
Administrative Assistant (Alpharetta)



103 Roswell St, Alpharetta, GA 30009

We are seeking an Administrative Assistant to join the Pure Taqueria corporate team! The Administrative Assistant will provide direct support working closely with the Director of Operations, Area Managers and Marketing Team. This position will perform a variety of administrative and clerical tasks for PURE taqueria as well as provide support for our store Managers, Owners and Vendors and fulfill needs for the restaurants upon request.

- Franchise office point of contact for managers, owners, vendors and Guests, able to fulfill requests and answer questions
- Oversees day-to-day operation of corporate office, including front door reception, answering phone calls, replenishing office supplies and office snacks/ drinks and monitoring and logging company property and other office-related services.
- Schedules and coordinates monthly General Manager and Assistant Manager Meetings, ServSafe Classes and Certified Trainer Classes as well as sends out reminders and assists with class preparation and creation of meeting agendas.
- Supports company officers and area managers with administrative services as assigned including preparation of reports, analyzing data, and identifying solutions, ensuring that deadlines are met
- Creates and revises documents and updates PURE systems and procedures

Qualifications:

- Advanced computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong writing skills

Pay: \$38,000.00 - \$42,000.00

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

Source: Employer Website

Community Association Assistant

(Alpharetta)



1100 Northmeadow Pkwy #114, Roswell, GA 30076

The Community Association Assistant provides support to the Community Association Managers in the management of communities. The Community Association Assistant provides stellar customer service to homeowners in support of the communities we serve.

- Providing customer service to homeowners by answering emails and phone calls to assist with their accounts as it involves: payments, account log-in information, amenities access, clubhouse rentals, and other general questions and concerns.
- Provide support to Community Association Managers by assisting homeowners in the communities we serve and providing the managers with the information they need to help facilitate a rewarding client relationship.
- Send out community mailings.
- Manage clubhouse reservations and maintain amenity access - distribute/track cards, keys, fobs, etc....
- Troubleshoot and report issues/concerns with security access systems.
- Create monthly financial packet for managers review.
- Send community eblasts as provided by managers.
- Troubleshoot and report issues with office equipment.

Qualifications:

- Minimum of 5 years' experience in a customer-service role, preferably in association management, banking, or hospitality (10+ years preferred)
- High-school diploma or equivalent

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

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

Source: Indeed

Administrative Assistant (Sandy Springs)



8010 Roswell Rd #120, Atlanta, GA 30350

Responsibilities:

- Greets and directs patients and visitors, appropriately.
- Schedules all patients in a caring, professional and considerate manner.
- Answers incoming phone calls, respond to appointment scheduling/cancellation requests and routes calls to appropriate staff, as needed.
- Checks-in patients and payments, updates demographic information, insurance and other necessary information in our EHR system.
- Accurately schedules patient appointments and ensures all necessary online submissions are received and stored appropriately in our EHR system and network drives.
- Collects copayments, supply and balance payments.
- As directed, send out Email blasts for exercise/ education classes for alumni.
- Assist in data entry to support Formstack and Salesforce, in order to tract patient encounters.

Qualifications:

- Minimum of two years' experience in a busy office environment, preferably a medical office.
- High School or technical college graduate.
- Proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint) as well as excellent keyboarding skills, a must. Knowledge of WebPT, preferred.
- Knowledge of general principles of medical office operations including scheduling and patient collections, high preference.

\$11 - \$24 an hour

Apply Online at: <https://indeedhi.re/3a8CM6v>

Source: Indeed

Administrative Assistant (Sandy Springs)



8409 Dunwoody Pl, Sandy Springs, GA 30350

Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a computer and manual filing system
- Order office supplies
- Book and organize travel arrangements for senior staff
- Provide general support to visitors
- Provide information by answering questions and requests
- Generate reports
- Handle multiple projects
- Maintain supplies inventory
- Contribute to team effort by accomplishing related results as needed
- Write letters and emails on behalf of other office staff

Qualifications:

- Experience:
 - Microsoft Office: 1 year (Preferred)
 - Customer Service: 1 year (Preferred)
- High school diploma or equivalent; college degree preferred

\$10 - \$12 an hour

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

Source: Indeed

Office Services Assistant / Reception (Perimeter)



6 Concourse Pkwy, Atlanta, GA 30328

We are looking for a responsible Office Services Assistant/Receptionist to greet and sign-in guests as well as perform a variety of administrative and clerical tasks. Duties of our Office Services Assistant/Receptionist include providing support to our managers and employees; assisting in daily office needs and managing our company's general administrative activities.

