
Law Firm Receptionist (Alpharetta)



MCMICKLE, KUREY & BRANCH, LLP

217 Roswell St #200, Alpharetta, GA 30009

Responsibilities:

- Welcoming guest
- Answering phones
- Assist with opening, scanning and distributing mail

Qualifications:

- Be proficient with Microsoft Office 2010, including Word, Excel, and Outlook
- Clerical experience: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/35gHoV9>

Source: Indeed

Administrative Assistant/Receptionist

(Alpharetta)



2710 Old Milton Pkwy #200, Alpharetta, GA 30009

Responsibilities:

- Answers telephones and directs the caller to the appropriate employee.
- Greets and directs visitors to the company.
- Takes and retrieves messages for various employees.
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information.
- Assists with maintaining active employee directory.
- Receives, sorts and forwards incoming mail.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.
- Order meals as requested for meetings and/or company events.

Qualifications:

- Associate's Degree preferred
- Minimum of 3 years of related experience

\$38,000 to \$50,000, based on experience

Apply Online at: <https://bit.ly/2KRk0Gz>

Source: Employer Website

Customer Service Representative (Work from Home)



Responsibilities:

- Talks to customers over the phone, email, online chat or social media to resolve their questions or concerns
- Maintains and updates customer information as necessary
- Calmly attempts to resolve and de-escalate any issues
- Escalates calls to supervisor when necessary and appropriate
- Responds to requests for assistance and/or possible processing of credit card authorizations
- Tracks call-related information for auditing and reporting purposes
- Provides feedback reports on call issues related to downtime and/or training issues
- Upsells to customers as necessary

Qualifications:

- High School Diploma or GED required; college degree preferred
- Customer service experience a plus
- Phone-related customer service a major plus
- Familiarity with Microsoft Windows, Word, and Excel applications

Apply Online at: <https://indeedhi.re/38Uqix2>

Source: Indeed

Guest Services Representative PT (Alpharetta)



16785 Old Morris Rd, Alpharetta, GA 30004

Responsibilities:

- Greet, register, and assign rooms to guests. Issue room key and escort instructions to Bell person or directly to guest as appropriate, without announcing room numbers.
- Answer inquiries pertaining to hotel services, registration of guests and shopping, dining, entertainment and travel directions.
- Keep records of room availability and guests' accounts. May make, confirm and cancel reservations for guests.
- Compute bill, collects payment and makes change for guests. May post charges such as room, food, liquor or telephone by hand or machine.
- Date-stamp, sort and rack incoming mail and messages. Transmit and receive messages using equipment such as telephone, fax and switchboard.
- Understand and enforce the hotel company credit policies. Account for all cash and makes deposits in accordance with hotel and company policies.
- Take the initiative to greet guests in a friendly and warm manner.
- If functioning in a Lead Capacity: (a) take responsibility for assigned employees in the absence of the Supervisor, (b) assign work, and ensure proper performance of assigned employees.
- May make restaurant, transportation or entertainment reservations for guests; may deposit guests' valuables in hotel safe or safe-deposit box

Qualifications:

- HS Diploma or equivalent.
- Minimum 3 months hospitality, general office, accounts receivable or customer service experience.

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

Source: Employer Website

Management Trainee (Roswell)



11572 ALPHARETTA HWY, ROSWELL, GA 30076

As a Management Trainee, you'll start learning our business from day one while based out of one of our neighborhood branches. You will be entrusted to serve as both the face of Enterprise to customers and partners and the behind-the-scenes operational expert. In our structured program, you will master the knowledge and skills you need to eventually run your own branch, cultivate new business and develop your team.

In our hands-on learning environment, you will receive the guidance, mentoring, and support you need to be successful. You will also get out into the community and establish the relationships essential to building your own business.

We'll teach you how to excel at customer service, sales and marketing, finance, and operations. And you'll learn what it means to always put our customers first. Ours is a culture of friendly competition, which is critical to growing our business – and your success.

