
Administrative Assistant (Perimeter)



100 Ashford Center N Suite 420, Dunwoody, GA 30338

Responsibilities:

- Handle and coordinate active calendars and travel arrangements
- Schedule and confirm meetings
- Welcomes guests and members by greeting them, in person or on the telephone; answering or directing inquiries
- Draft letters and documents
- Ensure file organization based on office protocol
- Provide ad hoc support around the office as needed

Qualifications:

- Bachelor's degree or equivalent experience
- Strong writing and reporting skills
- Proficient in Microsoft Office suite

\$30,000 - \$35,000 a year

Apply Online at: <https://indeedhi.re/37AtDIT>

Source: Indeed

Posted 10/25/2020

Activities Coordinator (Alpharetta)



555 Wills Rd, Alpharetta, GA 30009

[No MARTA Service to this Location]

The Activities Coordinator coordinates appropriate activities both in and out of the community. The Activities Coordinator promotes resident well-being and satisfaction through support with recreational activities.

- Develop, coordinate, schedule, and implement daily activities within the community guidelines and rules and regulations to promote resident well-being. At a minimum, activities must include group social activities, outdoor activities, spiritual programs, outreach programs, arts and crafts, exercise, music and drama, educational opportunities, and one-on-one interactions.
- Complete Activities Evaluation with each new resident upon move-in.
- Produce and publish a calendar of events on paper and on the web site.
- Take photos and update company social media pages.
- Supervise and maintain schedule for activity assistant and bus driver.
- Secure and schedule outside entertainers, collect necessary paperwork and submit invoices to accounting.
- Recruit, train and supervise volunteers.
- Obtain necessary equipment and supplies while working within the department budget.
- Ensure that the policies and procedures are effective and enforced to support the health and safety of the residents.

Qualifications:

- Must provide driving history from the Department of Motor Vehicles.

Apply Online at: <https://indeedhi.re/35ndVbe>

Source: Indeed

Greeter/Customer Service (Perimeter)

JARED®

Jared The Galleria Of Jewelry

4503 Ashford Dunwoody Rd NE, Atlanta, GA 30346

Responsibilities:

- Contribute to an environment of total customer satisfaction by making the customer's needs the priority.
- Greet and make initial contact with customers, welcoming them to the store.
- Determine the specific needs and services required of each customer.
- Thank departing customers and invite them to return.
- Arranges assistance for customers while they are waiting for a sales person or support person.
- Distribute promotional information.
- Assist customers in completing credit applications.
- Assist in maintenance of the sales floor area, counters, carpets and other general public areas
- Answer phone and direct calls as needed.
- Assist with taking in and delivering repairs to customer's.

Qualifications:

- Experience: Customer Service: 2 years (Preferred)

Apply Online at: <https://indeedhi.re/2Tgmn6s>

Source: Indeed

New Customer Specialist (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

The New Customer Specialist is an entry level position responsible for facilitating the creation of new accounts throughout the CIOX Health organization. This position will interact with various departments as well as external clients. Additionally, accurately and efficiently capture data from medical requests, authorizations while abiding to company policy and HIPAA regulations.

- Serves as primary contact for managing the New Customer queue and admin for the creation of various account types.
- Works with Customer Support Manager to determine training opportunities for the team.
- Works with Field Support to setup pricing as necessary.
- Coordinates with Production Support to consolidate duplicate accounts.
- Serves as a resource for field operation to ensure proper processing and operating procedures are followed.
- Researches account details and resolve client concerns
- Works with team members to resolve missing information on medical record request to ensure requests are processed in the correct manner.
- Processes requests using a structured workflow as determined by management.

Qualifications:

- Prior experience in healthcare industry ideal
- Business school, associate degree or equivalent is a plus

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

Source: Employer Website

Administrative & Documents Assistant (Chamblee)



2299 Perimeter Park Dr Suite 230, Atlanta, GA 30341

Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain up to date records of communication in company CRM software
- Produce and distribute correspondence memos, plan documents, faxes and forms
- Manage plan documents, summary plan descriptions, and related documents within DocuSign or other related software
- Assist in the preparation of regularly scheduled reports
- Maintain computer and manual filing systems
- Order office supplies
- Book travel & meeting arrangements
- Submit and reconcile expense reports
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Handle sensitive information in a confidential manner
- Develop and update administrative systems to make them more efficient

Qualifications:

- High school diploma or equivalent; bachelor's degree preferred
- Proven administrative or assistant experience
- Competent in Microsoft Office products
- Experience working with DocuSign, Adobe Sign, or related program

\$35,000.00 - \$40,000.00 per year

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

Source: Indeed

Associate Administrative Assistant

(Perimeter)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

Proliant is seeking a dynamic Associate Administrative Assistant for our WOTC Department for our Atlanta, GA office (Perimeter Mall area).

