
PT Administrative Coordinator / Concierge (Sandy Springs)



Sandy Springs Place - Personal Care

1260 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Answers phone and greet all guests in the community
- Under the direction of the Executive Director, assists in compliance with all laws, rules, regulations, policies, and procedures within the community
- Assists with coordinating new hire orientation and training / in-services for all team members
- Coordinates and assists in the administration and the accuracy of personnel records

Qualifications:

- A minimum of one year of experience in customer service or an office support role
- Previous experience as an Administrative Assistant, Front Desk Receptionist or Office Coordinator role preferred

Apply Online at: <https://bit.ly/2T5ePmN>

Source: Employer Website

Receptionist (Roswell)



1570 Holcomb Bridge Rd STE 110, Roswell, GA 30076

Qualifications:

Proven experience as an outstanding receptionist

Knowledge of spreadsheets and word processing documents

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

Source: Employer Website

Front Desk PT (Buckhead)



3400 Peachtree Rd NE Suite 1700, Atlanta, GA 30326

Meets and greets residents; checks guests and service providers in/out. Able to understand and react to emergency response and access control procedures; monitors and operates electronic security control systems; and accurately maintains daily logs, records and forms.

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.

\$13.50 - \$14.00 an hour

Apply Online at: <https://indeedhi.re/34ZWTQ6>

Source: Employer Website

Posted 10/18/2020

Facilities Porter (Sandy Springs)



1500 Riveredge Pkwy Suite 100, Atlanta, GA 30328

Responsibilities:

- Set up conference rooms for events and meetings
- Perform daily checks of conference rooms checking for chair alignments, replenishment of markers, and cable management
- Stock and replenish items in the kitchen and conference rooms
- Set up water, coffee, and other items as needed
- Check to make sure all kitchen equipment is clean
- Maintain cleanliness of walls, baseboards and doors
- Sort and deliver daily mail, FedEx and UPS packages
- Breakdown any equipment after events or meetings
- Provide support to catering staff
- Serve as the first point of contact for the office facility. Provide front desk reception services including answering calls, screening and relaying calls and visitors

Qualifications:

- Experience:
 - Customer Service: 2 years (Preferred)
 - Day Porter: 3 years (Preferred)
- Understanding of Microsoft Excel, Outlook and Word.
- High School Diploma or GED equivalent

Apply Online at: <https://bit.ly/3781nai>

Source: Employer Website

PT Child Activities Assistant (Buckhead)



Cherokee Town and Country Club Inc.

155 West Paces Ferry Rd NW, Atlanta, GA 30305

You lead and coordinate activities for the children to participate in such as storytelling, organized arts and crafts, and games. Assisting the Director of Youth Activities, you implement monthly themes and activities.

Qualifications:

- High school diploma or equivalent
- At least 1 year of experience in a child care environment

\$10/hour

Apply Online at: <https://bit.ly/37k1zmy>

Source: Employer Website

Posted 10/18/2020

Customer Service Representative (Roswell)



1137 Alpharetta St, Roswell, GA 30075

As a customer service representative, you will serve as the first point of contact for any of our internal or external customers. With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid. We work in a team atmosphere that strives to meet the service center's goals each month.

Qualifications:

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

\$14 an hour

Apply Online at: <https://indeedhi.re/2GPYUv7>

Source: Employer Website

Posted 10/18/2020

HR Coordinator (Alpharetta)



11605 Haynes Bridge Rd #350, Alpharetta, GA 30009

Reports to VP Human Resources.