Qualifications:

- Must have a Bachelors degree.
- Must have a valid driver's license in with no more than two moving violations and/or at fault accidents on driving record in the past three years.
- Must have at least 6 months of work experience in sales, customer service and/or leadership/management experience.
- Could include leadership experience in organizations/clubs, volunteer work/community service, athletics or military service.

\$45,036 a year

Apply Online at: <https://bit.ly/3hzzVW8>

Source: Employer Website

Accounting Administrative Assistant PT (Roswell)

PAS Protective Arms Security, LLC

110 Mansell Cir ste115, Roswell, GA 30075

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 filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Take dictation
- Research and creates presentations
- Generate reports

Qyak

- Associate (Preferred)
- Microsoft Office: 4 years (Preferred)
- Customer Service: 4 years (Preferred)

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/34Zn8Hg>

Source: Indeed

Project Assistant (Alpharetta)



Rogers

2050 Marconi Dr, Alpharetta, GA 30005

Responsibilities:

- Assist Project Managers in planning work schedules, determining manpower levels, and arranging for the assignment of project employees
- Assist in the coordination of project activities to ensure projects progress on schedule and within budget constraints
- Assist with the acquisition of materials and equipment
- Compose correspondence and reports as needed
- Advise Project Managers of potential problems, work interferences, and scheduling difficulties. Assist in resolving such problems as requested
- Check deadlines on all incoming requests and take initiative on appropriate priorities
- Process day-to-day administrative items per supervisor's request (i.e. expense reports, supply requisitions, POS, HR transaction forms, budgets, etc.)
- Prepare special reports per supervisor request

Qualifications:

- Associates Degree; or a minimum 2 years of previous administrative experience
- Proficiency in MS Office Suite

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

Source: Employer Website

Child Activities Assistant – Temp (Buckhead)



Cherokee Town & Country Club

155 West Paces Ferry Rd NW, Atlanta, GA 30305

You lead and coordinate activities for the children to participate in such as storytelling, organized arts and crafts, and games. Assisting the Director of Youth Activities, you implement monthly themes and activities.

Qualifications:

- High school diploma or equivalent
- At least 1 year of experience in a child care environment

\$10 an hour

Apply Online at: <https://bit.ly/2KRVSn5>

Source: Employer Website

Posted 1/3/2021

Client Care Receptionist (Alpharetta)

Ideal Image[®] MedSpa

5530 Windward Pkwy #1210, Alpharetta, GA 30004

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.

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.
- Knowledge of Salesforce (data entry, usage etc.)

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

Source: Employer Website

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/3hBABdl>

Source: Employer Website

Mail Clerk (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

Responsibilities:

- Pre-sort incoming mail
- Sort/prep incoming documents by category according to established guidelines.
- Pickup documents from Mail Clerk stations and deliver to other areas.
- Move completed work to storage locations.
- Retrieve rejected documents from storage for rescan and reassemble and staple documents for distribution to other departments.
- Prepare completed x-ray claims and miscellaneous documents for mail out.
- Pull and print out copies of claims as needed
- Pickup and deliver U.S.P.S., departmental, inter office mail, claims and word processing/printing materials.

Qualifications:

- Knowledge of general mail and shipping equipment operation

Apply Online at: <https://bit.ly/3rlq6cX>

Source: Employer Website

Operations Administrative Assistant

(Roswell)



The Operations Administrative Assistant provides administrative assistance to members of the Plasma Services team. Handles mail, appointments, arranges travel, reconciles business expenses as needed. Collects and prepares information for use in discussions/meetings of executive staff and outside individuals. Maintain a multitude of reports for the purposes of tracking and trending.

Qualifications:

- Bachelor's degree or equivalent experience preferred; high school diploma and a professional certification with equivalent experience required.
- Two or more years of successful administrative experience preferred. Requires professional experience in working with senior-level executives within and outside the company, as well as customers, vendors, visitors, and others.