[No qualifications specified in ad.]

\$12/ hour

Monday-Friday 9am-6pm

Apply Online at: <https://bit.ly/35jgD1r>

Source: Employer Website

Posted 10/25/2020

Customer Relations Specialist (Roswell)



1009 Mansell Rd Ste F, Roswell, GA 30076

Responsibilities:

- Contact customers to schedule and confirm service appointments
- Schedule appointments for technicians to minimize drive time and/or distance as needed, and suggest alternative routes when appropriate
- Schedule & communicate with Service Technicians to meet customer requirements
- Perform outbound calls to customers to follow-up on service received
- Perform outbound calls to customers regarding outstanding account balances
- Receive payments from past due customers
- Proficiently navigate a Windows-based & Web-based system to track routes and optimize current & future schedules
- Reschedule unserviced accounts within 24 hours
- Answer inbound customer service calls with an open, friendly greeting

Qualifications:

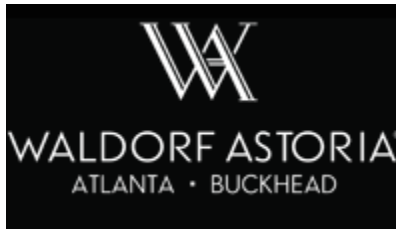
- Minimum of 2 years customer service experience – scheduling experience in a service industry preferred
- Strong customer phone service background
- Proficient use of MS Outlook, Word and Excel
- High School/GED or better. Bachelors or better preferred

Fully paid training

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

Source: Employer Website

Overnight Bellperson (Buckhead)



3376 Peachtree Rd NE, Atlanta, GA 30326

An Overnight Bellperson is responsible for transferring and storing luggage and responding to guest requests.

[No qualifications specified in ad.]

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

Source: Employer Website

Front Desk Coordinator (Sandy Springs)



980 Johnson Ferry Rd NE. Suite 220. Atlanta, GA 30342

Articularis Healthcare is the Nation's largest rheumatology practice, and our Atlanta, GA location has an opening for a Front Desk Coordinator. This is an entry level position for you to gain experience in the healthcare field, that will allow you to advance within our organization or to gain experience for graduate school.

Qualifications:

- A 4 YEAR DEGREE FROM AN ACCREDITED UNIVERSITY IS REQUIRED.

Mon-Thurs (7:30 AM - 5:00 PM)

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

Source: Employer Website

Posted 10/25/2020

Receptionist & Switchboard Operator (Brookhaven)



Atlanta, GA 30319

Qualifications:

- High school diploma or GED required
- 1-2 years customer service, hospitality, or related experience required
- Basic understanding of Microsoft Outlook and Word required
- 1+ year receptionist experience with multiline phone strongly preferred
- Basic understanding of Microsoft Excel preferred

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

Source: Employer Website

Front Office Assistant (Sandy Springs)



Northside Hospital

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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
 - Excellent communication skills. 3. Ability to follow detailed instructions
 - 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).

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

Source: Employer Website

Receptionist (Johns Creek)



10625 State Bridge Rd, Johns Creek, GA 30022

We are an established and busy independent automotive repair shop.

- Greet customers and be attentive to their needs
- Schedule service appointments
- Accept customer payments
- Handle telephone inquiries regarding appointments and work in progress
- Maintain a clean and fully stocked lobby
- Assist in maintaining social media accounts

Qualifications:

- Two years of receptionist experience
- Automotive dealership experience- BDC or call center
- Telemarketing experience a plus

\$12.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/3m2kqa6>

Source: Indeed

Executive Assistant to CEO (Alpharetta)



1070 Powers Pl, Alpharetta, GA 30009

We are currently looking to hire an individual to act as executive assistant to our lead surgeon. As he is a predominant [sic] figure and active member of the field of hair transplant he is in need of someone to assist in scheduling flights, hotels, meetings and appointments, and any other small projects that may arise.