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Recruiting support and management
- Conduct new hire and termination interviews
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

Qualifications:

- Bachelors degree in Human Resources or related field preferred
- 2 years of experience as an HR Coordinator preferred

\$22 - \$24 an hour

Apply Online at: <https://indeedhi.re/2STe2Wf>

Source: Indeed

Posted 10/18/2020

Administrative Assistant (Buckhead)



FinSight CPA & Analytics

3423 Piedmont Road NE Atlanta, GA 30305

Responsibilities:

- Welcoming visitors and directing them to the relevant office/personnel
- Carrying out clerical duties such as answering phone calls, responding to emails, preparing documents and business applications, office correspondence, memos, resumes, calendars and presentations
- Coordinating the CRM tax process and managing tax return production, delivery, and signatures
- Performing light bookkeeping tasks such as invoicing
- Maintaining general office files, computer data, including client files

Qualifications:

- High school diploma and relevant office experience
- 1 or more years' office administration experience
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- QuickBooks: Beginner (Preferred)

Schedule: Monday to Friday 9am-5pm (Subject to change during the tax season)

\$10 - \$12 an hour

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

Source: Indeed

Office Coordinator (Roswell)



11490 Alpharetta Hwy #200, Roswell, GA 30076

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices, or other sources.
- Verifies insurance coverage for patients under workers' compensation, motor vehicle accident, or those scheduled with less than 24 hours notification.
- Collects patient copayments and puts in a secure location.

Qualifications:

- High School Diploma or equivalent.
- One to two years' experience reception or front office experience.
- Computer programs including (Word, Excel, etc.)
- Reception experience in a medical office setting is preferred.

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

Source: Employer Website

Human Resources Assistant (Buckhead)



3500 Lenox Rd NE #1650, Atlanta, GA 30326

Responsible for assisting the functional areas of recruiting, employee relations, payroll, policies and procedures, training and events, and company culture.

- Support and assist in all HR initiatives, systems, and tactics
- Assists in serve as the point of contact for employee relations
- Assists in processes payroll for corporate and on-site staff
- Assists in implementing HR strategies by establishing department standards, including talent acquisition and employee on-boarding
- Assists in developing corporate plans for a variety of HR matters such as compensation, benefits, and health and safety
- Assists in processing the on-boarding and termination of all candidates and employees
- Review employee timecards and other job-related functions
- Communicate compensation, benefits, and other facets of employment with employees and candidates
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Establish and maintain company records and reports, directing others in the organization to adhere to record-keeping guidelines

Qualifications:

- Bachelor's degree in Business Administration, Human Resources, or other related field required
- 1+ years of HR experience required
- Must be available for occasional, short-term travel to provide on-site support at company locations

Apply Online at: <https://indeedhi.re/313vBXN>

Source: Indeed

Cashier/Customer Service (Chamblee)



5525 Peachtree Industrial Boulevard, Chamblee, GA 30341

Responsibilities:

- Greeting customers, going over authorization paperwork, reviewing invoices
- Answering multi-line phone, talking with customers, setting appointments
- Data entry work, filing, cashiering and other basic office duties

Qualifications:

- High school diploma or equivalent

\$10.00 - \$12.00 per hour

Apply Online at: <https://indeedhi.re/375ACTz>

Source: Indeed

Posted 10/18/2020

Flaggers PT (Roswell)



Responsibilities:

- Set up a safe work zone with all necessary cones, barrels, barricades etc.
- Use stop and slow paddles to control the flow of traffic.
- Effective communication with your work partner to conduct the flow of traffic.

Qualifications:

- Be able to work in all weather conditions
- Be able to lift up to 40 pounds
- Steel toed boots
- Driver's License (Required)

Second Chance Employer!

\$10/hr

Apply Online at: <https://indeedhi.re/3173yXG>

Source: Indeed

Benefits Coordinator (Sandy Springs)



Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Coordinate, interpret, and support employee benefit programs that meet our employee's healthcare and/or retirement needs and the financial goals for the company. Process vendor transactions through administrative and payroll platforms. Process benefit transactions through HRIS or accounting systems for assigned programs.

Qualifications:

- 4 year degree in Business Administration preferred
- 3 years of prior work experience through direct employment in a benefit related function.
- Minimum one (1) year prior professional benefit or human resources administration experience in a mid-sized company
- Working knowledge of group insurance, retirement plans, and benefits-related legislation/regulations including, but not limited to ERISA, the Internal Revenue Code, EGTRRA, HIPAA, COBRA, or PPACA.

Apply Online at: <https://bit.ly/34UWxdK>

Source: Employer Website

Office Administrator (Doraville)



4410 Bankers Cir suite b, Atlanta, GA 30360

Customer service, support accounts receivable and collections, administrative duties, and clerical support for management and branch staff.

