
Administrative Assistant (Sandy Springs)



325 Hammond Dr UNIT 103, Sandy Springs, GA 30328

Responsibilities:

- File/keep track of paperwork and contracts for all classes
- Maintain up-to-date knowledge of all programs
- Answer phone calls and provide adequate information to clients
- Send mail-outs and emails as needed
- Keep accurate records of payments received
- Schedule instructors to teach classes
- Schedule clients for classes and lessons
- Assist the owner and other office manager in day-to-day business matters as needed

Qualifications:

- High school diploma
- At least 1 year of office managing experience
- Must work weekends (Saturday and Sundays), having 2 weekdays off during the week.

\$11 an hour

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

Source: Indeed

Front Desk Receptionist (Dunwoody)



1842 Independence Square Suite A, Dunwoody, GA 30338

Qualifications:

Microsoft Office: 1 year (Preferred)

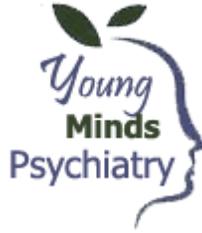
Customer Service: 1 year (Preferred)

From \$9 an hour

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

Source: Indeed

Front Desk Receptionist (Dunwoody)



2150 Peachford Rd, Atlanta, GA 30338

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/3oWRyS3>

Source: Indeed

Posted 12/20/2020

Front Desk Agent (Alpharetta)



HOTELS

7895 North Point Pkwy, Alpharetta, GA 30022

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 file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; Supply guests/residents with directions and information regarding property amenities, services, and hours of operation, and local areas of interest and activities. Follow up on any outstanding requests or problems from the previous day and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Respond to special requests from guests with unique needs and follow up to ensure satisfaction. Etc. etc, etc.....

[No qualifications specified in ad.]

Apply Online at: <https://indeedhi.re/3ahgLm1>

Source: Indeed

Posted 12/20/2020

Receptionist/Front Office Specialist

(Chamblee)



2830 Dresden Dr, Atlanta, GA 30341

This position will provide general administrative support with a variety of clerical activities and related tasks for Skyland Trail operations. The receptionist will be responsible for answering incoming calls, directing calls to appropriate staff, greeting guests of the J. Rex Fuqua Campus, mail distribution as well as additional administrative duties.

Qualifications:

- Minimum of Bachelor's Degree in a related field and/or five (5) years experience

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

Source: Employer Website

Associate Service Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

The Associate Service Coordinator is responsible for assisting the Service Coordinator Team, Team Vice President, Team Director, and Sales Teams with projects and miscellaneous requests.

- Enters data and updates database as required paperwork is received.
- Maintain and distribute missing timesheet reports.
- Track and upload various documents.
- Update database on an ongoing basis.
- Provide back-up coverage for Reception Team on an as needed basis.
- Ensures that customer needs are satisfied and that they are informed of their travel arrangements.
- Resolves customer requests, complaints, and problems.

Qualifications:

- High school degree required, Bachelor's degree preferred.
- Previous customer care/support experience helpful, but not required.

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

Source: Employer Website

Administrative Assistant (Buckhead)



980 Johnson Ferry Rd Suite 410A, Atlanta, Georgia, 30342

In this support role you will ensure the timely and accurate completion of change requisitions, treatment logs, patient charts, invoices and purchase orders. You also will assist patients with transportation arrangements and physician appointments.

Qualifications:

- Excellent computer and clerical skills (Microsoft Office)
- Typing 60 WPM
- High school diploma or GED
- Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.

Apply Online at: <https://bit.ly/34lul41>

Source: Employer Website

Administrative Assistant (Dunwoody)

The Weston Group Inc

690 Mount Vernon Hwy, Atlanta, GA 30328

The Weston Healthcare Group, a national provider of rehabilitation services, is currently seeking a Full Time Administrative Assistant to join our team in the Atlanta, GA area in our Senior Living facilities.

Qualifications:

- Proficient in Microsoft Word, Excel and Outlook
- The ideal candidate must have experience working in a health care environment or office.

Apply Online at: <https://bit.ly/3afw2nu>

Source: Employer Website

Return Mail Clerk (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

This position will be responsible for researching, verifying, correcting and notating system of addresses on records that have been returned or rejected. This position also includes processing incoming mail, sorting mail and general office duties.