- Creating/Managing schedules
- Acting as a personal assistant to the lead surgeon
- Maintaining office organization
- Continuous on-the-job learning
- Travel arrangements, scheduling appointments, conferences, meetings, etc.

Qualifications:

- 2+ years experience, either in the medical field or in a fast paced environment as an assistant
- Basic computer skills (word, excel, outlook)
- Experience:
 - Data entry: 2 years (Required)
 - Medical Field: 2 years (Preferred)
- Education: High school or equivalent (Required)

\$18 - \$22 an hour

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

Source: Indeed

Posted 10/25/2020

Onboarding Coordinator (Sandy Springs)



227 Sandy Springs Pl NE Suite 414, Sandy Springs, GA 30328

The onboarding coordinator will report directly to the onboarding manager. They will be responsible for ensuring new hires are on boarded effectively and efficiently for the areas that will be assigned to them. Will be the first point of contact for new hires and hiring managers, in regards to onboarding inquiries.

- Ensure communication and hospital clearance is completed and relayed to the new hire and the hiring team
- Send HR and or recruiting related correspondences, eg. Applications, online documents, offer letters, to include accuracy and data compliance, etc.
- Document, track and maintain applicant records and disposition of engagements in Jobvite.
- Provide high-level customer service to internal partners; recruiter, hr business partner, hiring manager and new hires/applicants. Must maintain professionalism at all times.
- Develop, and suggest enhanced onboarding tasks
- Assisting in the coordination of new hire orientation
- Ensure rules and policies are being followed, or escalate to leadership for approval
- Responsible for creating an exceptional on-boarding experience for all new hires
- Facilitates onboarding process including communication to new hires and their hiring managers and completion of all onboarding requirements
- Provide regular and real-time updates on onboarding status to the new hire, hiring manager, and other parties. As well as coordinating start details
- Maintain employee files through on-boarding process

Qualifications:

- High School Diploma or GED required
- 4-year college degree preferred
- Efficient in Microsoft applications

Apply Online at: <https://bit.ly/35EOe6f>

Source: Employer Website

Child Care Administrative Assistant (Buckhead)



Bright Horizons at Atlantic Station

1381 Market St NW, Atlanta, GA 30363

Responsibilities:

- Communicate regularly via phone, email, and in-person with prospective and enrolled families.
- Maintain attendance and payroll records.
- Ensure licensing and other files are kept current, confidential, and secure.
- Maintain the security system and monitor sign-in/sign-out procedures for families.
- Provide support where needed by stepping into a classroom or helping in the kitchen.

Qualifications:

- Experience in an office setting preferred.
- Computer proficiency including email, data entry, social media, and Microsoft Office.
- High school diploma/GED required
- Coursework or degree in Business, Education, or related field preferred.

8:30 a.m. to 5:30 p.m.

Apply Online at: <https://bit.ly/35iwkFS>

Source: Employer Website

Transportation Attendant (Sandy Springs)



St. Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Transports patients, records, specimens and equipment to designated areas throughout the organization.
- Receives and records telephone requests for transportation services; may provide relief to dispatcher.
- Responds immediately to emergency patient situations; initiates emergency life-saving techniques such as CPR and crisis management.
- Maintains lifesaving certifications. Transfers patients to and from wheelchairs, beds and diagnostic equipment with minimal disruption to patient.
- May operate convalescent equipment, vehicles or passenger vans; observes policies and procedures related to their safe operation.
- Secures personal property from theft or loss; maintains confidentiality of records and information.
- Distributes mail to appropriate department within the organization and its affiliates.

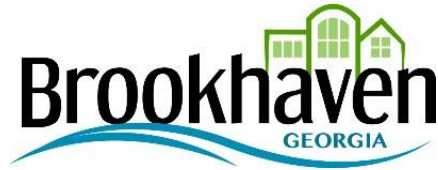
Qualifications:

- A high school diploma or equivalent.
- Positions in this classification may require a valid Class C driver's license and an insurable driving record.
- The ability to lift 75 pounds.

