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# Service Experience Representative

## (Sandy Springs)



7000 Central Pkwy #800, Atlanta, GA 30328

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This person will be responsible for promptly addressing any customer requests, quotations, orders, questions and concerns in a timely and professional manner. This is an entry level position and will process orders from a specified market base as outlined in Oldcastle's SOPs. The primary function is to enter orders while being solution-driven in any interactions with customers, both internal and external.

- Process and support customers' orders and inquiries related to their dedicated market
- Provide courteous, timely, and effective customer service
- Handle direct fax, email, or phone inquiries from customers
- Inform customers of the status of their orders, advising them of any changes
- Comply with company attendance standards
- Coordinate effectively with transportation, planning, engineering and sales
- Create cases in NetSuite for customer issue resolution and product design

### **Qualifications:**

- Skilled user in MS Office programs (Microsoft Axtapa and/or NetSuite a plus)

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

Source: Employer Website

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# Receptionist (Sandy Springs)



## **Sandy Springs Health and Rehabilitation Center**

1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

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### **Qualifications:**

Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/35Qt0SH>

Source: Employer Website

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# Office Assistant (Roswell)



11660 ALPHARETTA HWY SUITE 320 ROSWELL GA 30076

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Georgia Developmental Services is looking for a team player who can assist the C-level team in managing operations in the office, managing calendars and ensuring the smooth running of the day to day team. This individual will report to the Back Office Manager and assist with multiple tasks within the central office to include:

- Client Intake
- Prior Authorizations and Credentialing
- Company Communications, weekly and monthly
- New Hire Orientations
- Training and Development tracking

## **Qualifications:**

- Must have been an expert in technology (google suite, microsoft, email etc.)

Pay: \$15.00 - \$20.00 per hour

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

Source: Employer Website

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Posted 11/1/2020

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# Project Administrative Assistant (Alpharetta)



11260 Old Roswell Rd, Alpharetta, GA 30009

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## Responsibilities:

- Ordering all materials for daily installs.
- Responsible for collecting crew/tech timesheets and ensuring accuracy.
- Process field purchase orders.
- Prepare, submit and follow up on billing and invoicing.
- Crew payroll processing.
- Process permits.
- Creates and maintains project bid/model files and associated support documentation.
- Scheduling.
- Stocking supplies.
- Answering and routing phone calls.
- Purchasing.

## Qualifications:

- Two-years Administrative Assistant experience
- High school or equivalent
- Experience in the Roofing or New Construction Industry is Preferred.

\$15 - \$20 an hour

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

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Posted 11/1/2020

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# Assistant (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

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Primary duties include working with team on computers to gather documents to help others.

**Qualifications:**

- History of job stability of having worked one job at least 3 years

NO EXPERIENCE necessary, will learn skill set with employment.

Apply Online at: <https://bit.ly/37Sf65b>

Source: Employer Website

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Posted 11/1/2020

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# General Assistant - Management Liability (Buckhead)



**RSUI Group, Inc.**

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This position works closely with our Associate Underwriters and assistants.

- Submission clearance for underwriters
- Work with both underwriters and assistants - must be able to prioritize assignments to meet the needs of the staff
- Handle Broker of Record letters
- Attach additional information to files via ImageRight
- Process Loss Run requests
- Review and file Certificates of Insurance via ImageRight
- Process Cancellation Notices (non-payment, non-renewal)
- Use Policy Terminator
- Check payment status
- Process reinstatements when necessary

## **Qualifications:**

- High school diploma or equivalent business experience
- Experience in a business environment, specifically a professional services firm, preferred
- Familiarity with Microsoft Office Products (Outlook, Excel and Word)
- Strong math aptitude

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

Source: Employer Website

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# PT Party Set-Up/Clean Up Assistant (Roswell)



Set-ups are generally Friday/Saturday/Sunday starting as early as noon and lasting until 4-5 PM. Clean-ups are generally Saturday and Sunday, starting between 10 AM - 2 PM.

We will pay \$10 an hour with a minimum of \$25 a day! Sometimes you may only have one cleanup, be finished in an hour, and always make at least \$25. There will be mileage reimbursement after a minimum driven in a day.

Can start as early as next weekend on the 7th.

**Qualifications:**

- A dependable car is very ideal

Apply Online at: <https://indeedhi.re/3ebHNv5>

Source: Indeed

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# Executive Assistant / Office Manager (Buckhead)



3525 Piedmont Road, Building 7, Suite 203m, Atlanta, GA 30305

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Executive Assistant to Entrepreneurial Team.