Apply Online at: <https://bit.ly/34W0mOU>

Source: Employer Website

Receptionist (Buckhead)



3330 Piedmont Rd NE Ste 13, Atlanta, GA 30305

Responsibilities:

- Check in all patients and complete patient registration under the direction of the Office Manager.
- Schedule patient appointments within operational standards.
- Confirm patient appointments two (2) business days prior to the patients' appointments.
- Complete insurance verifications two (2) business days prior to all (general and specialty) patients' visits to determine coverage and benefit limits and link insurance in EagleSoft, as directed by office manager and/or ortho supervisor. Ensure pre-authorizations are received prior to appointments, if required.
- Complete check out process with each patient by reviewing charts to ensure that all information is written properly and procedures are documented and match the signed routing slip that the general dentist or specialist has submitted.
- File patient charts on a daily basis.

Qualifications:

- Basic clerical and administrative skills.
- Basic knowledge of insurance and dental terminology helpful.
- Working knowledge of Internet Explorer and Microsoft Word required; knowledge of Microsoft Excel preferred.
- Experience with dental software such as EagleSoft preferred.
- Previous insurance and/or dental office experience preferred.

Apply Online at: <https://bit.ly/3hytS3S>

Source: Employer Website

Office Manager (Roswell)



1007 Mansell Rd Suite A-115, Roswell, GA 30076

Responsibilities:

- Stocking of office supplies like equipment, snacks, stamps, mailing supplies, marketing materials, and errands.
- Handling of Invoices for All Brands
- Double Checking Payments Have Been Received Across Systems
- Responsible for developing and implanting [sic] office policies by setting up procedures and standards to guide the operation of the office.
- Determining Current Trends and Providing a Review for Management to Act On.
- Responsible for Recruiting Staff for the Office and Field Operations and OnBoarding New Employees - > Brand Manager Interviews
- Handling Customer Calls, Complaints, and Responding in a Timely Fashion
- Coordinate Schedules, Appointments, and Bookings. Routing Efficiencies
- Identifying Opportunities for Community Outreach and Engagement
- Ensuring Filing Systems are maintained and current.
- Establish and Monitor CRM for All Customer Data Across the Brands for Record Keeping - > Google Sheet Categorized by Neighborhood - Data Entry
- Responsible for Cross Promotional Marketing Tasks and Implementation
- Collecting Keys and Handling End of Day Activities - > Handling Beginning of Day

Qualifications:

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

From \$35,000 a year

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

Source: Indeed

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/3n4MBVK>

Source: Employer Website

Receptionist PT (Buckhead)



3293 Buford Hwy NE #500, Atlanta, GA 30329

Responsibilities:

- Enthusiastically greet all members, prospective members, and guests
- Handle all “Front Desk” activities:
- Answer phone calls in a friendly manner and resolving or escalating all calls
- Check members/guests into the system
- Create new member accounts and accept payments
- Update member accounts as needed
- Assist in maintaining a clean and neat gym
- Book Members into classes
- Perform proper Opening and Closing duties as they are posted
- Some book keeping and cleaning required

Qualifications:

- High School diploma or equivalent
- 2-3 years of customer service experience
- Ability to handle cash and perform basic mathematical calculations
- Proficient with Microsoft Office

Up to \$12 an hour

Apply Online at: <https://indeedhi.re/3n7eL2F>

Source: Indeed

Executive Assistant PT (Norcross)



5905 Brook Hollow Pkwy, Norcross, GA 30071

Coordinate scheduling and communication of various meetings, activities and travel for senior level pastors.

