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# Administrative Assistant (Sandy Springs)



6849 Peachtree Dunwoody Rd building a1, Atlanta, GA 30328

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## Responsibilities:

- Manages incoming call flow and directs to appropriate team members
- Welcomes and provides general support to clients, visitors and candidates
- Manages maintenance of office condition and arranges necessary repairs or maintenance
- Supports the work of the chief executive officer include scheduling and generating and reviewing reports
- Monitors all ordering of supplies, inventory control and verification of shipments in accordance with company standard operating procedures
- Establish, develop, maintain, and update filing system as assigned
- Assist with managing human resource task items
- Schedule and organize complex activities such as meetings, travel, and conferences
- Prepare for training and workshops hosted by the company locally and state wide
- Performs ancillary duties to include office support as mandated by patient flow and/or clinic needs
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.

## Qualifications:

- Associate's degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role in a professional office setting.
- Expert skills in Microsoft Word, Excel, PowerPoint, and able to quickly learn new software systems

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

Source: Indeed

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# Support Associate (Alpharetta)



1600 Union Hill Rd, Alpharetta, GA 30005

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The Support Associate's objective is to help direct callers to the appropriate department. They will be working directly with customers seeking support from a Technical Support Engineer.

- Receive and transfer calls.
- Monitor Technical Support team to direct calls to available associates.
- Assist with general correspondence.
- Follow-up with customers to assure their needs were met.
- Use CRM to record customer information.

## **Qualifications:**

- Experience: Customer Service: 1 year (Preferred)

\$12 - \$17 an hour

Apply Online at: <https://indeedhi.re/2Un287A>

Source: Indeed

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Posted 11/15/2020

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## Customer Support Associate (Roswell)

# Room&Board

215 Hembree Park Drive, Suite 115, Roswell, GA 30076

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Whether a Room & Board customer is picking up an order at our delivery center, interacting with us over the phone or opening their door to us, we take great pride in making them feel comfortable. As a Customer Support Associate with our home furnishings Delivery Center in Atlanta, GA, you are the heart of our welcoming and professional atmosphere. You will work in an office setting to coordinate details associated with customer pick up and deliveries, being mindful of both the customer's needs as well as the efficiencies of the delivery team as you create a seamless experience for each and every customer.

[No qualifications specified in ad.]

Salary: \$42,000.00

Apply Online at: <https://bit.ly/2K35H0N>

Source: Employer Website

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Posted 11/15/2020

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# Receptionist (Alpharetta)



9115 Westside Pkwy, Alpharetta, GA 30009

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## **Qualifications:**

- High School Diploma or GED required
- Minimum of three (3) years of related customer service and/or administrative support experience required

Apply Online at: <https://bit.ly/2JUKIx6>

Source: Employer Website

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# Exam Proctor – Temp (Sandy Springs)



5600 Roswell Rd NE Suite 009, Atlanta, GA 30342

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## **Responsibilities:**

- Proctoring exams
- Document and online research

## **Qualifications:**

- A minimum of 1 year office administration/customer service experience
- Proficient in computer related skills

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

Source: Indeed

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# Guest Services Representative

## (Sandy Springs)



6475 Roswell Rd NE, Atlanta, Georgia 30328

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Ensures friendly and receptive environment for guests and provides administrative functions of the sales department through accurate recording of customer traffic and production of reports with critical sales process metrics.

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).
- Walks around the showroom hourly to offer refreshments to guests.
- Provides a warm, positive and happy environment for Guests, their children and fellow teammates.
- Helps maintain a clean and comfortable environment (monitor facility)
- Provides new hire Customer Management training when requested

### Qualifications:

- High School Diploma
- Previous customer service experience desired.
- Intermediate skills in Microsoft Office Products

Apply Online at: <https://bit.ly/3luPYW1>

Source: Employer Website

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# COVID Clinic Screener (Buckhead)



**Lenbrook Square**

3747 Peachtree Rd NE, Atlanta, GA 30319

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Conduct general COVID screening to everyone who enters the campus.