- Calendar Management
- Sales Support
- Event Planning
- Project Coordination
- Records Management
- Office Management

**Qualifications:**

- Personal Assistant Experience
- Administrative Experience
- Bachelor's (Preferred)

Pay: \$35,000.00 - \$65,000.00 per year

Apply Online at: <https://indeedhi.re/37P8iW8>

Source: Indeed

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Posted 11/1/2020



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# Office Admin Coordinator (Alpharetta)



CANON BUSINESS PROCESS SERVICES, INC.

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## **Responsibilities:**

- Answer the telephones, takes messages, typing as required.
- Handle basic inquiries and interacts with peers and management-level staff, primarily with inside contacts.
- Make travel arrangements on an infrequent basis
- Solve routine problems and refers more complex issues to higher levels
- Create reports requiring some manipulation of information, but generally uses established data or information provided by others
- Onboarding Support Services related to employees working from home that need assistance with setting up their computer equipment, downloading certain software and applications, and assigning work phone numbers.
- Off boarding Support Services related to collecting employee equipment laptops, cell phones, iPads, and other desk equipment.
- Asset Management – assist Customer in preparing the ITADs for the disposal of all outdated, unused equipment (i.e. laptops, docking stations, monitors, etc.). All serial numbers/service tags must be entered into an excel sheet and downloaded into the Asset Track Management System
- Update Customer’s CREST system with the seat assignments and telephone numbers (both cell & desk) for new hires.
- Data entry

## **Qualifications:**

- High school Diploma or equivalent.
- 2+ years’ experience working in a professional office environment
- Proficient in Microsoft Office software

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

Source: Employer Website

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# Executive Assistant - Revenue Cycle (Brookhaven)



1575 Northeast Expressway, Bldg 1, Atlanta, GA 30329

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Provides executive-level administrative support for vice president/senior vice president roles.

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.
- Provides backup when other Executive Assistants are out or need assistance.
- Assists leader with budget preparation/management, processes all invoices and expense reports, and reconciles all financial transactions in approved format.

## **Qualifications:**

- 4 years of administrative experience supporting vice president-level roles
- Bachelor's degree in Business, Healthcare, or related field preferred

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

Source: Employer Website

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# Mail Room Clerk



1 Galambos Way, Sandy Springs, GA 30328

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## Responsibilities:

- Process mail; including sending, receiving, sorting and distributing parcels for the 5 floor City Hall, Courthouse, and Police Department buildings.
- Coordinate package delivery and receipts, using tracking software and scanning devices.
- Maintain supplies and inventory for City Hall; order supplies and maintain inventory in the Store Room and Break Rooms
- Maintain the numerous coffee and water/ice machines throughout the building.
- Recycling Program; collects recyclable material throughout the City Hall, Court House and Warehouse and manages the Loading Dock Recycling room
- The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds

## Qualifications:

- Forklift Operator; certification preferred
- Some access control and CCTV experience
- Proven experience as receiving clerk or similar position
- Working knowledge of computer programs for entering data; verifying invoices and supply orders
- High School diploma or GED
- Valid driver's license required

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

Source: Employer Website

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# Spa Coordinator PT (Dunwoody)

THE WOODHOUSE

*day spa*®

4400 Ashford Dunwoody Road NE, Atlanta, Georgia 30346

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## **Responsibilities:**

- Serves as primary support for the spa's manager, therapists and guests
- Ensures that every guest has a friendly, inviting and memorable experience
- Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services
- Partners with the therapists to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products
- Educates guests on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Drives service and retail sales/awareness by educating guests on products, services and treatments

## **Qualifications:**

- Must be able to work some evenings, weekends and holidays

Apply Online at: <https://bit.ly/3e1XJQA>

Source: Employer Website

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# Front Desk Receptionist/Administrative Assistant PT (Alpharetta)



2001 Lake Windward Dr, Alpharetta, GA 30005

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We need a receptionist at the front desk clubhouse who can assist with customer service calls from members regarding court availability, racquet stringing orders etc. We would need assistance daily between 12 noon and 4pm.

[No qualifications specified in ad.]

Salary: \$13.00 to \$17.00 / hour

Apply Online at: <https://indeedhi.re/3oCVEj1>

Source: Indeed

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Posted 11/1/2020

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# Seasonal Child Activities Assistant (Buckhead)



## **Cherokee Town & Country Club**

155 West Paces Ferry Rd NW, Atlanta, GA 30305

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Cherokee Town & Country Club in Atlanta, GA is looking to hire a seasonal Child Activities Assistant to provide exceptional child care and create a safe, fun environment for the children in our Child Activity Center.

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/3oudqVo>

Source: Employer Website

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Posted 11/1/2020

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# Scanner (Buckhead)



3525 Piedmont Road NE, 8 Piedmont Center Suite 600, Atlanta, GA 30305

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## **Responsibilities:**

- Prep and scan documents to be entered into the appropriate database
- Store documents after scanning in controlled storage room

[No qualifications specified in ad.]

