
Administrative Assistant (Alpharetta)



Your guide forward

4080 McGinnis Ferry Rd STE 1501, Alpharetta, GA 30005

Responsibilities:

- Support a group of Specialty Tax Partners and staff
- Manage and maintain calendars using Microsoft Outlook
- Reserve rooms, handle catering, send invitations, and manage responses for events
- Assist with new employee workstation set up
- Create, edit, and proofread reports, letters, proposals and/or presentations
- Schedule meetings for external and internal clients
- Organize travel following established policies and procedures
- Order office supplies as needed
- Maintain documents on appropriate file servers and repositories

Qualifications:

- MS Office Suite (Word, Excel, Outlook, and PowerPoint)
- A High School graduate or equivalent; completed coursework from an accredited college/university preferred

Apply Online at: <https://bit.ly/2VE95SA>

Source: Employer Website

Human Resources Coordinator (Dunwoody)



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
- Coordinate with Human Resources to handle disciplinary issues within the district
- 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
- Coordinate pre-employment and random drug screenings
- Travel within the district to facilitate Human Resources matters

Qualifications:

- Associate's degree. Bachelors degree preferred,
- One to two years of previous human resources experience
- Valid driver's license.

\$19.25 - \$21.18 an hour

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

Source: Employer Website

Administrative Assistant Campus Operations (Brookhaven)



OGLETHORPE

UNIVERSITY

4484 Peachtree Rd NE, Brookhaven, GA 30319

Under the direction of the Director of Strategic Initiatives, the Administrative Assistant Campus Operations performs a range of administrative details to support the Director of Strategic Initiatives and the operational business units. The successful candidate supports the workflows, record keeping and correspondence of the operational business units (Campus Safety, Dining Services Facilities and Grounds), as well as cross-departmental coordination and communication across campus. Essential job functions include tracking project costs and updates, preparing reports and financial data, handling general correspondence, coordinating meetings and assisting in ID/access card management.

Qualifications:

- Bachelors degree preferred; previous administrative work experience strongly preferred.

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

Source: Employer Website

Clerical Supervisor (Chamblee)



3719 N Peachtree Rd., Atlanta, GA 30341, USA

As the Clerical Supervisor, you'll be responsible for supervising clerical personnel and establishing workload priorities, work schedules and other administrative tasks to improve efficiency and effectiveness of assigned operations.

- Supervise, assist with and monitor training, work performance of clerical staff
- Delegate tasks and work assignments for clerical staff anticipating the needs and adjusting as necessary
- Ensures compliance with established policies and procedures set within the organization
- Conduct staff meetings and solicit feedback for improvements in policies and procedures
- Continuously monitor and arrange for adequate coverage and oversight of clerical team including providing direct assistance and coverage as needed
- Maintain a working knowledge of all clerical activities and provide training, coaching and counseling
- Investigate and resolve problems, complaints and disputes in accordance with established department policies and procedures
- Prepare performance objectives, continuously monitoring and documenting work performance and conducting performance evaluations

Qualifications:

- High School Diploma or GED required; Associate degree in business preferred
- Two or more (2+) years of administrative support and supervisory experience
- Must have strong computer skills with knowledge of Microsoft Office, PowerPoint and have general knowledge of office procedures

\$22.50 per hour

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

Source: Employer Website

Posted 12/6/2020

HR Administrator (Roswell)



205 Hembree Park Dr, Roswell, GA 30076

The Human Resources Administrator is responsible for providing day to day oversight of all company basic Human Resources functions to manage HR programs and policies, and to manage every aspect of employee development and relations, manage recruiting and staffing, performance management, benefits and compensation administration, organizational development, employee counseling services, employee training and maintain legal and regulatory compliance.

Reports To: Regional President

Qualifications:

- 2 or more years of working experience in Human Resources preferred.