- Assist with wellness checks and screenings for Associates and Residents for COVID-19 symptoms.
- Conduct screening questionnaire and take temperatures of associates, residents, and visitors.
- Pass out health and wellness flyers to the community when needed.
- Maintain cleanliness and orderliness in the clinic.
- Communicate residents' needs to nurse.

## **Qualifications:**

- High Diploma or GED
- Basic computer skills.
- Experience in continuing-care community preferred.

Apply Online at: <https://indeedhi.re/3nj0Ln0>

Source: Indeed

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# Online Campus Administrative Assistant (Norcross)



5905 Brook Hollow Pkwy, Norcross, GA 30071

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To assist with all operations and activities of the Online Campus for Victory Church.

- Serve as Volunteer Coordinator; including onboarding, coordinating interviews with team leaders
- Conduct all training for campus volunteers
- Provide support to online campus pastor through 1) Oversight of chat hosting, 2) Scheduling volunteers, 3) Co-Hosting for both weekend and weekday engagement
- Facilitate internal and external operational related communication
- Create "Hot Sheet" for weekend services to communicate updates and details to all pertinent personnel
- Prepare weekly report and submit to campus pastor

## **Qualifications:**

- 3+ years administrative experience or similar background required
- Team Development/Coordination Experience
- Knowledge of both Mac environment and Microsoft Office 365 Suite
- Flexible schedule including weekends and evenings

Apply Online at: <https://bit.ly/35hIQ9V>

Source: Employer Website



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# Telephone Operator (Buckhead)



**ST REGIS**

**The St. Regis Atlanta**

88 West Paces Ferry Rd, Atlanta, Georgia

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Answer, record, log, and process all guest calls, requests, questions, or concerns. Operate telephone switchboard station. Process guest requests for wake up calls, screening calls, do not disturb, call forwarding, conference calls, TDD relay calls, and non-registered guest calls. Advise guest of any messages received. Monitor busy or unanswered lines, check back with callers on hold to update status, and offer to take a message. Receive, record, and relay messages accurately, completely, and legibly. Activate/deactivate guest room message lights as appropriate. Instruct guests on how to access the internet; transfer guests with problems to provider's customer support line. Test communications equipment to ensure it works properly.

[No qualifications specified in ad.]

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

Source: Employer Website

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Posted 11/15/2020

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# Office Administration Assistant PT (Alpharetta)



12850 Highway 9 North, Alpharetta, GA 30004

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## **Responsibilities:**

- Ensuring that each student in the center has an exceptional and successful experience at Huntington
- Market tutoring and test prep services to schools and the surrounding community
- Perform administrative tasks for the center
- Provide optimal customer service to families and ensuring high retention rates
- Establish and maintain collaborative relationships with teachers, schools, local businesses, and community groups.

## **Qualifications:**

- A college degree is preferred, but not required
- Sales and Marketing experience preferred

From \$13 an hour

Apply Online at: <https://indeedhi.re/32wx0qE>

Source: Indeed

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Posted 11/15/2020

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# Recruiter/Administrative Assistant PT (Alpharetta)



11175 Cicero Dr STE 100, Alpharetta, GA 30022

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## Responsibilities:

- Work with physician recruiter on recruiting for multiple facilities
- Match candidates that have applied through the CRM system
- Call and screen candidates for skillset, fit for the position
- Schedule interviews with physicians
- Follow scripts to ensure applicants are skilled for the position

## Qualifications:

- 1 year of relevant experience (possibly including formal education in related HR field)
- Experience with high volume, medical recruiting is a plus
- Proficient with MS office

This position is part-time, 20-25 hours per week to start, but is likely to evolve into a full-time role.