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

Source: Employer Website

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Posted 11/1/2020

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# Administrative Assistant (Buckhead)

## COMPREHENSIVE DENTISTRY

### **Davis Comprehensive Dentistry**

54 Lenox Pointe NE, Atlanta, GA 30324

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#### **Responsibilities:**

- Processing payments
- Billing

#### **Qualifications:**

- Experience: Administrative: 1 year (Preferred)
- Education: High school or equivalent (Preferred)

Apply Online at: <https://indeedhi.re/3e8PRNk>

Source: Indeed



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# Front Desk Associate PT (Roswell)



1145 Woodstock Rd Ste. 610, Roswell, GA 30075

[No MARTA Service to this Location]

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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.

## Qualifications:

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

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

\$9.50 - \$12.00 an hour

Apply Online at: <https://indeedhi.re/35JYAS6>

Source: Indeed

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# Administrative/ HR Assistant

## (Alpharetta)



4625 Alexander Dr #210, Alpharetta, GA 30022

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### Responsibilities:

- Answer incoming calls in a friendly, professional and knowledgeable manner.
- Enter and maintain accurate employee data into various software systems.
- Manage employee certifications and compliance
- Maintain employee files
- Provide back-up scheduling assistance
- Accounts receivable-collection and processing of client payments
- Process Long Term Care Insurance Claims
- Provide assistance with New Hire Orientation
- Attend and actively participate in weekly staff meetings
- Assist with additional administrative support as needed
- Provide on-call support 1 week a month

### Qualifications:

- Customer Service, 2 years (Required)
- Administrative Assistant, 2 years (Required)

\$14 - \$16 an hour

Apply Online at: <https://indeedhi.re/380wxR0>

Source: Indeed

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Posted 11/1/2020

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# HR Coordinator (Brookhaven)



**OGLETHORPE**  
UNIVERSITY

4484 Peachtree Rd NE, Brookhaven, GA 30319

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Perform a variety of HR Coordinator duties with a special focus on wellness and professional development for staff and faculty. Will serve as primary point person for the hundred plus student workers on our payroll. Assist HR Director with various HR tasks as needed.

- Work with insurance broker on campus-wide wellness initiatives; facilitate programs that create awareness and motivation for staff and faculty total wellbeing which includes topics for physical, emotional, and financial wellbeing.
- Plan, schedule, and facilitate a regular calendar of professional development opportunities for staff and faculty including new employee orientation.
- Communicate and manage onboarding and proper set-up of all student workers; enforce requirements for FICA exempt status for working students including tracking hours of federal work study students;
- Assist in preparation and review of information used for audits as well as processing quarterly and year-end reports including W-2's.
- Create ad hoc financial and operational reporting as needed;
- Reconcile and process insurance invoices for payment;
- Assist with processing Personnel Action Forms for new hires, terminations, and employee changes;

## **Qualifications:**

- Bachelor's Degree in Business, Human Resources or related field required
- Minimum 1 - 2 years of Human Resources experience required

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

Source: Indeed

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# Divisional Coordinator (Sandy Springs)



50 Glenlake Parkway Suite 550, Atlanta, Georgia, 30328

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The Divisional Office Coordinator provides direct administrative support to the Divisional Vice Presidents (DVPs).

- Provide all secretarial support for DVP (letters, memos, faxes)
- Coordinate and arrange conference calls and gather data and prepare DeNovo information as needed such as (but not limited to) proposals, bids, state walk-through of facility
- Coordinate new facility open houses
- Prepare Monthly Facility Report Calendar and follow through with facilities
- Arrange travel plans for DVPs
- Proactively monitor and manage office supplies and equipment needs
- Manage calendar and coordinate meetings with facility directors, administrators, and corporate personnel
- Reconcile and track expense reports
- Assist with creating presentations as requested
- Act as facility and customer liaison for DVPs

## **Qualifications:**

- High school diploma or equivalent. Associate degree or professional secretarial certification a plus
- 8+ years of previous office coordinator experience in a medical setting strongly preferred
- Minimum 5 years experience as administrative assistant at a regional or divisional level strongly preferred; as well as excellent communication skills and an executive presence
- Minimum typing speed of 60-75 wpm
- Intermediate to advanced computer skills demonstrating proficiency in the following systems:

Apply Online at: <https://bit.ly/3kHrx7F>

Source: Employer Website

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# 10+ POSITIONS! PT Retail Merchandiser (Alpharetta)



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To describe our company, we have a relationship with Kroger where we are responsible for the retail merchandising in all their Atlanta area and surrounding stores.

Each week we have a schedule of 'sets' or plan-o-grams (map of how all the products go on a shelf) that need to be completed. Hours are flexible. The only thing that Kroger asks is that your work is completed by the established time each day.