Qualifications:

- 3+ years as a front office Receptionist, Office Assistant or administrative assistant
- High School Diploma
- Associates degree a plus
- Must be able to lift up to 30lbs (for wrapping and shipping boxes)

Apply Online at: <https://bit.ly/37LS8LC>

Source: Employer Website

Sales Assistant (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

The Sales Assistant is responsible for providing administrative support to the Sales team as well as our external customers including brokers, consultants, union trusts, health partnerships and clients.

- Follows-up with Account Manager and Sales Account Executives on status of open issues such as unsigned contracts.
- Provides administrative support, including mail, filing, proofreading and meeting planning and set-up.
- Develops presentations proposals, benefit highlights, contact sheet creation, report generation and other administrative support as directed by sales mgmt.
- Fulfills requests for brochures.
- Responds to telephone and email inquiries from brokers, groups and clients regarding compensation and licensing.
- Participates in sales events; answer questions from potential brokers about Delta Dental products and partnership opportunities.

Qualifications:

- High school diploma/GED required; some higher education preferred however equivalent experience will be considered.
- 1+ years' customer service and/or sales servicing experience required.
- Ability to type 50 wpm.

Apply Online at: <https://bit.ly/3qHb3Ql>

Source: Employer Website

Retail Administrative Support Team

(Perimeter)



Perimeter Mall

The AST's primary responsibilities are to organize the Store Management Office, execute operational administrative functions, oversee scheduling maintenance, balance the vault and other cash functions daily, distribute reports from My Macy's Portal to management team, facilitate the screening/hiring process, handle HR functions, and act as the HR liaison for store employees.

- Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public
- Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer
- Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management
- Balance vault and store checkbook and perform other cash functions on a daily basis
- Act as MST liaison and train associates and GSMs on how to call in repairs

Qualifications:

- High School Diploma or equivalent. Some college is desirable.
- Minimum of two years administrative experience.
- Typing minimum of 60 wpm. Working knowledge of Microsoft Word, PowerPoint, Excel, Exchange, and Lotus Notes.

Apply Online at: <https://bit.ly/2J5IAWZ>

Source: Employer Website

Case Manager Front Desk PT (Alpharetta)



175 N Main St, Alpharetta, GA 30009

Answering phones, scheduling patients and handling patient payments

Qualifications:

- High school or equivalent (Preferred)
- Customer Service: 3 years (Preferred)
- No experience necessary, we will train the right person.

\$10 - \$15 an hour

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

Source: Indeed

Posted 12/13/2020

Front Office Administrative Assistant (Alpharetta)



4205 North Point Pkwy STE F, Alpharetta, GA 30022

Duties include greeting and checking-in patients, answering and scheduling patients via phone calls, filing insurance and it's follow-up, scanning, and other general administrative work.

Qualifications:

- High school or equivalent (Required)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Dental office experience: 1 year (Preferred)

\$10 - \$26 an hour

Apply Online at: <https://indeedhi.re/371lhSM>

Source: Indeed

Posted 12/13/2020

Patient Services Coordinator

(Sandy Springs)



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

Working in the front line of communications, you interact and build relationships with patients, insurance providers, and medical professionals to create a streamlined scheduling and financial workflow.

Qualifications:

- High School Diploma
- 1-2 years of Customer Service Experience

Apply Online at: <https://bit.ly/3n1yK3n>

Source: Employer Website

Custodian Worker



Under the general direction of the Park Operations Manager, the employee will keep City buildings clean and in orderly condition, performing minor maintenance; setting up training functions and maintaining grounds. This is housekeeping and janitorial work in cleaning, dusting and maintaining the general office units. for the City's, Parks department. This is an entry level position.

Qualifications:

- Graduation from high school or possession of an acceptable equivalency diploma;
- Must possess at least one (1) year of related commercial or municipal custodial experience;
- Or equivalent education, and/or experience;
- Must possess and maintain a valid Georgia's driver license.

\$10.71 - \$17.14 an hour

Apply Online at: <https://bit.ly/3IW9SZC>

Source: Employer Website

Utility Locator (Alpharetta)



Our technicians spend their workdays on the go, independently working in the field using their company-provided vehicle. You will utilize our state-of-the-art ticket and claims management systems to ensure clear and complete mark-out services for the excavator or property owner at the work site.

- Correctly, safely, and efficiently locate underground utilities, including telecommunications, electric power, cable TV, gas, water, and sewer systems.
- Thoroughly search for underground utilities in a designated area, accurately marking the location, completing the necessary documentation, and photographing each locate.