- Managing telephone calls from customers regarding service problems and/or customer account information.
- Refers customers to appropriate branch personnel for fast and positive action as necessary.
- Summarizes, reviews, enters deposits, and prepares and scans payments to bank at the end of each day.
- Develops relationships with customers to help with A/R Collection of payment in a timely manner.
- Provides clerical support for the branch.
- Dispatches service calls on an on-going basis during the course of the business day and making sure the problem is logged, dispatched out to the correct person and a resolution logged in the system at the end of each day.
- Assisting A/R in Closed Accounts collection as well as following up within branch manager of measures taken to collect any outstanding Equipment/Money owed.

Qualifications:

- Knowledgeable in Excel spreadsheets and data base applications.

Apply Online at: <https://bit.ly/3iY1dUY>

Source: Employer Website

People Operations Coordinator (Alpharetta)



1165 Sanctuary Parkway Oakview 1 #300, Alpharetta, GA

Responsibilities:

- Maintain accurate people data in documents, systems and employee files for US based employee lifecycle changes and updates (application, hire, transfer, promotion, performance, compensation, LOA and termination administration), and globally as needed for team back-up, coordinating with finance and payroll.
- Assist with job requisition administration and reporting, job posting, applicant tracking enablement and reporting.
- Audit transmitted data from Jobvite to ADP for new hires, then enter additional identifying new hire information, setup variable pay tracking if applicable, and assign time off policies and time and attendance, as applies, password reset, make any approved changes in the system to employee profiles.
- Ensure compliance with legal regulations governing your assigned administrative practices, such as social security, labor code policies & regulations
- Partner with LiveVox recruiters to schedule interviews as requested, facilitate on-site interview logistics and administrate background checks.
- Process US employee referral bonus awards for approval

Qualifications:

- Bachelor's degree or equivalent preferred in Business, Human Resources or related field
- 2 years' experience in an HR related role
- Experience in a high technology company is strongly preferred
- Capable HRIS and ATS administrator; experience with ADP Workforce Now and Jobvite a plus
- Familiar with enterprise productivity applications, we use Microsoft Office suite: excel, powerpoint, word

Apply Online at: <https://bit.ly/3518C0X>

Source: Employer Website

Program Coordinator (Buckhead)



3455 Peachtree Rd # 950, Atlanta, GA 30326

This Role exists to support the sales teams by focusing on program execution and account management.

- Coordination of in-store and digital programs/campaigns in regards to advertising execution materials once the client has approved a sales contract.
- Act as a liaison between clients and internal departments
- Generate and manage program timing in accordance to standard timing deadlines
- Collect and present internal executional data to the sales teams as part of presentation preparation. For example, collecting program restrictions such as available tactics and store counts.
- Reviews finance system generated invoices for accuracy based on non standard payment terms and contract accuracy. Follow up with clients to ensure invoices are received and payments are submitted to the company by the due date. Escalates all past due invoices to Account Directors.
- Proactively schedules calls with the sales team and clients to ensure implementation/materials are in order to maximize the success/program completion. For example, working with the client to kick off program details such as providing artwork specifications, store lists, and time lines of all due dates.

Qualifications:

- 2 -3 years of experience in a coordination/account management role supporting multiple sales professionals in a team environment.
- Proficient in Office (Excel/Word/PPT), Salesforce experience is an asset

Apply Online at: <https://bit.ly/3dqYe6p>

Source: Employer Website

PT Day Porter (Alpharetta)



JANTIZE ATLANTA

Responsible for representing Jantize Atlanta as a day porter at a private K-12 school in Alpharetta, GA Monday through Friday 10:00 AM to 3:00 PM.

- Routinely wipes down and disinfects counters, cabinets, doorways, banisters, and other general use surfaces.
- Replenishes/Replaces Paper Towels, Toilet Paper, and soap dispensers.
- Empties and replaces bags for garbage cans and wall unit garbage containers.
- Spot cleans walls, light switches, refrigerators (outside only) and microwaves.
- Maintains restrooms - stocks all supplies, picks up larger paper debris, wipes down counters, and maintains good appearance.
- Assists customers with occasional special requests, minor spills by students, unscheduled requests to empty trash or refill dispensers, etc.

