
Coordinator, Client Services (Alpharetta)



11675 Rainwater Dr #175, Alpharetta, GA 30009

Red House is an integrated B2B marketing organization that helps its healthcare and technology clients achieve measurable results.

- Assist Client Services Manager in the service of accounts
- Gather and assemble background information and analysis, as needed, in the development of briefs, proposals, etc.
- Planning, scheduling and responding to client calls
- Occasionally acts as a backup when Client Services Manager is unavailable
- Assists in processing and developing client changes, contact reports, status reports, etc.
- Handles paperwork and maintains files on all client jobs
- Maintains client "Notebook" that contains samples of all work produced for assigned accounts
- Makes sure that plans and projects proceed according to plan and deadlines, drawing Client Services Manager's attention prior to problems occurring
- Managing invoices and day-to-day job financials

Qualifications:

- Preferably 2-3 years experience in online marketing

Apply Online at: <https://indeedhi.re/2GvWI72>

Source: Indeed

Lead Verification Specialist - Customer Service (Roswell)



9755 Dogwood Rd. Suite 220, Roswell, GA 30075

The Lead Verification Specialist makes outbound calls to homeowners that recently submitted requests and are looking for services. The goal of a Lead Verification Specialist is to gather homeowner service request information, ensure they are receiving the help they are requesting and that our clients are assisting the home owner with their needs. This position is a mix of customer care and quality assurance.

Qualifications:

- Experience in a customer service or call center setting preferred.
- Familiarity with home improvement projects or contractors helpful, but not required
- Strong working knowledge of personal computers
- Strong phone, typing or data entry skills required

\$31,200.00 per year

Apply Online at: <https://indeedhi.re/36df9pR>

Source: Indeed

Posted 11/8/2020

HR Executive Assistant (Brookhaven)



9 Corporate Blvd NE Suite 150, Atlanta, GA 30329

Responsibilities:

- Answering employee questions
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Maintaining current HR files and databases

Qualifications:

- Experience:
 - Executive Assistant: 2 years (Required)
 - Human resources: 1 year (Required)
- Education: Associate (Required)

Apply Online at: <https://indeedhi.re/32k1HQ0>

Source: Indeed

Executive Administrative Assistant – Contract (Sandy Springs)



Sandy Springs 30328

[The Intersect Group is an employment agency.]

Our client, in Atlanta, needs an experienced, high-level Executive Administrative Assistant to support their leadership team.

Qualifications:

- Heavy exposure to booking travel and managing multiple expenses

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

Source: Employer Website

Posted 11/8/2020

Guest Services Associate (Brookhaven)



Responsibilities:

- Provides a welcoming and supportive environment for all people entering the motor lobby.
- Assists visitors by supplying information regarding patients, staff and services.

Qualifications:

- A high school diploma or equivalent.

Apply Online at: <https://bit.ly/3oWP7Qh>

Source: Employer Website

REP 1, TELESALES (Chamblee)



3425 Malone Dr, Atlanta, GA 30341

Responsible for outbound telephone calls to residential or commercial customers for the purpose of prospecting leads/upgrading current customers, promoting products and services, and closing all sales from new sales to sales to existing customers.

Qualifications:

- High School or Equivalent
- Generally requires 0-2 years related experience

Apply Online at: <https://comca.st/38bDxuL>

Source: Employer Website

Posted 11/8/2020

Executive/Administrative Assistant (Alpharetta)



Krause Auto Group

1575 Mansell Rd, Alpharetta, GA 30009

We need someone to support our CEO/COO.

- Providing real-time scheduling support by booking appointments, making travel arrangements and preventing conflicts
- Anticipate the needs of others in order to ensure their seamless and positive experience
- Performing accounting and bookkeeping duties through the use of QuickBooks

Qualifications:

- Minimum of three years of Executive Assistant experience; five years plus preferred
- Extremely stable and verifiable employment history

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

Source: Employer Website

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.