- Coordinate all aspects of speaking engagements to ensure all travel information, itinerary, media, materials, products, and other details are prepared and confirmed with appropriate ministry representatives.
- Schedule and confirm travel arrangements when requested; to include all transportation, itineraries, lodging and meals.
- Assist with preparation when pastors are involved in Victory weekend service activities to ensure media, products, and other important details have been completed.
- Serve as primary point-of-contact for all Victory staff events, meetings and communication (phone, email, mail) in order to prioritize issues and delegate what can be done by others.
- Coordinate communication and requested activities related to other ministry endeavors.
- Conduct research as requested to support preparation of content for services or other speaking engagements.
- Procure any illustrative props or other supplies as needed for sermon illustrations or speaking engagements.
- Reconcile monthly credit card statements.

Qualifications:

- 2+ years of senior level administrative assistant experience preferred
- Proficient in both Mac environment and Microsoft Office 365 suite.

Apply Online at: <https://bit.ly/3871aXt>

Source: Employer Website

Claims Coordinator I Part Time (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

Responsibilities:

- Act as a Liaison between claims and other insured entities while adhering to company protocol
- Responsible for keeping the integrity of production using company supported technology
- Analyze and consolidate data quickly to create accurate written reports
- Provide complete published report to the customer within specified deadlines
- Navigate and use multiple computer applications simultaneously to respond to internal and external customer inquiries
- Provide accurate and detailed information to inbound calls from customers to resolve issues/concerns

Qualifications:

Preferred:

- Roof construction knowledge and background
- Some college education
- Experience in Xactimate
- Experience in Ring Central

Apply Online at: <https://bit.ly/3rQymb4>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/3/21

Housekeeper (Dunwoody)

2 to 4 Open Positions; \$10 - \$12 an hour

Dunwoody Place / 1460 S Johnson Ferry Rd NE, Atlanta, GA 30319

<https://bit.ly/3hu1rUQ>

Laundry Attendant (Alpharetta)

\$9 - \$11 an hour

Aloft Alpharetta / 7895 North Point Pkwy, Alpharetta, GA 30022

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

Maintenance Assistant (Buckhead)

The Piedmont at Buckhead / 650 Phipps Boulevard NE, Atlanta, GA 30326

<https://indeedhi.re/2KI6x40>

Greeter (Buckhead)

South City Kitchen / 3350 Peachtree Rd NE Suite 175, Atlanta, GA 30326

<https://bit.ly/3n1GwCH>

Dishwasher (Sandy Springs)

District M / 6125 Roswell Rd Ste 900 Sandy Springs, GA 30328

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

Dishwasher (Alpharetta)

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

<https://bit.ly/38U9OoC>

Food Expeditor/Server (Roswell)

\$10/hr

Pizzeria Lucca / 96 Bulloch Ave, Roswell, GA 30075

<https://indeedhi.re/3n1Bxcg>

Receiver Stocker Overnight Part Time (Sandy Springs)

Lowe's / 5925 Roswell Road, Sandy Springs, GA 30328

<https://bit.ly/2X1zQ3I>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/3/21

Crew Members (Buckhead)

2 to 4 Open Positions; \$11 - \$14 an hour

Mister Car Wash / 2980 Piedmont Rd NE, Atlanta, GA 30305

<https://indeedhi.re/3hx564c>

Janitor PT (Roswell)

Mazda of Roswell / 11185 Alpharetta Hwy., Roswell, GA 30076

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

Stock Associate (Perimeter)

Cost Plus World Market / 4733 Ashford Dunwoody Rd.

<https://indeedhi.re/3hxf3OW>

Ladies Locker Room Attendant PT (Sandy Springs)

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

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

Concierge PT (Buckhead)

Sunrise Senior Living / 1000 Lenox Park Boulevard, NE

<https://bit.ly/3rR6DHh>

Dishwasher (Alpharetta)

Chilis / 7800 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3n3YfR3>

Service Assistant PT (Alpharetta)

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

<https://bit.ly/38Wjl9k>

Groundskeeper (Alpharetta)

Avana North Point Apartments / 900 Jameson Pass, Alpharetta, GA 30022

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



If you have not already voted,
PLEASE VOTE ON TUESDAY, JANUARY 5!