Apply Online at: <https://bit.ly/3ok2ZUg>

Source: Employer Website

Part Time Recreation Leader



The purpose of this classification is to assist with day-to-day operations and activities of the assigned recreation center.

- Performs customer service functions; answers incoming telephone calls; provides assistance and information related to department programs, activities, procedures, forms, fees, or other issues; distributes activity schedules, registration forms, or other documents; responds to routine questions/complaints, researches problems, and initiates problem resolution.
- Receives monies in payment of program: records transactions and issues receipts; makes bank deposits or forwards revenues as appropriate.
- Maintains current schedule of all activities in the recreation center; reserves use of meeting rooms or other facilities by individuals/groups or for scheduled activities; updates and posts activity schedules and room reservation schedules.
- Registers individuals to participate in recreational programs/classes
- Monitors individuals or organizations using recreation facilities or participating in recreational programs; oversees league play; assists instructors with class setup
- Performs facility opening/closing procedures; unlocks recreation center facilities each morning; locks/secure facilities in evening.
- Oversees and coordinates daily facility operations; sets up tables, chairs, or other equipment for classes/activities; performs sweeping, mopping, and general housekeeping tasks to maintain cleanliness of facilities.

Qualifications:

- High school diploma or an acceptable equivalency diploma; supplemented by a minimum of six (6) months of experience, volunteering, teaching, leading or training involving recreation facility operations; customer service, working in a public setting and/or general office work
- A valid Georgia Drivers License

Apply Online at: <https://bit.ly/34mi13V>

Source: Employer Website

Order Coordinator PT (Alpharetta)



6410 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- **Administrative Duties:** Responsible for inventory, accuracy of client orders and order fulfillment, payment processing, pulling food and non-food products, communicating with third-party courier services to facilitate client order deliveries, maintaining files, and cleaning work area. Accountable for using computer system and customer files to accurately document these activities.
- **Food Room Upkeep:** Maintain food room including receiving and stocking of food shipments, breaking down boxes, checking freezers, weekly inventory, and related duties. Ensure stock is current for center needs, and that food room is kept neat, clean, and well-organized.
- **Customer Service:** Meet and greet clients at front desk, answer phones, reschedule client appointments, make outbound reminders and reschedule calls as needed. Maintain professional composure in all situations, handling service or billing issues appropriately or escalating to manager or home office department when necessary.

Qualifications:

- Basic computer skills required.
- Client-facing retail or customer service experience preferred.
- Experience stocking inventory and/or preparing customer orders preferred.

Apply Online at: <https://bit.ly/2ITJD8g>

Source: Employer Website

Driver Examiner 1 (Alpharetta)



11575 Maxwell Rd, Alpharetta, GA 30009

Responsibilities:

- Working with citizens to ensure applications, records and documents are completed accurately.
- Accompanying drivers in vehicles to evaluate their ability to adhere to Georgia's driving laws.
- Conducting driving examinations for motorcycle and commercial licenses in accordance with state law and regulations.
- Operating visual testing equipment.
- Accurately collecting payments via cash or credit cards

Qualifications:

- Completion of a high school diploma or GED is required
- A valid Georgia Class C or equivalent License
- At least one (1) year of Face-to-face Customer Service experience within the last five years
- At least one (1) year of recent Face-to-face experience with cash transactions including handling cash, daily reconciliation, and processing credit card payments within the last five years.

Preferred:

- At least three (3) years of Face-to-face Customer Service experience within the last five years
- At least three (3) years of recent Face-to-face experience with cash transactions including handling cash, daily reconciliation, and processing credit card payments within the last five years

\$22,695/annually

Apply Online at: <https://bit.ly/2J0jDs2>

Source: Employer Website

Executive Assistant (Alpharetta)



1505 Windward Concourse, Alpharetta, GA 30005

The Executive Assistant will handle a variety of administrative duties supporting the SVP, DataFabric & Decision Sciences (DFDS) Technology Alliance and other VP level leaders that are part of the DFDS Senior Leadership Team (SLT).