- Assist customers who are experiencing a vehicle breakdown
- Execute customer communication protocol pertaining to vehicle breakdowns and PM scheduling and follow-up, and vehicle status updates
- Coordinate with on-call technicians, rental counter team, and the customer's drivers and dispatch teams to identify repair requirements and available substitute units
- Process customer service requests on a variety of topics for our customers.
- Assist with questions related to billing, warranty, compliance paperwork, and etc...

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required
- Must have the ability to work 2nd/3rd shift, weekend and holidays

Apply Online at: <https://bit.ly/38bs12n>

Source: Employer Website

Front Desk Receptionist (Roswell)



1805 OLD ALABAMA RD SUITE 200 ROSWELL, GA 30076

Qualifications:

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

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/3jY7K2y>

Source: Indeed

Posted 11/8/2020

Consumer Advocacy Rep 1 (Alpharetta)



1100 Alderman Dr, Alpharetta, GA

This position is a part of our Consumer Center which responds to inquiries from consumers requesting information. We provide public records to companies to help mitigate risk. Inquiries may come from internal support queues, inbound phone, email, and fax and/or written correspondence. The objective is to minimize risk of litigation being filed against LexisNexis Risk Solutions.

- Reviews claims and analyzes if disputes should be handled internally or sent externally to Fair Information Practice (FIP), Credit Bureau, or internal colleagues.
- Utilizes databases (MBSI, DOST, Bugzilla) to enter disputes and Personal Identifiable Information (PII) and ensures timely completion of disputes meeting or exceeding the SLA set forth by FTC/FCRA.
- Transcribes consumer data from electronic and paper requests as well as inbound phone calls from customers into the appropriate database/support tool.
- Searches consumer profile and initiates disputes based on details found on consumers reports.
- Reviews reports for accuracy and correct disclosure making final decision on which reports are sent to consumers.

Qualifications:

- High School Diploma required. College Degree preferred
- 2 Years' experience required
- Proficient knowledge of computer-based software such as Windows, Internet Explorer and Microsoft Office and Microsoft Excel.

Apply Online at: <https://bit.ly/38oKGJj>

Source: Employer Website

Human Resources Coordinator (Perimeter)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

Working closely with the Corporate Human Resources and Legal departments, the selected candidate will be responsible for the coordination and administration of all HR functions and processes of the district, including employee recruitment and selection, employee relations, benefits and employee development activities.

- Serve as a liaison between the district and Corporate Human Resources/Legal department
- Ensure the district is in compliance with current rules and regulations on all HR/Legal functions
- Manage hiring needs and coordinate travel for the district
- Conduct biweekly New Employee Orientation for the district
- Work with HR and local managers/supervisors to ensure performance evaluations are completed correctly and in a timely manner
- Ensure all employees are properly enrolled for all available benefits
- Communicate with Corporate HR/Legal on ADA, FMLA, EEOC, Worker's Compensation and Unemployment claims within the district
- Travel within the district to facilitate Human Resources matters

Qualifications:

- Associate's degree. Bachelor's degree preferred.
- One to two years of previous human resources experience
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements

\$19.25 - \$21.18 an hour

Apply Online at: <https://bit.ly/3jRp0Xe>

Source: Employer Website

Concierge/Receptionist (Buckhead)



Lenbrook Square

3747 Peachtree Rd NE, Atlanta, GA 30319

Greet, screen, and direct all visitors and residents; answer and direct incoming phone calls; miscellaneous typing.

Qualifications:

- High school diploma or equivalent
- 1-2 years upscale hospitality experience preferred
- Basic computer skills - must be proficient in Microsoft Word and Microsoft Outlook

Apply Online at: <https://bit.ly/3p0f7pQ>

Source: Employer Website

Posted 11/8/2020

Administrative Assistant (Buckhead)



Peachtree Presbyterian Church

3434 Roswell Rd NW, Atlanta, GA 30305

Responsibilities:

- Using EMS (scheduling system), reserve room for Tuesday's weekly 7am meeting in the Summit for the following year ensuring all service orders are up-to-date
- Setup the room the day prior, making sure all marketing material is on each table, and leader table tents are placed on each table.
- The assistant will maintain and coordinate registration, attendance, food and ordering materials for the entire 4 days, including reservations EMS and service orders.
- Create new groups in Realm for every activity regarding Younique.
- Maintain calendar for wedding consult appointments acting as liaison between bride/groom and Pastor.
- Heavily involved in the nomination of new Elders each year, maintaining lists of potential candidates, gathering pictures and bios for publication and scheduling training.
- Maintain and updating Realm with new Elders....
- Assist Pastor in duplicating research material for his sermons and any other work that he may require.