Apply Online at: <https://bit.ly/3lxcY64>

Source: Employer Website

Assistant (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

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/37xE2xj>

Source: Employer Website

Youth Activities Manager (Buckhead)



Cherokee Town & Country Club

155 West Paces Ferry Rd NW, Atlanta, GA 30305

Reporting to the Director of Fitness & Wellness, this childcare management position ensures a safe and fun environment for our members' children. In addition to providing supervision, you develop, schedule, implement, and monitor all department programs and activities in compliance with all club and state policies. Additionally, you eagerly perform orientations and tours of the facilities, promote upcoming programs and activities, as well as keep the website and monthly newsletter content up to date.

Per resort needs, you schedule your staff in order to maintain adequate coverage adhering to department budget goals and guidelines. You ensure accurate member billing and reconcile disputes, process payroll for all youth activities staff, as well as manage and maintain past, present, and current program registrations.

Qualifications:

- Bachelor's degree in a relevant field
- 2 years' experience in childcare management

Tuesday through Sunday workweek

\$35,000 - \$45,000 a year

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

Source: Employer Website

Seasonal Administrative Assistant for CPA Firm (Dunwoody)



1040 Crown Pointe Parkway | Suite 775, Atlanta, GA 30338

Dunwoody CPA firm is looking for an administrative assistant during the 2021 tax season.

Dates: January 2021 through April 2021

Hours: 40 hours per week

Location: remote and in office

Responsibilities:

- Organization and scanning of client tax documents
- Administrative support

Qualifications:

- Proficient with Microsoft Office applications
- Strong computer skills

Apply Online at: <https://bit.ly/3gi67g2>

Source: Theahaconnection.com

Bellperson (Buckhead)



ST REGIS

The St. Regis Atlanta

Eighty-Eight, West Paces Ferry Rd NW, Atlanta, GA 30305

Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. Supply guests with directions. Arrange transportation (e.g., taxi cab, shuttle bus) for guests/visitors, and record advance transportation request as needed. Communicate parking procedures to guests/visitors.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/33BjNxx>

Source: Employer Website

Customer Service Representative

(Alpharetta)



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

Qualifications:

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

Apply Online at: <https://bit.ly/33F9nN8>

Source: Employer Website

Customer Service Representative

(Doraville)



2911 Northeast Pkwy, Atlanta, GA 30360

The Customer Service Rep. will respond to inquiries, processing orders and handling data input in a prompt, courteous, and efficient manner. Other responsibilities include greeting visitors, telephone responses, scheduling and various other clerical duties. May handle and resolve complaints.

Reports customer feedback to management. Acts as liaison between customer and office. Generates all paperwork/information required for customer work orders including checking on special requests, expediting orders where necessary, and tracking paperwork for multiple day jobs. Provides clerical support including overseeing all paperwork associated with orders, maintaining corresponding files, answering phones, and operating office equipment/computers needed to perform duties. Daily input of jobs as received.

Qualifications:

- Experience: Customer Service: 1 year (Preferred)

\$9 - \$18 an hour

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

Source: Indeed

Administrative Support Specialist

(Sandy Springs)



6645 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Communicate by phone, email, and other correspondence channels with clients, community partners, and agency staff with a positive, professional attitude;
- Promptly address incoming calls and route them to the appropriate person;
- Receive and route incoming postal and inter-departmental mail;
- Administer intake procedures to include screening, assessing, and enrolling clients;
- Prepare materials for and provide administrative support to routinely scheduled informational meetings;
- Compile statistical information monthly and conduct follow up surveys by phone, mail, and/or email;
- Maintain a schedule of appointments, and arrange conferences, interviews, and meetings, as requested;
- Run various reports, and draft correspondence and/or transcribe meeting notes, as requested;
- Maintain an adequate inventory of office supplies, and notify the supervisor when inventory is low;
- May be required to perform basic bookkeeping and accounting functions, as needed;

Qualifications:

- High School Diploma or equivalent;
- Bachelor's level degree in Human Services, Social Work, or related field of study from an accredited college, a plus;
- At least two (2) years of work experience in a similar role;
- Computer and typing skills sufficient to perform essential job functions;

Apply Online at: <https://bit.ly/3qpd16j>

Source: Employer Website

Administrative Assistant (Sandy Springs)



6025 Glenridge Dr Building C, Sandy Springs, GA 30328

To provide administrative support and reception for the school including answering calls, data entry, document creation, and operating office equipment.