Qualifications:

- Knowledge of basic commercial janitorial duties and responsibilities preferred
- High School Diploma or GED equivalent preferred.
- 1-2 years of experience in commercial facilities and building janitorial work desired.

Pay: \$13.00 - \$14.00 per hour

Apply by emailing a summary of your credentials, along with a copy of your resume to:

kfolk@jantize.com

Source: Direct placement from recruiter

Posted 10/18/2020

Call Center Representative I (Roswell)



1455 Old Alabama Rd #170, Roswell, GA 30076

The Call Center Representative I will receive inbound phone calls at our call center from Ryder Platinum National Accounts, Ryder Shops, and On Demand Customers and will be responsible to help schedule service for truck and trailer breakdowns, plus scheduling preventive maintenance (PM) service, as well as assist with service related questions.

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required

Apply Online at: <https://bit.ly/3j0iT2r>

Source: Employer Website

Posted 10/18/2020

Sales Support Representative

(Roswell - Temporarily Remote)



100 Mansell Ct E #125, Roswell, GA 30076

Responsibilities:

- Answering phones and greeting walk-ins: members, sales representatives and vendors
- Sales reports: primarily using intermediate excel
- Order office/sales materials
- Background research on customer accounts
- Resolve customer complaints
- Special administrative projects as assigned
- Administrative support to management and sales representatives

Qualifications:

- High School Diploma or Equivalent
- Proficient in Microsoft Office - Word, PowerPoint, Outlook & Excel
- 1-3 years of experience in an administrative capacity
- Preferred:
- Associates or Bachelor's Degree.
- Healthcare industry experience.

WAH requirements:

Must have the ability to provide a high speed DSL or cable modem for a home office (Satellite and Wireless Internet service is NOT allowed for this role). A minimum standard speed for optimal performance of 10x1 (10mbs download x 1mbs upload) is required. A dedicated space lacking ongoing interruptions to protect member PHI / HIPAA information

Apply Online at: <https://bit.ly/375I7tH>

Source: Employer Website

HR On Boarding Program Coordinator (Sandy Springs)



1303 Hightower Trail #105, Atlanta, GA 30350

Coordinates all aspects of Human Resources onboarding programs to hire and onboard the best talent for Kindred at Home. This role will provide day-to-day oversight of onboarding programs and initiatives and collaborate across Human Resources on various programs for candidates, employees and systems. Successful candidates for this role will also handle and processes employee record changes, assist with calls and responding to emails. Answers general human resources related questions regarding policy, procedures and record information.

- Support planning, coordination and execution of onboarding programs, to include interactions with candidates, employees, recruiters/TA, hiring managers, vendors, IT and HR/HR Service Center
- Ensure coordination and implementation of Human Resources non-IT projects and initiatives in collaboration with technical project management functions, as it relates to onboarding and employee systems

Qualifications:

- Bachelor's degree in Business, Communication's, Human Resources or Other Related Field
- Professional of Human Resources (PHR) or Senior Professional of Human Resources (SPHR) certification preferred. But not required.
- Minimum two years' previous human resource experience in a healthcare setting preferred.
- Experience in coordination of hiring, recruiting, employee onboarding and/or HR generalist activities
- Experience with SAP, SuccessFactors, SilkRoad products (OpenHire/Recruiting, Onboarding/Red Carpet) and other HR and Payroll systems and sites

Apply Online at: <https://bit.ly/355Rbwg>

Source: Employer Website

Receptionist (Buckhead)



3755 Peachtree Rd, Atlanta, GA 30319

As the Full-Time Receptionist, your responsibilities include performing diverse office duties that are technical and detailed.

