
Administrative Assistant (Sandy Springs)



400 Northridge Rd Suite 140, Sandy Springs, GA 30350

Duties include providing administrative support to ensure efficient operation of the office. Support of administrative team through a variety of tasks related to organization and communication.

Qualifications:

- Associates Degree a Plus
- Previous Administrative Assistant experience

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

Source: Employer Website

Posted 1/10/2021

Nursery Worker PT (Alpharetta)



410 Rucker Rd, Alpharetta, GA 30004

Read to kids, play games, engage them in provided crafts and play with kids on the playground.

The needed hours are every Sunday from 9:30 am-12 noon, Wednesday from 6:45 pm-8:45 pm and every other Sunday from 4:30 pm-7:30 pm. Additional hours might be available to the right candidate.

Qualifications:

- Babysitting: 2 years (Required)

Pay: \$12.00 per hour

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

Source: Indeed

Posted 1/10/2021

Administrative Assistant and/or Medical Assistant (Alpharetta)

Trans Alliance Med & Drugs

2650 Holcomb Bridge Rd STE 540, Alpharetta, GA 30022

Qualifications:

- Experience in the healthcare industry
- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)

Full/Part time position available.

\$12 - \$25 an hour

Apply Online at: <https://indeedhi.re/397vduD>

Source: Indeed

Posted 1/10/2021

Executive Assistant (Sandy Springs)



5620 Glenridge Dr, Atlanta, GA 30342

The Executive Assistant provides administrative support to an executive(s) and their team. This position manages calendars, prepares correspondence, coordinates travel arrangements, schedules appointments, creates and refines presentations, processes invoices, organizes and distributes materials, and maintains confidential records.

Qualifications:

- H.S. Diploma Req
- Associate's Degree Pref Or
- Bachelor's Degree Pref
- 4-7 years Administrative support experience, supporting C-Level Executives Pref

Apply Online at: <https://bit.ly/3s3Po1Y>

Source: Employer Website

Human Resources Coordinator/Recruiter (Sandy Springs)



270 Carpenter Dr NE #700, Atlanta, GA 30328

The position of Human Resources Coordinator/Recruiter will administer the Human Resources Policies and Procedures under the direction of the Human Resources Manager. This position will be responsible for leading trade skilled recruiting activities in the Southeast Region and will serve as the day to day Human Resources Department contact for North Perimeter Contractors, LLC.

- Employee relations
- Recruiting
- Onboarding new employees
- Process benefits elections/changes
- Process and track personnel actions
- Partner with hiring managers to determine staffing needs
- Screening resumes
- Performing reference and background checks
- Making recommendations to company hiring managers

Qualifications:

- 2-3 years' experience in Human Resources field, including recruiting and employee relations
- 4-year College Degree, or equivalent combination of education and experience

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

Source: Employer Website

Receptionist/Front Office Specialist

(Chamblee)



2830 Dresden Dr, Atlanta, GA 30341

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.

- Professionally answer incoming calls to the main number and route as appropriate.
- Greet and direct visitors of the J. Rex Campus in a professional and friendly manner while ensuring all visitors sign the confidentiality form.
- Manage the day to day operations of the front desk with constant interactions with clinical staff to keep the campus running smoothly.
- Assist Skyland Trail clients as needed.
- Receive and sort the daily mail and deliveries for distribution.
- Carry out administrative duties such as; filing, typing, draft emails and correspondence, copying, binding, scanning, etc. Be proactive in organizing office operations and procedures to ensure organizational effectiveness, efficiency and safety.
- Arrange catering and audio-visual needs for office vents and meetings. Assist with all aspects of organizational event planning. Prepare and distribute minutes, agendas, take and draft minutes and supporting documents.
- Order office supplies/equipment.

Qualifications:

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

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

Source: Indeed

Unit Secretary-ICU (Roswell)



3000 Hospital Blvd, Roswell, GA 30076

The Unit Secretary functions under the direction of the Nurse Manager and Assistant Nurse Manager to facilitate the provision of safe, age appropriate and culturally aware patient care by performing clerical and receptionist functions including computer order entry, retrieval of data, maintaining unit supplies, transporting supplies/equipment/patient medications, preparing and maintaining patient charts, providing customer service and acting as the central communication source on the nursing unit.

Qualifications:

- Six (6) months clinical experience in acute care setting preferred.
- Basic computer skills required.
- Ability to enter information into an electronic medical record. Basic medical terminology required.
- High school diploma or equivalent from accredited program required

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

Source: Employer Website

Personal Assistant (Alpharetta)

North Atlanta Homes

7855 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- Build, implement and manage all systems for clients, lead generation, database management, and back-office support
- Coordinate marketing events and client activities
- Oversee all listing files and listing marketing (brochures, flyers, online marketing, etc.)
- Manage website, blog sites, and social media * Act as a liaison between clients and agents
- Participate in company-provided training sessions
- Compile and distribute weekly/monthly reports to clients (buyers and sellers)
- Manage contract to close process
- Create and maintain an operations manual that documents all systems and standards
- Be the first point of contact in handling customer inquiries and complaints
- Create, maintain and utilize a complete lead follow-up system
- Keep agent informed about challenges and issues that need to be handled
- Provide concierge-level customer service to clients and customers