- Respond to inquiries made in-person, by mail, or email and make appointments according to the availability of the school.
- Communicate with clients, children, staff and the general public on a daily basis regarding program information and registration.
- File all correspondence for the center.
- Set up and maintain a comprehensive filing system including archival and storage inventories for the center.
- Update information in the files as needed.
- Create weekly attendance sheets for the center.
- Create and upload form for the center.
- Create and maintain a spreadsheet of employee certifications, background checks, and expiry dates of CPR/First Aid.
- Create and maintain spreadsheets for ratio purposes.
- Ensure information on our website is updated and maintained in consultation with the Director or Office Manager

Qualifications:

- High school or equivalent (Preferred)
- Experience:
 - Microsoft Office: 1 year (Preferred)
 - Customer Service: 1 year (Preferred)
 - Childcare: 2 years (Preferred)

Apply Online at: <https://indeedhi.re/36u7Fjz>

Source: Indeed

Front Desk Receptionist (Roswell)



1805 Old Alabama Road, Suite 200, Roswell, Georgia 30076

Qualifications:

- Education: High school or equivalent (Preferred)
- Experience:
 - Microsoft Office: 1 year (Preferred)
 - Customer Service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/36uZHH2>

Source: Indeed

Personal Assistant – Very PT (Dunwoody)



1845 Peeler Rd, Atlanta, GA 30338

Looking for a Part-time, Personal Assistant to support the Durrett Firm and work 5+ hours per week. This is a personal assistant role for the owner of a busy two attorney law firm in Dunwoody, GA

- Scheduling personal appointments
- Assisted with household items
- Running errands
- Scheduling appointments for the family
- Paying bills
- Making phone calls
- Any and all similar personal administrative tasks

Qualifications:

- A college degree is preferred, but only a high school diploma is required.
- One year of experience as a personal assistant required.

Apply Online at: <https://bit.ly/2VwhA1I>

Source: Employer Website

Front Desk Representative (Sandy Springs)



Spine & Neurosurgery Center

1150 Hammond Dr suite 400, Atlanta, GA 30328

Responsibilities:

- Welcomes patients and visitors by greeting them in a courteous manner and addressing their needs
- Prioritize and respond to patient requests appropriately
- Keeps patient appointments on schedule by following a specific check-in procedure and assisting patient with paperwork.
- Helps update patient charts by entering or scanning in demographic, clinical and financial information.
- Works with operations manager to maintain front office supplies and equipment by checking stock, anticipating supply needs and scheduling equipment service and repairs
- Keeps waiting room clean and stocked with refreshments, magazines, and marketing materials
- Answer phone calls in a timely and professional manner; direct calls to correct teams and departments to ensure best possible service

Qualifications:

- Prior experience working as a receptionist, secretary or similar administrative role; medical office experience a plus
- Strong typing skills
- Basic knowledge of computer programs
- High school diploma or general education degree (GED)

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

Source: Employer Website

Concierge (Roswell)



75 Magnolia St, Roswell, GA 30075

Provides general office support with a variety of clerical activities and related tasks. The receptionist partner will be responsible for answering incoming calls, welcoming guests to the community, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Qualifications:

- Possession of a high school diploma, GED, or equivalent.
- Six (6) months to one (1) year of relevant experience and/or training, or equivalent combination of education and experience.

Apply Online at: <https://bit.ly/33G5Qyc>

Source: Employer Website

Receptionist PT (Roswell)



1000 Applewood Dr, Roswell, GA 30076

[No qualifications specified in ad.]

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

Source: Employer Website

Office Assistant (Buckhead)



550 Pharr Rd NE #605, Atlanta, GA 30305

We are a small, but busy, psychiatry and psychology outpatient private practice that needs a reliable, organized Office Assistant to help manage the day-to-day aspects of running the business. The successful applicant will be able to handle face-to-face and phone contact with patients and their families in a warm and helpful way.