Qualifications:

- Able and willing to work outdoors in various weather conditions. Previous outdoor experience is a plus.
- Able to work in a confined space; walk, bend, and lift up to 75 lbs.
- Computer proficiency
- Available to work overtime and weekends (as needed)
- Valid driver's license and a safe driving record

Apply Online at: <https://bit.ly/39Uce8T>

Source: Employer Website

Human Resources Manager (Perimeter)



Two Concourse Pkwy #500, Atlanta, GA 30328

This position requires you to act as a change agent while driving organizational effectiveness through talent acquisition, leadership development, employee engagement, diversity and inclusion, employee relations and compliance. This key role will provide sound guidance and counsel to functional leaders charged with managing and developing their teams. The HR Manager will serve as a trusted advisor charged with leading employee relations activities, including corrective counseling, workplace investigations and other related duties as assigned. In this role, you will use analytics, expertise and workforce trends to influence decisions that drive and improve organizational culture, processes & programs

Qualifications:

- Bachelor's degree required; Master's degree preferred
- SHRM or HRCI Certification(s) preferred
- 10+ years of progressive Human Resources experience in more than one facet of HR preferred, relevant experience will be considered call center experience a plus
- Ability to travel as necessary (approximately 10%), work the required schedule, work at the specific location required

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

Source: Employer Website

Recruitment Coordinator (Buckhead)



1575 Northeast Expressway, Bldg 1, Atlanta, GA 30329

Provides administrative, logistical, and customer support to the Recruitment team, hiring managers, and candidates to ensure efficiency and accuracy regarding the staffing and selection process.

- Coordinates and confirms interview and travel schedules with candidates, recruiters, and hiring managers.
- Drafts, sends and manages candidate correspondence/communications.
- Schedules/tracks background screen information to include: criminal/education verification, reference checks, language testing and job assessments.
- Initiates and manages on-boarding process utilizing company's applicant tracking system.
- Reviews all new hire paperwork for completeness, accuracy, and necessary signatures.
- Creates and distributes orientation roster and conducts new employee orientation check-in.

Qualifications:

- 1 year of experience providing administrative support or Bachelor's degree in lieu of experience
PREFERRED:
- Bachelor's degree in Business, Human Resources or related field
- Experience in human resources
- Experience in corporate or agency healthcare recruitment

Apply Online at: <https://bit.ly/3gD7iqw>

Source: Employer Website

Receptionist (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

Provides receptionist, administrative and secretarial support.

Qualifications:

- Must be proficient with technology relating to telephone systems and PC knowledge.
- Must have working knowledge of PCs, word processing, presentation and spreadsheet software (Microsoft Office and Outlook experience a must)
- Must have knowledge working a CRM system on a PC.
- Must be able to work weekends and have open availability.

Apply Online at: <https://bit.ly/3gtL2Py>

Source: Employer Website

Posted 12/13/2020

Executive Assistant – Marketing (Buckhead)



1575 Northeast Expressway, Bldg 1, Atlanta, GA 30329

Responsibilities:

- 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.

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/3n1qhgQ>

Source: Employer Website

Front Desk Coordinator (Buckhead)



BOARDROOM
SALON FOR MEN

3872 Roswell Rd NE Suite D3, Atlanta, GA 30342

Qualifications:

Minimum of 2 years customer service experience

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

Source: Employer Website

HR Assistant (Sandy Springs)



1303 Hightower Trail #105, Atlanta, GA 30350

Responsibilities:

- Review all emails and faxes to determine the nature to the request.
- Create tickets in SAP CRM system for unique request; or updates information received for existing requests.
- Assign tickets to appropriate teams or individuals for handling.
- Escalate issues to the next level as needed.
- Participate in information sharing with co-workers; identify trends and pass recommendations for improvement to the supervisor.
- Serve as a backup for the Employee Services or Operations teams as needed.

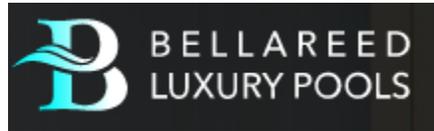
Qualifications:

- High school diploma required; Degree preferred.
- Minimum or (2) years customer service center or HR experience required; (3) years preferred.
- Prior use of a ticketing/case number system strongly preferred.

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

Source: Employer Website

Administrative Assistant to the CEO (Alpharetta)



12850 Alpharetta Hwy Suite 600-184, Alpharetta, GA 30004

Responsibilities:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical

Qualifications:

- Associate (Preferred)
- Microsoft Office: 5 years (Preferred)
- Administrative Experience: 3 years (Preferred)

\$36,000 - \$40,000 a year

Apply Online at: <https://indeedhi.re/378wvGb>

Source: Indeed

Office Administrator PT (Alpharetta)



Academy of Advanced Cosmetics

2662 Holcomb Bridge Rd Suite 330, Alpharetta, GA 30022

Perform a variety of clerical activities, including customer service over phone/ email/in person, sorting and filing of records/ documents/ mail/inventory, schedule clients, process retail orders, make social media posts, assist AAC Trainers in classes and support management.