- Manage SVP, DFDS Alliance leader schedule/calendar, including booking appointments and prioritizing the most sensitive matters
- Filter and direct calls and email inquiries made to the SVP, DFDS leader and route to the most appropriate team member when applicable
- Prepare and distribute communications on behalf of SVP, DFDS Leader to the alliance and/or key stakeholders regarding important changes/events within the organization
- Organize meetings including scheduling, sending reminders, distributing agendas and organizing catering when necessary.
- Help prepare for and support key weekly & monthly team meetings and team events including SLT meetings, all-hands meetings, and other important strategy discussions. Assist with meeting prep logistics and where applicable, capture and distribute salient meeting notes
- Produce executive level presentations meeting with key stakeholders to gather applicable content, as well as prepare basic and complex reports using formulas and pivot tables to support core business operations and special projects
- Work with Alliance Chief of Staff to create and maintain a DFDS Google Intranet site to showcase alliance services, capabilities and other relevant information

Qualifications:

- 5-10 years of experience providing support to senior level management in a fast-paced environment handling a broad range of administrative duties.
- Experience with event management preferred
- Associates/Bachelor's Degree preferred

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/25/20

Cleaning Crew - Mall (Buckhead)

From \$10 an hour

Interstate Cleaning Corporation / Atlanta 30326

<https://indeedhi.re/3m7KPTW>

Server (Perimeter)

Tin Lizzy's Cantina / 121 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/37A1xaF>

Packer & Shipper - Temp (Alpharetta)

Sugarboo & Co / 1000 North Point Cir suite 2070, Alpharetta, GA 30022

<https://bit.ly/35onE0H>

Back of House Team Member (Alpharetta)

\$11 - \$16 an hour

Firebirds Wood Fired Grill / 2665 Old Milton Pkwy, Alpharetta, GA 30009

<https://indeedhi.re/37u9Uo7>

Dishwasher (Perimeter)

Chili's / 4784 Ashford Dunwoody Rd., Dunwoody 30338

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

Receiver / Merchandiser (Brookhaven)

Total Wine & More / 3954A Peachtree Rd NE, Brookhaven, GA 30319

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

Servers, Dishwashers (Alpharetta)

Pappadeaux Seafood Kitchen / 10795 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/3obHg0J>

Car Washer (Roswell)

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/31AjnX0>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/25/20

Server (Sandy Springs)

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

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

Team Member (Sandy Springs)

Einstein Bros. Bagels / 1100 Hammond Dr Ste 600 , Atlanta, Georgia 30328

<https://bit.ly/3m87mzY>

Utility Worker (Roswell)

Sodexo / North Fulton Hospital, 3000 Hospital Blvd, Roswell, GA 30076

<https://bit.ly/3of4nru>

Dishwasher PT (Perimeter)

Taco Mac / 1211 Ashford Crossing Atlanta, GA - 30346

<https://bit.ly/3dQk6Zg>

Service Valet (Sandy Springs)

Rick Hendrick Toyota / 6475 Roswell Rd NE, Atlanta, Georgia 30328

<https://bit.ly/37oYxh8>

Bowling Attendant (Alpharetta)

\$8 - \$9 an hour

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/34gs5eW>

Housekeeper (Alpharetta)

Hyatt Place / 7500 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3jiTe52>

Lot Associate (Sandy Springs)

Home Depot / 6400 PCHTREE-DUNWOODY RD, Sandy Springs, GA

<https://bit.ly/31M6z03>

Early voting for the November 3, 2020,
General Election ends **October 30.**



A Partial List of Early Voting Locations:

[Alpharetta Branch Library](#)

10 Park Plaza
Alpharetta, GA 30009

[Buckhead Library](#)

269 Buckhead Avenue
Atlanta, GA 30305

[Chastain Park](#)

140 W Wieuca Rd NW
Atlanta, GA 30342

[Dorothy Benson Senior Center](#)

6500 Vernon Wood Drive SE
Sandy Springs, GA 30328

[East Roswell Branch Library](#)

2301 Holcomb Bridge Rd.
Roswell, GA 30076

[North Fulton Service Center](#)

7741 Roswell Road,
Sandy Springs, GA 30350

[Roswell Library](#)

115 Norcross Street
Roswell, GA 30075

[Sandy Springs Library](#)

395 Mount Vernon Hwy, NE
Sandy Springs, GA 30328

(For a complete list of locations and hours go to <https://bit.ly/3dVGvEq>)