Qualifications:

- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, PowerPoint, Outlook, and Internet skills
- Education: Associate (Preferred)
- Administrative Experience: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/2L7TUPK>

Source: Indeed

Call Center Customer Service Rep (Norcross)



4855 Peachtree Industrial Blvd #245, Norcross, GA 30092

Responsibilities:

- Batches documents
- Keys data from source documents in a timely and efficient manner
- Performs acceptable volume of work in timely, efficient and accurate manner and in order of scheduled priorities to meet or exceed client expectations of processing schedule
- Performs verification duties as required
- Keys correcting entries as indicated by verification or other warning
- May trouble shoot data problems
- May operate peripheral equipment
- May assist in development of production formats and keying procedures

Qualifications:

- H.S. diploma or equivalent
- Previous experience with data entry desirable

Apply Online at: <https://bit.ly/38oMkZV>

Source: Employer Website

Customer Service Representative – 2nd Shift (Chamblee)



DeKalb Peachtree Airport, 3150 Corsair Dr, Atlanta, GA 30341

Promotes and sells the Company's services and products to aircraft passengers and crew.

- Process customer purchases and fuel transactions in accordance with procedures.
- Ensure that all documentation, receipts, transactions, accounting records, etc. are accurately completed, processed, and forwarded to the appropriate parties.
- Maintain working knowledge of Signature's facilities, services, website, surrounding areas, and other information commonly required by Signature customers.
- Maintain the appearance of the interior airport facility and replenishing complementary beverages/supplies, as outlined in the facility appearance standard.
- Communicate with customers via telephone, fax, face to face, e-mail, ConciAir System, Unicom/air to ground radio.
- Assisting pilots with airport, landing, and current weather information.
- Initiating emergency response procedures for aircraft in urgent or distress situations.
- Enforce good housekeeping practices through daily inspections of assigned areas for cleanliness, neatness, and compliance with regulations and policies.
- Respond to vendor, customer, and employee questions/concerns in an efficient and effective manner.

Qualifications:

- High School diploma or GED
- Prior customer service experience preferred.
- Must possess a valid state driver's license.
- Prior experience working in an airport or Fixed Base Operation environment preferred.
- Prior hospitality experience preferred.

Apply Online at: <https://bit.ly/2XkO7cd>

Source: Employer Website

Front Desk Associate (Alpharetta)



12315 Crabapple Rd, Alpharetta, GA 30004

[No MARTA Service to this Location]

Responsibilities:

- Professionally greet and check in members, guests, and visitors upon arrival and thank them as they leave
- Actively recruit and retain members
- Answer questions, solve problems, and refer comments and concerns appropriately

Qualifications:

- Basic computer skills (MS Office, email, MS Windows)
- High school diploma or GED preferred
- Six months experience in a health club, customer service, or retail role preferred

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

Source: Employer Website

Administrative Assistant/Receptionist (Doraville)



Atlanta Office Liquidators

3880 Oakcliff Industrial Ct bldg 9, Doraville, GA 30340

[No MARTA Service to this Location]

Responsibilities:

- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Develop and maintain a filing system for any sales projects you are assisting
- Update and maintain office policies and procedures
- Maintain contact lists
- Ship and mail products upon request
- Input purchase orders when needed
- Provide general support to clients on the phone and walk ins

Qualifications:

- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Knowledge of QuickBooks a strong plus
- Proven experience as an administrative office assistant

\$11 - \$15 an hour

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

Source: Indeed

Customer Service Associate (Buckhead)



950 East Paces Ferry Rd NE #1900, Atlanta, GA 30326

The Customer Service Associate (CSA) processes inbound customer service requests and inquires via phone, e-mail and Internet portals.

- Answer incoming phone calls, manage E-mail and other web based systems (Portals)
- Enter Service Requests and orders into designated internal work order system.
- Schedule services with service partners
- Follow up throughout the life of existing tickets - confirm resolution
- Update different Portals with status of Service Requests
- Outbound confirmation calls and emails
- Report escalations- either KAM or Region vendor associate.
- Keep the customer informed about Ticket status
- Administrative tasks as needed

Qualifications:

Preferred:

- Bachelor's degree
- 2+ years of experience in a professional setting
- Customer service experience in high volume call center

Apply Online at: <https://bit.ly/3nrqVn2>

Source: Employer Website

Human Resources Business Partner (Sandy Springs)



6205 Peachtree Dunwoody Rd, Atlanta, GA, 30328

The Human Resources Business Partner serves as an influential people partner, advising clients in one or more key solutions and/or functions. This role will serve as the Human Resources Business Partner for Enterprise Finance & Accounting and Finance Business Operations teams within Cox Automotive. It plays a key role in developing and implementing the HR strategy and programs in support of short-term and long-term business goals with the overall goal of attracting, retaining, and developing the best talent.