- Greets customers of the department, or other personnel of the academy, by phone, in person or through electronic media. Assesses customer needs and explains services, courses, procedures and guidelines. Handles requests/transactions or directs the person or matter to the proper sources. Assists in resolving problems and ensuring satisfactory customer service.
- Schedule Students/Models/Clients and maintain point of contact.
- Uses variety of office software applications including Microsoft Excel, Word, G-mail, and other software's (to be trained).
- Operates office equipment such as printers, copy machines, fax machines.
- Provides direct or indirect assistance to academic functions and services. This includes room or class scheduling, administration of student records, test administration and scoring, supporting counseling/advising services and general support to programs in all areas of the academy.
- Enters information into databases and keeps detailed and accurate notes.

Qualifications:

- Knowledge of MS Office and Social Media
- High School Diploma
- Reliable source of transportation
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

\$10 - \$15 an hour

Apply Online at: <https://indeedhi.re/342aQNT>

Source: Indeed

Posted 12/13/2020

Administrative Assistant PT (Peachtree Corners 30092)



6260 The Corners Pkwy NW, Peachtree Corners, GA 30092

Mary Our Queen Catholic Church has an immediate opening for a part-time Parish Administrative Assistant to serve as the initial contact for those visiting the parish office, as well as to provide administrative support to the parish and parish staff, volunteers, and parishioners.

Qualifications:

- High School Diploma or GED
- Minimum of two to three years of related work experience, preferably in a church setting
- Strong computer skills are a must with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel)

The incumbent will be expected to work five (5) days (Monday to Friday) and up to a maximum of 26 hours per week.

Apply Online at: <https://bit.ly/375Sk9h>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 12/13/20

Parking Cashier 11a-7:30pm (Sandy Springs)

Children's Healthcare of Atlanta / 1001 Johnson Ferry Road NE, Atlanta, GA 30342

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

Front of House (Alpharetta)

Jason's Deli / 7300 N. Point Pkwy Alpharetta, GA - 30022

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

Kitchen Staff (Alpharetta)

\$11 - \$14 an hour

The Nest Café / 58 Canton St Ste 101, Alpharetta, GA 30009

<https://indeedhi.re/2lv6c3g>

Housekeeper (Sandy Springs)

Sandy Springs Place / 1260 Hightower Trail, Atlanta, GA 30350

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

Server (Sandy Springs)

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/33VPX6S>

Cashier PT (Roswell)

The Salvation Army / 10723 ALPHARETTA HIGHWAY, Roswell, Georgia

<https://bit.ly/3qJmd7a>

Cashier and Customer Service (Buckhead)

Zoës Kitchen / 3655 Roswell Rd Ste 100, Atlanta, GA 30342

<https://indeedhi.re/39UgdCn>

Crew - Five Guys Virtual Hiring Event (Sandy Springs + Other Locations)

Tuesday, December 15, 2020; 2:00 PM - 4:00 PM US/Eastern

<https://indeedhi.re/3n2VS1C>

Food Service, Housekeeping, & Other Now Hiring – Week of 12/13/20

Facilities Cleaning (Alpharetta)

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

<https://indeedhi.re/371vVdf>

Housekeeping Attendant (Sandy Springs)

\$10.00 - \$12.00 per hour

Hawthorn Suites / 6096 Barfield Rd, Atlanta, GA 30328

<https://indeedhi.re/3oBo9MV>

Dishwasher (Buckhead)

California Pizza Kitchen / Lenox Mall

<https://bit.ly/2Lh6LyF>

Housekeeper (Dunwoody)

Berman Commons / 2026 Womack Rd, Dunwoody, GA 30338

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

Part-Time Stocker (Roswell)

\$13.50 an hour

ALDI / 600 Mansell Rd, Roswell, GA 30076

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

Dishwasher (Dunwoody)

Veritas ATH-Clinical / 41 Perimeter Center East, Suite 400, Dunwoody, Georgia

<https://bit.ly/3nag8OS>

Kitchen Staff (Perimeter)

From \$10 an hour

Nancy's Pizzeria / 4705-C Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/346oYps>

Dishwasher (Alpharetta)

Dave and Buster's / 6500 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/33ZOix1>

Volunteer Opportunity



A Message from Nolan Feintuch, CAC Volunteer Coordinator:

On 12/30, Wednesday, we need 10 helpers to work the food pantry. If we don't get enough folks, we will have to close the pantry to our clients. That means that our clients will not be able to get food for the Holiday season until January 4th when we re-open. Also, if we can not serve on 12/30 the last time they will be able to get food will be on 12/28 (we need help then as well). We can't let this happen. Our clients have a lot to worry about and if we can provide them high quality food that is one less stressor for them.

Contact:

nolan.feintuch@ourcac.org

678-362-5583