Pay: \$39,000.00 - \$59,000.00 per year

Apply Online at: <https://indeedhi.re/2GNrc4t>

Source: Indeed

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# Office Services Coordinator (Alpharetta)



3480 Preston Ridge Road, Alpharetta, GA

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The Office Services Coordinator will work out of our exciting Alpharetta office and report to the Sr. Facility & Administration Manager. This position will focus on coordinating the responsibilities for overall front office activities including the reception area, mail, large purchasing requests and facilities. This position is also responsible maintaining and coordinating office services and related activities, including supporting and maintaining programs for the maximum utilization of services and equipment. Responsibilities include arranging internal office moves and resolving internal service requests.

## **Qualifications:**

- Bachelors' degree or equivalent work experience is preferred.
- Three (3) or more years of direct and/or related facilities or office services experience.
- One (1) or more years' experience on multi-line PBX system.

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

Source: Employer Website

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# Office Assistant (Roswell)



1110 Alpharetta St., Roswell, GA 30075

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## **Responsibilities:**

- Maintain filing system.
- Organizing and systematizing corporate filings and paperwork.
- Handling accounts receivable/ payable process & filing liens.
- Handle billing disputes with vendors.
- Posting hiring ads, holding initial interviews, & running background checks on new hires.
- Manage vendor accounts.
- Keeping our insurance in compliance.
- Assisting Operations Manager to manage other team members to see that they are meeting their deadlines and project goals.

## **Qualifications:**

- Experience:
  - Microsoft Office: 1 year (Required)
  - Customer Service: 1 year (Required)

\$11 - \$16 an hour

Apply Online at: <https://indeedhi.re/3n9h6dM>

Source: Indeed

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# Registration Associate (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

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The Registration Associate is responsible for assisting with the registration process for multiple programs as well as contributing to the high standard of MJCCA's customer service to current and prospective families.

- Handling data entry process and ensuring registrations are entered accurately into both the financial database as well as the camper management database.
- In partnership with registration team, develop payment plans for families and communicate agreed up plans to families.
- Work with accounting and registration departments to ensure information is properly tracked and documented.
- Manage changes to all registrations
- Process all payments and communicate outstanding balances to Business Operations Director.
- Provide follow-up customer service (phone, email, and in person) to all families.
- Respond to any emails, phone calls, and other requests within one business day. May involve responding to emails or calls outside of the regular workday.
- Handle all families' personal and financial information with the highest level of confidentiality.
- Assist community members with logging into the online registration system. Troubleshoot issues as they arise.

## **Qualifications:**

- Bachelor's Degree preferred or equal experience in related office environment.
- 1 year minimum of customer service, registration or database management.
- Experience with data management software or content management systems

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

Source: Indeed

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# Office Administrative Assistant (Roswell)



1084 Alpharetta St, Roswell, GA 30075

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## Responsibilities:

- Administer high volume of inbound customer service calls
- Maintain and updates customer account information in a customized database
- Branch accounts receivable collections
- Comply with state and federal regulations, company policies, procedures, and guidelines
- Act as point of contact for general customer service
- Scheduling appointments for Technicians and Sales
- Convert accounts receivable and process customer payments
- Respond to answering service messages
- Specialize in customer resolution
- Support other office administrative staff in the completion of their duties when needed

## Qualifications:

- Experience working with Microsoft Office programs

Apply Online at: <https://bit.ly/36mA5Lh>

Source: Employer Website

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# HR Administrative 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:**

- High school diploma or equivalent
- 2 years of Administrative or clerical experience
- Proficiency with Windows Office

\$14 - \$17 an hour

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

Source: Indeed

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Posted 11/15/2020



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# Unit Clerk, Oncology, 7pm-7:30am

(Sandy Springs)

**EMORY**

HEALTHCARE

**St. Joseph's Hospital**

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member. May page staff member if necessary. Receives and transcribes physicians' orders according to established guidelines. Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines. Routes records to appropriate department or staff and maintains confidentiality of information.

**Qualifications:**

- High school diploma or equivalent.
- One year previous clerical experience and experience with various personal computer software applications.

