
Professional Assistant - Front Office

(Alpharetta)



285 S Main St, Alpharetta, GA 30009

The Front Office Professional Assistant is responsible for the overall management of the front office, welcoming and assisting visitors and parents, responding to phone calls, and providing administrative support to the school principal. This position responds to general inquiries by providing information relating to school policies and procedures

- Maintains a consistently positive impression of the school by welcoming parents and visitors and responding to their needs quickly
- Answers the telephone in a friendly, courteous and tactful manner
- Performs various clerical and secretarial support work associated with special projects such as school events, meeting planning, and day to day needs of the Principal and teaching staff
- Maintains the school website calendar to include official business, meetings, conferences, and other events
- Prepares, types, and processes correspondence and other documents
- Updates and maintains general parent and student information and forms
- Maintains current vendor contact information
- Monitors facility requests from school staff and arranges follow-up action needed, (e.g., repairs, climate control, classroom furniture and equipment requests, etc.)

Qualifications:

- High School Diploma or GED required
- Minimum of 3 years clerical/administrative experience required
- Proficient in Microsoft Office and Google Suite

\$11 - \$17 an hour

Apply Online at: <https://indeedhi.re/3dfQwM9>

Source: Indeed

Posted 10/11/2020

TNA Positions (Roswell)



1109 Green St, Roswell, GA 30075, USA

HELP OUR SENIORS IN A TIME OF NEED! Take an 8 hour course from the comfort of your home, and become temporarily certified to assist our senior residents with day to day activities in a long term care setting.

Rehabilitation Center has full-time openings for TNAs (Temporary Nursing Aides). On a temporary basis, the TNA will provide routine daily nursing care and services that support the care delivered to patients/residents requiring long-term or rehabilitative care, in accordance with the established nursing care procedures and as directed by your supervisor.

- Assist with daily living activities. This includes delivering meals to patients, turning and ambulating patients and providing plenty of fresh water, as well as extra nourishment between meals
- Help patients with personal hygiene. Provide patients with bedpans, help with baths, shampoos and showers
- Check vital signs and record daily information in the patient's chart.
- Documents objective information related to patient care.
- Maintains confidentiality of all patient information.
- Reports to the Charge or Staff Nurse any observations and pertinent information related to the care of the patient.

Qualifications:

- High School diploma or GED
- Completion of AHCA NCAL Temporary Nurse Aide Training.

Days and Evening shifts available

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

Source: Indeed

Administrative Assistant (Alpharetta)



900 3rd St, Alpharetta, GA 30009

Responsibilities:

- Consistently answer and direct phone calls, responding to all guest inquiries within 24 hours.
- Organize and schedule meetings and appointments.
- Order and maintain appropriate stock of office supplies as needed.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Maintain Restaurant online presence, including main website and all social media accounts.
- Maintain restaurant contact lists and communicate changes to Home Office.
- Assist with the creation and implementation of weekly and monthly budgets.
- Input invoices daily to keep the kitchen informed of their budget.
- Alphabetize all coded invoices.
- Check alcohol vendor invoices upon arrival to ensure accuracy in delivery.
- Provide assistance to servers, hosts and expos updating menus to ensure accuracy, along with general housekeeping.
- Maintain Aloha system accuracy by updating price changes and menu updates.
- Provide administrative support to General Manager & Executive Chef; this may include preparing paperwork (forms, reports and schedules) or proofing paperwork.
- Assist shift leaders, General Manager, and Executive Chef by anticipating needs and supplies for day to day operations.

Qualifications:

- Knowledge of hospitality industry and/or 1+ year of restaurant/banquet/event experience.
- Proficiency in MS Office.

Apply Online at: <https://bit.ly/2I8rGIX>

Source: Employer Website

PT Executive Assistant (Doraville)

J . BROOKS BOUTIQUE

4700 Longmire Ext, Atlanta, GA 30340

CEO and Fashion Designer seeking a responsible and dependable assistant to manage day to day tasks.

- Provides support for product development and designing fashion collections
- Track KPIs and report back to CEO
- Oversees photoshoots to ensure efficiency
- Perform online and offline research as designed
- Assists CEO with daily tasks such as running errands, answering emails, and maintaining schedule.
- Follows the latest fashion trends and assist with inventory selection
- Creates graphics and maintain Instagram/Facebook presence (daily posting and responding to comments)
- Manages, organizes, and updates confidential data into documents, reports, presentations, and emails.

Qualifications:

- Experience:
 - Social Media Management: 1 year (Required)
 - Personal assistant: 2 years (Required)
 - Fashion Retail: 1 year (Preferred)
- Education: Bachelor's (Required)
- Driver's License (Required)

This is a part time position and will have flexible hours between 9am-5pm. Hours may be subject to change day-to-day based on schedule; however, you will reach the 20-25 hours weekly.