Qualifications:

- Experience with mail sorting and postage
- High School Diploma or higher
- Ability to type a minimum of 35 WPM

Apply Online at: <https://bit.ly/2Wm2HiZ>

Source: Employer Website

Front Desk Helper PT (Roswell)



4671 Sandy Plains Rd, Roswell, GA 30075

[No MARTA Service to this Location]

Qualifications:

High School Diploma

Monday - Friday from 3:00 - 6:30

\$10 an hour

Apply Online at: <https://indeedhi.re/3p112vx>

Source: Indeed

Front Office Manager (Alpharetta)



3800 Mansell Rd #150, Alpharetta, GA 30022

Create the first impression and set the client experience of Credo CFOs and CPAs. Perform administrative and office support activities for the Credo office. Duties may include fielding telephone calls, receiving and directing visitors, data entry, filing, faxing, and various projects. Support CFO and CPA divisions. Coordinates various office support services, including purchasing and facilities management. Accounting and Tax administrative support.

- Scan and file documents electronically as needed to secure drive
- Answer all incoming calls and direct as needed.
- Create and maintain new client paper files
- Greet visitors and assist as needed
- Maintain and order all office supplies on a routine basis.
- Maintain and keep abreast of all office equipment (printers, phone systems)
- Record all activities and time in CRM system
- Perform clerical accounting functions to support the CredoCFO department

Qualifications:

- Demonstrated ability and/or prior experience in handling confidential documents and information
- Must have above average computer skills. Must have knowledge in Microsoft Office products and Outlook.
- Some bookkeeping or CPA firm experience is a plus.
- Associate (Preferred)

\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/3gU57io>

Source: Indeed

Document Scanner (Alpharetta)



Responsibilities:

Prep and scan documents to be entered into the appropriate database

Store documents after scanning in controlled storage room

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3r5UVIf>

Source: Employer Website

Administrative Coordinator, Recruiting & Legal (Buckhead)



3445 Peachtree Rd NE Ste 1275. Atlanta, GA, 30326

The Administrative Coordinator, Recruiting & Legal provides administrative support to the Recruiting and Legal teams. For Recruiting, you'll support a small team of Recruiters with a nationwide territory. For Legal, you'll be the primary contact for coordination of workers' comp, auto, and insurance claims. You'll also compile data from different sources to create comprehensive reports for both the Recruiting and Legal teams.

- Order background checks and ensure that none are lost/stuck in the process.
- Site Admin for background check system and ATS (Applicant Tracking System); training will be provided.
- Own Onboarding logistics for all Corporate roles; work closely with IT to ensure equipment is available on New Hires' 1st day.
- Pull reports from ATS & export into Excel on weekly, monthly, and ad hoc basis.
- Review first reports for completeness, submit all pertinent information to insurance carriers, and manage email requests and responses.
- Work with existing databases to update spreadsheets and create weekly status reports.
- Daily communication with claims adjusters
- Maintain detailed claim information and create reports

Qualifications:

- At least 3 years (we'd love more!) experience in an office-based administrative role, preferably supporting Recruiting or Legal teams.
- Strong knowledge of email archiving and category folders.
- Proficient with MS Office (Word, Excel, Outlook). Advanced Excel user preferred.

\$20 - \$22 an hour

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

Source: Indeed

Production Worker (Roswell)



200 Hembree Park Dr Suite D, Roswell, GA 30076

2 to 4 Positions Available

Amerifiber is a manufacturer/distributor of fiber optic cable assemblies, panels and fiber products.

8 hour shift, Monday to Friday

\$10 an hour

[No qualifications specified in ad.]

Apply Online at: <https://indeedhi.re/3nzFK87>

Source: Indeed

Administrative Assistant (Roswell)



515 E Crossville Rd STE 350, Roswell, GA 30075

[No MARTA Service to this Location]

Community Construction Group is seeking an Administrative Assistant to support Construction Division Project Administrators and Managers in delivering service to our customers. The Administrative Assistant will be responsible for completing tasks related to contract administration, project accounting, estimating and scheduling, as well as general office administrative tasks (reception, documentation, filing and organization, etc.).