Qualifications:

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

\$17 - \$20 an hour

Apply Online at: <https://indeedhi.re/2JyyFp3>

Source: Indeed

Temporary Human Resources Coordinator (Alpharetta)



Responsibilities:

- New hire processing/onboarding, initial review of background checks, processing approved compensation changes, processing status changes, preparing approvals for job requisitions and employee transfers and exits
- Assists Regional Recruiter with recruiting efforts including managing the applicant tracking system (iCims), obtaining approvals for open job requisitions (OJRs), posting and monitoring positions on internal and external job boards
- Acts as Liaison between Division Associates in region and Corporate HR/Payroll/Benefits
- Processes all associate separation paperwork including reporting on exit interviews for all Divisions
- Maintains documentation for the Associate Referral Program and processes all bonuses awarded under this program
- Provides various Workday and other types of reports describing associate data upon request
- Supports Regional HR Team with day-to-day administrative tasks and special projects, including travel arrangements and meeting planning

Qualifications:

- Minimum 2 years associate degree or equivalent work experience; Bachelor's degree a plus (B.S Human Resource Management or Business Management)
- 1-2 years of Human Resource experience preferred
- High level of proficiency with Microsoft Word, Excel, PowerPoint, and computer data entry
- Experience with Workday, highly preferred

Apply Online at: <https://bit.ly/328QpxR>

Source: Employer Website

Front Desk Patient Coordinator (Sandy Springs)



901 Abernathy Rd NE #100, Sandy Springs, GA 30328

Duties include scheduling patient appointments, verifying insurance, check-in and check-out patients, and some administrative duties.

Qualifications:

- Experience: Front Desk Reception, 2 years (Required)
- Education: High school or equivalent (Required)

\$16 - \$18 an hour

Apply Online at: <https://indeedhi.re/34Yp9DY>

Source: Indeed

Posted 11/8/2020

Receptionist (Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

Qualifications:

- A high school diploma or GED is required
- Previous hospital switchboard experience is preferred.

Apply Online at: <https://bit.ly/3521Nxy>

Source: Employer Website

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).

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday-Friday 9am-6pm

\$12/ hour

Apply Online at: <https://bit.ly/329Xjmf>

Source: Employer Website

Posted 11/8/2020

Receptionist - A.M. Shifts (Buckhead)



BUCKHEAD
CLUB

3344 Peachtree Rd NE Suite 2600, Atlanta, GA 30326

Responsibilities:

- Greet and direct Members and guests to proper area by name when possible
- Administrative tasks are asked of this position to fill down periods

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/3mWUw7V>

Source: Employer Website

Concierge/Front Desk – Security (Buckhead)



Atlanta 30326

Responsibilities:

- Greet Residents and visitors
- Control of entrances and movement of pedestrian and vehicle traffic.
- Patrol of buildings and perimeters.

Qualifications:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- High School Diploma and/or equivalent (GED).
- Valid Drivers License

\$11 - \$13 an hour

Apply Online at: <https://indeedhi.re/3689lxR>

Source: Indeed

Posted 11/8/2020

Front Office Assistant (Johns Creek)



2750 Old Alabama Rd #200, Johns Creek, GA 30022

Support all clients, clinical and admin staff with administrative, receptionist and billing duties.