- Answer the phone and take messages
- Greet clients and vendors upon arrival
- Checking patients out and scheduling follow up appointments
- Maintain documents used to run the office (Gmail and google products)

Qualifications:

- Bachelor's degree preferred
- Relevant work experience required
- Typing speed: minimum 60 WPM with 90 percent accuracy

\$16.00 - \$18.00 per hour

Apply Online at: <https://indeedhi.re/3oo2WWL>

Source: Indeed

Posted 12/6/2020

Human Resource Generalist (Buckhead)



INNOVATE RECRUITMENT

3399 Peachtree Rd NE, Atlanta, GA 30326

This position will be focused but not necessarily limited to staffing and recruiting, compensation and benefits administration, employee wellness and safety, training and development, performance management, employee relations and terminations.

Qualifications:

- Bachelor's degree in Human Resources, business, or a related field, or extensive prior experience in human resources
- Minimum of five years of HR experience in positions that progressively increase in job scope and responsibilities required
- Management experience preferred
- Experience working in a sales organization, strongly preferred
- Superb computer literacy with capability in Google Workspace, MS Office, ATS, payroll and HRIS software and experience working in Paylocity preferred

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



5780 Peachtree Dunwoody Rd, Atlanta, GA 30342

This position requires the individual to perform a variety of administrative functions such as scheduling appointments, giving information to callers, and may take dictation. Composes and transcribes memos, notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget.

Qualifications:

- Requires a high school diploma with 0-2 years of experience in the field or a related field.

Apply Online at: <https://indeedhi.re/39DbzbY>

Source: Indeed

On Call Coordinator PT (Perimeter)



211 Perimeter Center Pkwy NE #200, Atlanta, GA 30346

The On-Call Coordinator provides scheduling and client coordination during non-business hours, and provides support to the branch recruiters in staffing and coordinating issues after normal business hours. This can include, but is not limited to, answering incoming calls and coordinating the schedules of after-hours healthcare staff members.

- Responds to incoming calls to the office after normal business hours
- Responds in a timely manner (within 15 minutes) to any messages left
- Documents client, patient, and caregiver occurrences in the system of record
- Communicates with clients when an employee has called off or is running late
- Delegates and plans tasks to appropriate staff (back-up coordinator, internal RN) when necessary
- Informs appropriate staff of any personnel changes and scheduling need that arises
- Staffs call-outs as soon as message is received
- Troubleshoots other after-hours issues that arise, and delegates appropriately
- Keeps office staff informed of outstanding issues at the beginning of normal business hours

Qualifications:

- High School degree required
- Must have internet access and personal computer, laptop or smart phone
- Experience in customer service environment preferred
- Proficiency with computers and Microsoft Office

The on-call coordinator is a part-time position and should not exceed 30 hours a week.

Apply Online at: <https://bit.ly/2L8fQtM>

Source: Employer Website

Receptionist/Administrative Assistant (Alpharetta)



520 S Main St, Alpharetta, GA 30009

Qualifications:

- Experience:
 - Microsoft Office: 2 years (Preferred)
 - Customer Service: 5 years (Preferred)
 - Medical receptionist: 1 year (Preferred)
 - Receptionist: 5 years (Preferred)

\$12 - \$16 an hour

Apply Online at: <https://indeedhi.re/39JdLhY>

Source: Indeed

Posted 12/6/2020

Administrative Assistant (Sandy Springs)



780 Johnson Ferry Rd NE STE 325, Atlanta, GA 30342

Responsibilities:

- Professional correspondence for a paperless office.
- Assembly of reports and legal documentation.
- Distribution of incoming mail and processes outgoing mail and other deliveries.
- Welcome visitors to our office and maintain the reception area.
- Downloads/Scans/Files brokerage statements.
- Answers and directs phone calls.