- Support Project Administrators and Managers by providing information to or collecting information from subcontractors and customers.
- Perform workflow tasks related to project accounting (Accounts Payable and Accounts Receivable).
- Assist in Contract Administration using AIA software.
- Assist in processing Certified Payroll documentation as required by specific jobs.
- Assist in preparing for financial and insurance audits by compiling necessary information per the direction of the executives.
- Perform general administrative duties in office, including but not limited to documentation, answering phones, filing, organization, etc.

Qualifications:

- A 4-year college degree is preferred, but not required.
- Relevant work experience in the construction industry is preferred.
- Must have extensive computer expertise.
- Must have proficient knowledge of the Microsoft Office suite of products (includes Outlook, Word, Excel, PowerPoint, etc.).
- Experience with or knowledge of Viewpoint Vista or similar financial/accounting systems, AIA Contract Documents and/or Procore, is a plus.

\$30,000 - \$40,000 a year

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

Source: Indeed

Receptionist (Sandy Springs)

SavaSeniorCare
Administrative Services LLC

Sandy Springs Health and Rehabilitation Center

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

Qualifications:

Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/3h3qldS>

Source: Employer Website

Concierge (Dunwoody)



7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Greet residents and guests warmly and professionally and offer beverages/refreshments.
- Arrange services for residents (transportation, restaurant, conference or catering reservations, event tickets, etc.).
- Provide directions for residents and guests.
- Responsible for managing front office operations, and overall appearance of lobby, living room, and portico ensuring proper organization and tidiness resulting in positive curb appeal and first impressions.
- Monitor refreshments throughout the day to ensure they are readily available to guests and residents.
- Receive both external and internal calls and properly communicate messages to appropriate associates, residents, or visitors.
- Receive, and promptly respond to, inquiries and requests made by visitors, residents, families and associates.
- Monitor the electronic visitor log system.

Qualifications:

- Have a high school diploma or equivalent.
- Have a minimum of one (1) year of service experience in a hospitality setting (resort, hotel, luxury apartment or condominium community, country club, cruise ship, spa, etc.)
- Have good data entry skills and be proficient with computers, including Microsoft Outlook, Microsoft Word and Excel, and be able to learn new computer applications

Apply Online at: <https://bit.ly/2WI4FKZ>

Source: Employer Website

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

Team Member (Alpharetta)

KFC / 5150 Windward Pkwy, Alpharetta, GA 30004

<https://bit.ly/2KeuS0X>

Lot Associate (Roswell)

The Home Depot / 1580 Holcomb Bridge Rd, Roswell, GA 30076

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

Host (Dunwoody)

HOBNOB Neighborhood Tavern / 1221 Ashford Crossing, Atlanta, GA 30346

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

Dishwasher (Buckhead)

Grand Lux Café / Phipps Plaza

<https://bit.ly/3r29axN>

Receiving Associate PT (Roswell)

Frontgate / 1425 Market Blvd, Roswell, GA 30076

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

Valet PT 3pm-11pm (Perimeter)

AAA Parking / 111 Perimeter West, Atlanta, Georgia 30346

<https://bit.ly/2LD6pCF>

Team Member (Alpharetta)

Schlotsky's / 3345 Old Milton Parkway Alpharetta, GA - 30005

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

Busser / Server Assistant (Buckhead)

The Palm Atlanta / 3391 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/2LAz8Ik>

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

Dishwasher (Sandy Springs)

\$12 - \$15 an hour

The General Muir / 6405 Blue Stone Rd Ste 240, Sandy Springs, GA 30328

<https://indeedhi.re/389w6Tc>

Kitchen Helper/Dishwasher (Buckhead)

Senior Resource Group / 650 Phipps Boulevard NE, Atlanta, GA 30326

<https://indeedhi.re/3p9kmqm>

Server (Sandy Springs)

Brooklyn Café / 220 Sandy Springs Cir, Atlanta, GA 30328

<https://indeedhi.re/2LRg8FJ>

Host (Alpharetta)

Chili's / 7800 North Point Parkway, Alpharetta 30022

<https://bit.ly/3rbNEa0>

Dishwasher PT (Alpharetta)

\$10 - \$12 an hour

Carson Kitchen / 4 S Main St, Alpharetta, GA 30009

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

Dishwasher / Utility Worker (Dunwoody)

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

<https://bit.ly/2J36KO8>