Apply Online at: <https://indeedhi.re/3nvy6fg>

Source: Indeed

Human Resources Generalist (Buckhead)

Rezolut

Three Alliance Center, 3550 Lenox Rd NE #1525, Atlanta, GA 30326

Rezolut is a national emerging platform of diagnostic medical imaging services. The Human Resource Generalist will be involved with the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

Qualifications:

- Bachelors degree in Human Resources, Business Administration, or related field required.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- SHRM-CP or PHR a plus.

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

Source: Employer Website

Receptionist (Sandy Springs)



Sandy Springs 30350

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Provide basic and accurate information in-person and via phone/email
- Maintain office security by following safety procedures and controlling access via the reception desk
- Update calendars and schedule meetings
- Perform other clerical and administrative duties

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree

Apply Online at: <https://bit.ly/36OsKG8>

Source: Employer Website

Administrative Assistant (Roswell)



292 S Atlanta St Ste B, Roswell, GA 30075

Kitchen Tune-Up is seeking an Administrative Assistant to greet customers in our showroom. This valued team member handles all correspondence, billing, filing, and support duties for our busy team of kitchen remodelers.

- Coordinates walk-in leads and disperses the leads as required.
- Coordinates quote tracking for salespeople and completes the quote log for the franchisee/sales manager.
- Photocopies necessary items in job file for the sales team.
- Types purchase orders from purchase requisitions and submits them to the franchisee/sales manager for final approval for payment.
- Maintains a payable processing system, matching vendor invoices with purchase orders, codes each invoice, and submits them to the franchisee/sales manager for final approval for payment.
- Contacts builder accounts that exceed the new 30 terms by day 35 as a payment reminder. If the payment is not received by day 40, the franchisee/sales manager is notified
- Helps host seminars, sales events or training programs as needed.

[No qualifications specified in ad.]

\$10 an hour

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

Source: Employer Website

Posted 10/11/2020

Temporary, Seasonal Driver Helpers (Roswell)



Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday. Workdays can vary (Monday - Friday) or (Tuesday - Saturday), both part-time and full-time, depending on the building needs. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

[No qualifications specified in ad.]

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

Source: Employer Website

Talent Acquisition Coordinator

(Sandy Springs)



2100 Riveredge Pkwy #850, Atlanta, GA 30328

Oversee & facilitate the hiring strategy and supporting systems & resources of the Company.

- Maintain recruiting framework that's scalable to all regions & departments, accounting for future growth.
- Prepare job offer letters.
- Facilitate and administer background check process for management roles.
- Craft and update job descriptions.
- Facilitate onboarding process for new hires.
- Coach, advise & train hiring managers on best recruiting practices.
- Work with operations leadership to identify present & future staffing needs & create recruitment & marketing strategies to support those needs.
- Monitor & report recruitment activity and progress to operations leadership.
- Maintain an awareness of changes in the recruiting industry & marketplace.

Qualifications:

- Preferred Bachelor's Degree

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

Source: Employer Website

PT Clinic Operations Coordinator (Sandy Springs)



All Kids First USA

Clinic Operation Coordinator is responsible for planning and monitoring the day-to-day running of the clinic to ensure smooth progress.

- Plan and monitor the day-to-day running of clinic to ensure smooth progress
- Open clinic at 2 pm and close clinic at 6 pm Monday-Friday
- Coordinates and maintains the therapists and clients schedule
- Responsible for the order and organization of the clinic
- Welcomes and communicates with clinic families
- Communicate directly with Administration to make decisions for operational activities
- Ensure all paperwork is filled out correctly and submitted by deadline
- Enforces clinic rules and alerts management of any violations
- Answer phones and directs phone call to proper person
- Supervise staff from different departments and provide constructive feedback
- Taking inventory of supplies and notifying appropriate contact when supplies need to be replenished
- Oversee customer support processes and organize them to enhance customer satisfaction

Qualifications:

- Bachelor Degree Required
- 1 year of Office Administration
- Reliable transportation to and from workplace

Monday to Friday

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

Source: Indeed

Receptionist - A.M. Shifts (Buckhead)

CLUBCORP®

THE WORLD LEADER IN PRIVATE CLUBS®

Buckhead Club

3344 Peachtree Rd NE Suite 2600, Atlanta, GA 30326

Qualifications:

- One year experience as a Receptionist, PBX Operator, Administrative, Concierge or Customer Service Agent
- Computer skills required.
- High school diploma or equivalent

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

Source: Employer Website

Front Desk Receptionist PT (Sandy Springs)



8 Concourse Pkwy, Sandy Springs, GA 30328

Front Desk Coordinator. Greeting clients, Answering Phone, light cleaning (dusting,etc.), Scheduling.