Schedules are flexible between the hours of 4am-12pm Monday-Friday. NO Nights/Weekends/Holidays!

NO EXPERIENCE REQUIRED!!

Apply Online at: <https://indeedhi.re/2Jbb6Cu>

Source: Indeed

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# Receptionist and Operations Administrative Support (Sandy Springs)



5555 Glenridge Con Suite 975, Atlanta, GA 30342

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As a Receptionist and Operations Administrative Support Staff Member, you will be the primary contact between callers and the law firm. You will work with clients, attorneys, managers and other staff members.

**Qualifications:**

- Experience: Customer Service: 1 year (Required)
- Case Management System experience a plus

From \$15 an hour

Apply Online at: <https://indeedhi.re/3egHWO0>

Source: Indeed

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Posted 11/1/2020

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# Marketing Coordinator (Alpharetta)



Alpharetta, GA 30009

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The Marketing Coordinator is responsible for providing support to the Manager Marketing in executing the Division's marketing communications plan and fulfilling local community marketing needs.

- Customize ad templates to meet local market needs, incorporating specific calls-to-action/offers and securing legal approval for all incentives.
- Create and distribute email marketing strategy per community and division including Realtor communication.
- Coordinate, execute and assist with special community events and neighborhood openings.
- Maintain accuracy of all Division's community pages on brand websites and provide necessary creative assets (photos, video, copy, announcements and inventory listings).
- Order and manage creative assets for communities (Room Designer, Virtual Tours, IFP's, SAM's)
- Maintaining relationships with 3rd party vendors for various marketing needs.
- Participation in monthly field calls and annual marketing summit.
- Create and order community brochures and collateral.
- Provide community-level marketing point-of-sale materials such as displays, flyers and inserts.
- Order, install and ensure integrity of signage, flags, welcome mats, etc.
- Track and process invoices relating to marketing plan execution.

## **Qualifications:**

- Minimum Bachelor's Degree in Marketing or Communications or equivalent
- Minimum one year prior experience in a Marketing support role

Apply Online at: <https://bit.ly/37ZSDn4>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

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Atlanta based personal injury law firm seeking an Administrative Assistant who will be handling various administrative tasks for management level team members.

- Data entry
- Handle administrative requests and queries from senior managers
- Prepare memorandums, e-mails, directives, letters, and responses to correspondence
- Develop PowerPoint presentations, tables, and charts
- Assist in spreadsheet design and management

## **Qualifications:**

- Proven experience as an Administrative Assistant,
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Must have reliable transportation for travel

Apply Online at: <https://bit.ly/2HKo4XM>

Source: Employer Website



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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/1/20

## **Cashier Thurs/Fri/Sat 3pm-11pm (Buckhead)**

**\$9.00/hr**

AAA Parking / Atlanta, GA 30305

<https://bit.ly/31Qk4M2>

## **EVS Housekeeping (Roswell)**

**\$10.76 an hour**

1751 / Roswell, GA 30076

<https://indeedhi.re/35KGGP0>

## **PT Register/Cashier (Sandy Springs)**

Cheeseburger Bobby's / 5975 Roswell Rd a107, Sandy Springs, GA 30328

<https://bit.ly/38265H5>

## **Housekeeper (Buckhead)**

Lenbrook / 3747 Peachtree Rd NE, Atlanta, GA 30319

<https://bit.ly/3ozk3Wz>

## **Room Attendant (Buckhead)**

Residence Inn / 2220 Lake Boulevard NE, Atlanta, GA 30319

<https://bit.ly/3jB7lxi>

## **PT Dishwasher (Buckhead)**

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

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

## **Dishwasher (Roswell)**

Longhorn Steakhouse / 900 Mansell Rd, Roswell, GA 30076

<https://bit.ly/37PJ1uI>

## **PT Golf Cart Attendant (Sandy Springs)**

**\$11 an hour**

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

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

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/1/20

## **Crew (Perimeter)**

Chipotle Mexican Grill / 123 Perimeter Center West, Suite 500, Atlanta 30346

<https://chip.tl/3jA0SZ6>

## **PT Shipping & Receiving Associate (Buckhead)**

Armani Exchange / Lenox Mall

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

## **Box Office PT (Alpharetta)**

Studio Movie Grill / 2880 Holcomb Bridge Rd, Alpharetta, GA 30022

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

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

\$11 an hour

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

<https://bit.ly/3e5aNv8>

## **Dishwasher (Perimeter)**

Veritas Collaborative / 41 Perimeter Center East, Suite 400, Dunwoody, Georgia

<https://bit.ly/34BEkTp>

## **Server PT (Sandy Springs)**

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

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



*Because It Matters*