- Be the first point of contact, via telephone and walk-in traffic, with prospects, residents, family, associates and vendors.
- Develop and maintain files according to the direction of the Business Office Manager (BOM), the Executive Director (ED), and company policies and procedures.
- Maintain confidentiality of all pertinent resident, associate, Community and company information deemed as such.
- Assist the BOM with Purchase Orders as needed.
- Responsible for the generation and maintenance of various reports and manuals as directed.
- Provide support to the various Department Heads, the Sales and Marketing Department, and BOM and the ED.
- Receive resident request for maintenance in the resident's apartments using the Company Work Order System.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/319zFG8>

Source: Employer Website

Posted 10/18/2020

Reception/Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

Greet customers, manage incoming traffic, assist multiple departments and manage cleanliness of public areas.

Qualifications:

- Education Requirements 1 to 3 years related experience and or training with documented previous performance

Apply Online at: <https://bit.ly/3nYY4YU>

Source: Employer Website

Customer Service Representative

(Roswell)



88 Mansell Ct, Roswell, GA 30076

Responsibilities:

- Answering phones.
- Scheduling appointments.
- Making follow up calls.
- Dispatching salespeople.

Qualifications:

- High school Diploma or equivalent
- Customer service background of 2 years recommended (not required)

\$14 - \$15 an hour

Apply Online at: <https://indeedhi.re/3o5jhR5>

Source: Indeed

Posted 10/18/2020

Virtual Job Fair



Latin American
Association

Thursday, October 29
10 a.m - 1 p.m

The LAA Virtual Job Fair provides employers seeking diversity in the workplace the opportunity to connect with a diverse group of candidates. This event is for job seekers seeking entry-level, technical, or professional jobs that require basic to advanced English proficiency. Different industries typically represented at LAA Recruitment events are: Manufacturing, Logistics, Banking, Hospitality, Construction, Insurance, Landscaping, and Education. State and nonprofit organizations also attend LAA Job Fairs.

For Job Seekers, this event is free of charge.

Employers present (more to come):

- Excellence Contractors Group, LLC
- Georgia State University
- ATL Search Group
- Gwinnett County Public Schools

Register Online at: <https://thelaa.org/virtual-job-fair/>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/18/20

Temporary Seasonal Driver Helpers (Dunwoody)

UPS

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

Room Attendant (Alpharetta)

\$14 an hour

Embassy Suites / 5955 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3nQYuk4>

Housekeeping (Buckhead)

\$11 an hour

Fairfield Inn & Suites / 3092 Piedmont Rd NE, Atlanta, GA 30305

<https://indeedhi.re/2H9ABmD>

Housekeeping (Roswell)

Historic Roswell Place, Assisted Living & Memory Care / 75 Magnolia St, Roswell, GA 30075

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

Housekeeper (Dunwoody)

Berman Commons / 2026 Womack Rd, Dunwoody, GA 30338

<https://bit.ly/3jZa4Y3>

Car Wash Attendant (Roswell)

Tidal Wave Auto Spa / 1564 Holcomb Bridge Rd, Roswell, GA 30076

<https://bit.ly/31fPr2a>

Car Wash/Detailer (Roswell)

Requires valid driver's license with clean motor vehicle record

Hertz / 11030 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/348YpQV>

PT Overnight Housekeeper (Sandy Springs)

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

<https://bit.ly/3k0FqNE>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/18/20

Packer (Alpharetta)

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

<https://bit.ly/2SR0dYi>

Lot Associate (Sandy Springs)

Home Depot / 6400 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

<https://bit.ly/2H87FeJ>

Job Fair - Housekeepers (Alpharetta)

Monday, October 19, 2020; 9:00 AM - 11:00 AM

Wingate / 1005 Kingswood Pl, Alpharetta, GA 30004

<https://indeedhi.re/2H25wBA>

Dishwasher (Perimeter)

Del Frisco's / 236 Perimeter Center Parkway NE, Suite 120, Dunwoody, 30346

<https://bit.ly/33Y4u2t>

Dishwasher (Perimeter)

\$9 - \$11 an hour

Café Intermezzo / 4505 Ashford Dunwoody Rd NE, Atlanta, GA 30346

<https://indeedhi.re/2SYoX0w>

Housekeeping (Sandy Springs)

InTown Suites / 355 Hammond Dr, Sandy Springs, GA 30328

<https://bit.ly/3786F5A>