues or concerns not resolved from previous shift.
- Informs Housing staff of any incidents needing immediate attention and completes incident reports when needed.
- Makes daily rounds and apartment inspections to ensure that all participants are at their designated locations/appointments and ensure cleanliness of apartments. Documents findings and concerns from daily rounds and inspections. Reports as necessary.
- Answers incoming calls and responds to callers in an appropriate manner and distributes all messages to appropriate staff.

## Qualifications:

- High school diploma or general education degree (GED), associate or bachelors in a human services field preferred; or one to three years related experience and/or training; or equivalent combination of education and experience preferred. CARES or CPS a plus.
- Current/Valid State of Georgia driver's license with a good driving record.

Apply Online at: <https://bit.ly/3b8PhNM>

Source: Employer Website

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 8/30/20

### **Genral Labor (Alpharetta)**

**\$14 an hour**

Strategic Staffing and Supply

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

### **Servers (Dunwoody)**

Novo Cucina / 5592 Chamblee Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3jhMq8k>

### **Busser (Buckhead)**

The Piedmont at Buckhead / 650 Phipps Boulevard NE, Atlanta, GA 30326 USA

<https://indeedhi.re/32r3sKm>

### **Hotel Room Attendant (Buckhead)**

**\$11 an hour**

Fairfield by Marriott Atlanta Buckhead / 3092 Piedmont Rd NE, Atlanta, GA 30305

<https://indeedhi.re/31sV8dB>

### **Housekeeping Attendant PT (Sandy Springs)**

**\$9 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/32qF0ZE>

### **Crew Member (Buckhead)**

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

<https://bit.ly/3hz4qdG>

### **PT Wash and Fold/ Laundry Attendant (Roswell)**

**\$7.50 - \$8.00 an hour**

Roswell Coin Laundry / 1017 Alpharetta St, Roswell, GA 30075

### **Cashier (Perimeter)**

la Madeleine / 1165 Perimeter Center W Suite 350, Atlanta, GA 30338

<https://bit.ly/3hz4vOw>

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 8/30/20

### **Dishwasher (Perimeter)**

Maggiano's Little Italy / Perimeter Mall  
<https://bit.ly/2Yy33V5>

### **Stock Associate (Buckhead)**

Cost Plus World Market / 3495 Buckhead Loop NE, Atlanta, GA 30326  
<https://bit.ly/3hA7Ywv>

### **Ladies Locker Room Attendant (Sandy Springs)**

**\$11 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350  
<https://bit.ly/2EvFMMV>

### **Custodian/Janitor (Buckhead)**

Icebox Diamonds & Watches / 3255 Peachtree Rd #2, Atlanta, GA 30305  
<https://indeedhi.re/3lhxqsK>

### **Room Attendant (Alpharetta)**

**\$11.50 an hour**

Holiday Inn Express / 12505 Innovation Way, Alpharetta, GA 30004  
<https://bit.ly/2EJyuok>

### **Housekeeper (Dunwoody)**

Berman Commons / 2026 Womack Rd, Dunwoody, GA 30338  
<https://bit.ly/32ypNFZ>

### **Drivers & Helpers - Non-CDL (Roswell)**

**Up to \$20 an hour**

All My Sons Moving & Storage / 1200 Northmeadow Pkwy #100, Roswell, GA 30076  
<https://bit.ly/2YIOfTS>

### **Overnight Packer - Temporary (Alpharetta)**

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004  
<https://bit.ly/3jst0gP>

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*Only 5 weeks left to register....*

**VOTER  
REGISTRATION  
DEADLINE**

**The deadline for registering to vote in Fulton County is  
OCTOBER 5**

If you are not registered to vote, go to  
<https://www.fultoncountyga.gov/services/voting-and-elections/voter-registration> to register online or obtain a mail-in registration form.

If you are already registered to vote and have changed residences, be sure to check the site above for requirements and voting instructions.  
You may need to re-register