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

Source: Employer Website

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# Call Center Representative (Dunwoody)



2029 Pernoshal Ct, Dunwoody, GA 30338

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The call center representative assumes responsibility and accountability for the patients first contact with our practice and represents us in all facets of patient services. These services include, but not limited to answering phone calls, scheduling appointments and input of correct insurances.

## **Qualifications:**

- Experience:
  - Medical Terminology: 1 year (Preferred)
  - Customer Service: 1 year (Preferred)

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

Source: Indeed

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# Reception/Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

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Day to day communication with customers and employees. This includes social media communication, phone communication, and in store communications.

**Qualifications:**

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

\$12 - \$13 an hour

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

Source: Employer Website

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# Resident Advocate (Buckhead)



3495 Piedmont Rd NE, Atlanta, GA 30305

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Sylvan Homes is a multi-state property acquisition and management firm. The company focus is on managing a portfolio of primarily single-family rental properties across the United States.

- Monitor company phones to intake resident calls and document requests.
- Place outbound calls, email, and text messages to update residents on progress and provide answers/resolution to their requests
- Create work orders on behalf of the resident to document maintenance repair needs
- Provide follow up with internal resources to receive progress reports and communicate applicable updates to residents
- Monitor and update community and social media outlets to ensure good communication with inquiries

## **Qualifications:**

- High school diploma / GED or equivalent required
- 3+ years customer service or call center experience
- Prior residential property management experience preferred
- Knowledge of Microsoft office and similar professional data systems
- Knowledge of Propertyware or other property management software systems preferred

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

Source: Employer Website

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# Front Desk Agent (Perimeter)



INTERNATIONAL

## Atlanta Marriott Perimeter Center

246 Perimeter Center Pkwy NE, Atlanta, GA 30346

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The Front Desk Agent will organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and distribute room keys. Process all guest requests and relay messages. Welcome and acknowledge all guests according to company standards, anticipate and address guest service needs, assist individuals with disabilities, and exceed all guest expectations.

### Qualifications:

- Experience:
  - Front Desk, 1 year (Preferred)
  - Customer Service, 1 year (Required)
  - Hospitality, 1 year (Preferred)
  - Cash handling, 1 year (Required)
- High School diploma or equivalent.

Apply Online at: <https://indeedhi.re/3nne8Tb>

Source: Indeed

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# Client Care Receptionist - Aesthetic Services (Dunwoody) Ideal Image<sup>®</sup> MedSpa

900 Ashwood Pkwy #120, Atlanta, GA 30338

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## Responsibilities:

- Interacting with clients in a friendly and professional manner.
- Checking clients in and out of their appointments, pulling charts and filing.
- Answer phones and schedule client appointments.
- Master a basic understanding of each service offering.
- Upsell new areas/services to current clients in order to hit individual monthly target.
- Assist with local marketing events as needed.
- Act as liaison between face skin and body specialists and treatment providers.
- Collecting and handling payments.
- Confirmation and follow up calls.
- Knowledge of Salesforce (data entry, usage etc.)
- Ordering office supplies.
- Assist with new clinic openings as needed.

## Qualifications:

- High School Diploma/GED or Bachelor's degree from an accredited institution. Successful sales experience may be substituted for academic credential.
- 1-2 years of customer service experience, preferably in a spa or high-end retail environment.
- Proficient with personal computers and contemporary software applications (MS Office Suite, Internet Explorer, etc.)

Apply Online at: <https://bit.ly/36u0ua3>

Source: Employer Website

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# Mailroom Clerk (Sandy Springs)



Sandy Springs 30350

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## **Responsibilities:**

- Receives, sorts, delivers, picks up and processes courier items, interoffice mail, magazines and all classes of United States Postal Services (USPS) mail.
- Tracks courier and accountable items (FedEx, UPS, Certified Mail, etc.).
- Researches and routes unidentified and generic mail.
- Coordinates, stages, and transports bulk mail items.
- Receives, logs, delivers and tracks messenger items.
- Coordinates and processes customized packaging and other customer special requests.
- Follows all processes established in the client standard operating procedures (SOP's).
- Monitors packages for hazardous and suspicious materials.
- Follows established customer inquiry processes and responds to customer needs and requests.