Qualifications:

- Experience:
 - Administrative Assistant: 1-3 years (Required)
 - Customer Service: 3 years + (Required)
- Education: Bachelor's (Preferred)
- Experience in a counseling or medical front office (Preferred)

\$15.00 - \$15.50 an hour

Apply Online at: <https://indeedhi.re/2TXwr15>

Source: Indeed

Posted 11/8/2020

Client Service Coordinator (Roswell)



4401 Shallowford Rd, Roswell, Georgia

[No MARTA Service to this Location]

Responsibilities:

- Actively recruit new clients by promoting hospital services and route the flow of clients and pets to ensure superior client care and maximum productivity of the veterinary medical team.
- Maximize the number of pets seen by the hospital team through a productive and efficiently run hospital to support the needs of our wellness plan clients.
- Provide professional, efficient and exceptional service at all times. This includes encouraging hospital visits, welcoming clients and pets, ensuring that they are comfortable in the hospital, and educating them about their pet's health.
- Assist incoming clients by completing the required documentation, entering all pet information and history in the computer, utilizing proper collars and tags for identification, and ensuring prompt service.
- Assist outgoing clients by providing all necessary instructions, information and invoices, dispensing prescription items per the veterinarian's instructions, selling retail products and scheduling future appointments.
- Manage the finances by maintaining accurate balances and utilizing proper opening and closing procedures.

Qualifications:

- High School Diploma or equivalent preferred.
- One year related experience required with customer service preferred.
- Medical background (veterinary technician, human healthcare, pharmaceutical, etc.) with medical terminology training is preferred.

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

Source: Employer Website

Receptionist - Part Time Weekends and Evenings (Roswell)



1109 Green St, Roswell, GA 30075

Qualifications:

- A minimum of one year experience working as a Receptionist, Front Office Representative or similar role
- Experience working with in a Healthcare setting is preferred
- Proficiency in Microsoft Office
- High school diploma

Salary: \$10-12\$ /hr

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/8/20

Servers (Alpharetta)

Miller's Ale House / 10750 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/2I1ASZq>

Cashier / Customer Service (Perimeter)

Corner Bakery Café / 4585 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://indeedhi.re/38d1n9k>

Warehouse Associate (Alpharetta)

Acella Pharmaceuticals / 1880 McFarland Pkwy STE 110, Alpharetta, GA 30005

[No MARTA Service to this Location]

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

Overnight Packer (Alpharetta)

\$13.50/hour

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

<https://bit.ly/3p4ZuBN>

Packaging and Shipping Specialist (Perimeter)

\$12 an hour

Proliant / 1100 Abernathy Rd NE #1000, Atlanta, GA 30328

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

Car Wash Attendant

Sunshine Car Wash / 1244 Dunwoody Village Pkwy, Dunwoody, GA 30338

<https://bit.ly/3k5Fjj5>

Dishwasher (Perimeter)

Fogo de Chão / 4671 Ashford Dunwoody Rd, Dunwoody, GA 30346

<https://bit.ly/3kYQOu6>

Dishwasher (Alpharetta)

The Mansions at Alpharetta / 3700 Brookside Pkwy, Alpharetta, GA 30022

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

Food Service, Housekeeping, & Other Now Hiring – Week of 11/8/20

Dishwasher / Utility Worker (Dunwoody)

Dogwood Forest / 7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

Team Member PT (Roswell)

Krispy Kreme / 10781 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/38dug5o>

Overnight Valet Parking Attendant (Buckhead)

SP Plus / Atlanta 30326

<https://bit.ly/32cfg3P>

Hotel Room Attendant (Alpharetta)

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

<https://bit.ly/2I1jm7N>

Store Associate (Sandy Springs)

Goodwill / 6650 Roswell Road, Sandy Springs, GA 30328

<https://bit.ly/3oRv8m5>

Valet Attendant, Service Porter, Greeter (Roswell)

From \$11 an hour

Citrin - Roswell INFINITI / 11405 Alpharetta Hwy, Roswell, GA 30076

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

Server Assistant (Roswell)

Pure Taqueria / 1143 Alpharetta St, Roswell, GA 30075

<https://bit.ly/2If5WFp>

Car Cleaner (Buckhead)

\$9.50/hr

Hertz / Atlanta 30305

<https://bit.ly/356YN2T>