[No qualifications specified in ad.]

Schedule:

Tuesday 10:45am to 3:00pm

Wednesday 8:45am to 1:00pm

Thursday 10:45am to 3:00pm

Friday 8:45am to 1:00pm

Every OTHER Saturday 7:45am to 4:00pm

\$10 an hour

Apply Online at: <https://indeedhi.re/2SDdBz2>

Source: Indeed

Posted 10/11/2020

Front Desk Associate (Alpharetta)



Crunch Fitness

6000 Medlock Bridge Rd, Johns Creek, GA 30022

This position is a great fit for high school students, college students, and seasonal employees.

Qualifications:

Passionate about health and fitness

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

Source: Employer Website

Posted 10/11/2020

Human Resources Administrator I

(Sandy Springs)



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

Responsibilities:

- Answers phone and redirects calls in a timely manner.
- Manages office by ordering supplies, sorting mail, stocking office materials, and greeting all office guests.
- Schedules and organizes appointments.
- Completes daily office opening and closing procedures including tidiness of the branch kitchen and conference rooms.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Assists with recordkeeping related to employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews
- Assists with administering pre-employment tests, drug screens, background checks, and uniform ordering.
- Assists with updating employee files, documenting personnel actions, and providing information for payroll and other uses.

Qualifications:

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

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

Source: Employer Website

Returns Specialist (Sandy Springs)



Sandy Springs 30350

Returns Specialist is responsible for the entire returns process. Communicates the returns process with vendors, customers, and manufacturers and manages employees involved in the returns process.

- Respond to email and telephone inquiries from vendors and manufacturers regarding returns.
- Documenting all interaction with vendors and manufacturers.
- Reporting as required by management
- Assisting with special projects assigned by management as needed.
- Recognize trends in returns data and report to management weekly.

[No qualifications specified in ad.]

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

Source: Employer Website

Posted 10/11/2020

Food Service, Housekeeping, & Other Now Hiring – Week of 10/11/20

Kitchen Helpers FT/PT (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

<https://indeedhi.re/33EIg5u>

Part Time Retail Associate (Buckhead)

Goodwill of North Georgia / 3906 Roswell Rd NE, Atlanta, GA 30342

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

Warehouse Associate (Roswell)

Floor and Décor / 610 Holcomb Bridge Rd, Roswell, GA 30076

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

Hosts & Servers (Perimeter)

Another Broken Egg / 4745 Ashford Dunwoody Rd, Atlanta, GA 30338

<https://indeedhi.re/3d5JYQr>

PT Warehouse Worker - Package Handler (Roswell)

Shift: Sunrise/Preload (3:45 AM - 9:00 AM) Twilight (5:00 PM - 12:00 AM)

UPS / 1300 Old Ellis Road, Roswell, GA 30076

<https://bit.ly/3nrS0b3>

Ice-cream Freezer/Scooper (Sandy Springs)

\$8 - \$11 an hour

Subzero Nitrogen Icecream / 5590 Roswell Rd STE 130, Atlanta, GA 30342

<https://indeedhi.re/3jGdsH0>

ALL Positions (Buckhead)

\$9 - \$15 an hour

CHOPT Salad / 3655 Roswell Rd UNIT 212, Atlanta, GA 30342

<https://indeedhi.re/30ISbow>

Valet Runner (Buckhead)

AAA Parking / Atlanta 30326

<https://indeedhi.re/33BK3Z0>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/11/20

PT Dishwasher (Alpharetta)

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

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

Busser (Sandy Springs)

\$10 - \$14 an hour

Thrill Korean Steak and Bar / 5958 Roswell Rd, Sandy Springs, GA 30328

<https://indeedhi.re/36GS9Br>

Service Valet (Sandy Springs)

Nalley Ford / 7555 Roswell Rd, Atlanta, GA 30350

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

Dishwasher (Roswell)

Uncle Jack's / 1005 Canton Street Roswell, GA 30075

<https://bit.ly/3ln1RNp>

Team Member (Roswell)

Chipotle Mexican Grill / 10800 Alpharetta Hwy., 288, Roswell 30076

<https://chip.tl/36FYyN8>

Nightly Office Cleaner (Alpharetta)

\$10 an hour / MUST have reliable transportation and a valid Georgia Drivers License

Environment Control

<https://indeedhi.re/2Gyf6fG>

Retail Stock and Fulfillment (Perimeter)

\$12.00 - \$12.50 an hour

Nordstrom / Perimeter Mall

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