[No qualifications specified in ad.]

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

Source: Employer Website

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Posted 11/15/2020

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# Operations Administrator (Alpharetta)

## PEGASUS RESIDENTIAL

1750 Founders Pkwy # 180, Alpharetta, GA 30009

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You will report directly to the Financial Director, and be responsible for many tasks in a property support and administrative capacity. This position is responsible for handling day to day support of properties and ensure accurate weekly and monthly reporting.

- Pull BI reports and/or Onsite reports to create weekly reporting to various ownership groups
- Office responsibilities include opening/closing lobby area, distributing mail and packages, answering main telephone line, greeting guests that enter
- Handle all resident complaint telephone calls and emails that come to the corporate office, disseminate to RM for resolution and ensure follow up completed

### Qualifications:

- Advanced computer skills in Microsoft Word and Excel.

Pay: Up to \$1.00 per hour [If I were you, I would try to negotiate - Doug]

Apply Online at: <https://indeedhi.re/3pqC35I>

Source: Indeed



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# Receptionist (Brookhaven)

## Georgia Community Support and Solutions (GCSS)

1945 Cliff Valley Way Atlanta, GA 30329

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### Qualifications:

- High School diploma or equivalent (University degree preferred)
- One to three months related experience and/or training or equivalent combination of education and experience

\$12 - \$14 an hour

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

Source: Indeed

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Posted 11/15/2020

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/15/20

**10+ POSITIONS - PT Retail Merchandiser (Sandy Springs)**

**From \$10 an hour**

PL Marketing

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

**Merchandise Processor 5AM/6AM (Alpharetta)**

**Up to \$10 an hour**

Home Goods / 7491 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/2GVpsq1>

**Day Janitor (Roswell)**

Paul Mitchell The School Esani / 1003 Mansell Rd, Roswell, GA 30076

<https://indeedhi.re/2UiltH8>

**Housekeeping (Roswell)**

InTown Suites / 1175 Hembree Rd, Roswell, GA 30076

<https://bit.ly/2GU1jQv>

**Breakfast Attendant (Buckhead)**

**\$10.25 - \$11.00 an hour**

Staybridge Suites / 540 Pharr Rd NE, Atlanta, GA 30305

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

**Restaurant Cleaner (Perimeter)**

Del Frisco's / 236 Perimeter Center Pkwy NE Suite 120, Dunwoody, GA

<https://bit.ly/35r1g6>

**UPS Hiring Event! Driver Helpers (Roswell)**

**Thursday, November 19, 2020 9:00 AM - 3:00**

**\$14.50 / hour, Full-time**

UPS / 1300 Old Ellis Rd., Roswell, GA 30076

<https://indeedhi.re/3f1r8KZ>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/15/20

## **PT Dishwasher (Roswell)**

**\$10 - \$12 an hour**

Pizzeria Lucca / 96 Bulloch Ave, Roswell, GA 30075

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

## **Survey Assistant - Manual Labor (Perimeter)**

**\$15 an hour**

North Perimeter Contractors, LLC

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

## **Dishwasher (Buckhead)**

**\$13 an hour**

The Chastain Restaurant / 4320 Powers Ferry Rd NW, Atlanta, GA 30342

<https://indeedhi.re/35h7W8Y>

## **Server PT (Dunwoody)**

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

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

## **Housekeeping Attendant (Roswell)**

**\$9.25 - \$11.00 an hour**

Springhill Suites / 1360 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3nhtp85>

## **Room Attendant (Alpharetta)**

Holiday Inn Express Windward / 12505 Innovation Way, Alpharetta, GA 30004

<https://bit.ly/2Uc33rg>

## **Lot Associate (Sandy Springs)**

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

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