Qualifications:

- Foundational Bookkeeping Skills preferred
- Extensive software skills (Microsoft Office 365 - Excel, Word, Outlook)

Apply Online at: <https://bit.ly/2VJtqG1>

Source: Employer Website

Receptionist (Buckhead)



A Cedarhurst Community

3755 Peachtree Rd, Atlanta, GA 30319

Responsibilities:

- Be the first point of contact, via telephone and walk-in traffic, with prospects, residents, family, associates and vendors.
- Interact daily with associates, residents, prospects, families, and vendors. Approach all encounters with resident and associates in a friendly, service-oriented manner.
- Answer the telephone, take messages, greet and direct visitors and vendors to the appropriate party.
- Communicate with all visitors as to their business within the community. Have the visitors sign in using the guest register book. Withhold entry to and report any visitors that are not conducting legitimate business on the property.
- Greet all potential residents and their families by name and have them introduce to Sales and Marketing.
- Develop and maintain files according to the direction of the Business Office Manager (BOM), the Executive Director (ED), and company policies and procedures.
- Maintain confidentiality of all pertinent resident, associate, Community and company information deemed as such.
- Assist the BOM with Purchase Orders as needed.
- Responsible for the generation and maintenance of various reports and manuals as directed.
- Provide support to the various Department Heads, the Sales and Marketing Department, and BOM and the ED.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/37yBv5T>

Source: Employer Website

Posted 12/6/2020

Food Service, Housekeeping, & Other Now Hiring – Week of 12/6/20

Housekeeper (Roswell)

Resort Lifestyle Communities / 295 E Crossville Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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

Server Assistant PT (Sandy Springs)

\$13.50 an hour

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

<https://bit.ly/37r7hBG>

Housekeeper PT (Alpharetta)

Atria Senior Living / 100 Somerby Dr, Alpharetta, GA 30009

<https://bit.ly/2L2j5y7>

Housekeeper (Dunwoody)

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

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

General Laborer (Alpharetta)

\$14.00 per hour

Restoration 1 North Atlanta

<https://indeedhi.re/3lQ4szv>

Dishwasher (Alpharetta)

P.F. Chang's / 7925 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3o9SPF0>

Food Service Attendant - Part Time (Sandy Springs)

Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://bit.ly/39D78xQ>

Maintenance Assistant PT (Alpharetta)

30 hours per week

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

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

Food Service, Housekeeping, & Other Now Hiring – Week of 12/6/20

Christmas Kettle Bell Ringers (Doraville)

The Salvation Army

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

Restaurant Host/Hostess (Perimeter)

From \$9.25 an hour

Nordstrom / Perimeter Mall

<https://indeedhi.re/33EpXwF>

Janitor/Custodian (Brookhaven)

Goodwill / 3337 Buford Hwy NE

Atlanta, GA 30329

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

Kitchen Utility Worker (Sandy Springs)

Bridge Senior Living / 25 Glenlake Pkwy NE, Atlanta, GA 30328

<https://bit.ly/2Vrd7gX>

Housekeeper/Laundry Attendant (Sandy Springs)

\$10.50 - \$12.50 an hour

Legacy Ridge at Buckhead / 4804 Roswell Rd, Atlanta, GA 30342

<https://indeedhi.re/36vsc7h>

Valet Parking Attendant (Chamblee)

From \$10 an hour

Curry Honda / 5525 Peachtree Industrial Blvd, Chamblee, GA 30341

<https://indeedhi.re/36C7Utb>

Breakfast Attendant (Buckhead)

\$9 - \$12 an hour

Element Atlanta Buckhead / 3491 Piedmont Rd NE, Atlanta, GA 30305

<https://indeedhi.re/2L4OxjT>



CAREER SERVICES

Workshops

During these challenging times, JF&CS is here to help. Career Services offers a series of three, free monthly job readiness workshops.

- **Job Search Workshop** explores strategies to conduct a successful job search that will help secure employment more effectively.
- **Resume and Cover Letters Workshop** details how to create an effective resume or improve the one you already have.
- **LinkedIn Workshop** provides valuable information on how to create and strengthen your brand on LinkedIn and how to use it as a networking tool.

UPCOMING WORKSHOPS

Dec. 01 – LinkedIn

Dec. 08 – Job Search

Dec. 15 – Resume and Cover Letters

jfcsatl.org

Jewish Family & Career Services of Atlanta, Inc.
4549 Chamblee Dunwoody Road • Atlanta, GA 30338 • 770.677.9300



Register at: <https://jfcsatl.org/calendar/careers>