- Provide meaningful partnership experiences. Work with management teams to drive engagement, build capability, coach, support, advise, and challenge leaders. Address and support day to day issues related to employee relations, performance management, and development opportunities.
- Develop and lead people strategy opportunities to compete and succeed. Contribute to the execution of the business plan through the creation and implementation of the People
- Strategies that attract, develop and retain Team Members. Collaborate with and influence leaders to prioritize strategic people priorities and solutions that accelerate the achievement of business priorities through talent management, diversity and inclusion, rewards and recognition, and organizational effectiveness.

Qualifications:

- Bachelor's degree in business, HR or a related field and 5 years of related experience; or an equivalent combination of education and work-related experience
- Progressive experience in HR disciplines with a strategic focus
- Experience working with, coaching and influencing leaders

Apply Online at: <https://bit.ly/3shkl6q>

Source: Employer Website

Call Center Representative (Roswell)



1455 Old Alabama Rd #170, Roswell, GA 30076

The Call Center Representative I will receive inbound phone calls at our call center from Ryder Platinum National Accounts, Ryder Shops, and On Demand Customers and will be responsible to help schedule service for truck and trailer breakdowns, plus scheduling preventive maintenance (PM) service, as well as assist with service related questions.

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required

The call center is a 24/7 operation, must have the ability to work 2nd/3rd shift, weekend and holidays

Apply Online at: <https://bit.ly/3i2vPG3>

Source: Employer Website

Customer Service Representative (Alpharetta)

Stora Enso North American Sales, Inc.

3460 Preston Ridge Rd # 560, Alpharetta, GA 30005

Stora Enso develops and produces solutions based on wood and biomass for a range of industries.

- Handles initial customer contact for general inquiries such as pricing, products, deliveries etc.
- Acts as liaison between North American, Central American and Caribbean customers and European mills.
- Builds and maintains business relationship with clients.
- Provides prompt and accurate service.
- Has the ability to troubleshoot and provide excellence in customer service.
- Order entry within an in-house database.
- Inventory management/stock replenishment.
- Shipping documentation/follow up and steering of domestic Logistics.
- Receivable collection.

Qualifications:

- 2+ years customer service experience.
- High School Diploma, with some college preferred.
- Knowledge of the Paper/Packaging Materials Industry is preferred.

Apply Online at: <https://bit.ly/3s6yXFo>

Source: Employer Website

Front Desk Receptionist (Dunwoody)



5486 Chamblee Dunwoody Rd Suite 16C, Dunwoody, GA 30338

Responsibilities:

- Greet customers and their dogs upon arrival
- Give tours to potential customers
- Answer and properly address caller's needs
- Take reservations for boarding and grooming appointments
- Make confirmation calls for boarding reservations
- Communicate with vets to keep vaccination records up to date
- Able to manage employees
- Check employees out after shift
- Maintain our records so that all vaccination, credit card, dog and customers information is current and accurate
- Escort dogs to the play yard and announcing their arrival to yard staff
- Prepare lunch/ dinner/ snacks for campers
- Assist groomer with baths, nails, etc., if needed
- Assist during emergencies (dog fights) to keep dogs safe

Qualifications:

- Experience: Customer Service: 2 years (Preferred)

\$10.00 - \$12.00 per hour

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

Source: Indeed

Posted 1/10/2021

Scheduling Coordinator (Dunwoody)



4700 Chamblee Dunwoody Rd Ste. 300, Dunwoody, GA 30338

The Scheduling Coordinator is responsible for maintaining proper and efficient flow of the front desk area including answering telephones, checking and responding to voicemails, emails, and text messages. The Patient Coordinator is also responsible for checking in patients and as needed checking out and scheduling patients.

Qualifications:

- High school diploma is preferred.
- Experience:
- Customer Service: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)

\$12 - \$16 an hour

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

Source: Indeed

Posted 1/10/2021

Front Desk Receptionist (Sandy Springs)



2150 Peachford Rd, Atlanta, GA 30338

Qualifications:

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

Apply Online at: <https://indeedhi.re/35q34xQ>

Source: Indeed

Posted 1/10/2021

Receptionist (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

Qualifications:

- 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.

Apply Online at: <https://bit.ly/3boQF1a>

Source: Employer Website

Marketing Assistant (Perimeter)



6 Concourse Pkwy, Atlanta, GA 30328

The Marketing Assistant will provide administrative and project support for Product Managers and Marketing Directors regarding Arbor Pharmaceutical Marketing campaigns.

- Support the marketing team with creating, executing, implementing, and monitoring marketing campaigns
- Assist with the creation, production and publishing of marketing materials and collateral
- Data entry and analysis of research data to support projects
- Help to conduct and collate findings from market research
- Gather materials for sales presentations, including proposals, slide decks, and videos
- Prepare presentations for approval

Qualifications:

- Bachelor's degree - Marketing concentration is preferred
- Proficient with ALL Microsoft Office products – especially Excel and PowerPoint
- Experience with Publishing software to produce materials
- 1+ years of work experience in marketing/sales preferred

Apply Online at: <https://bit.ly/3hYUz1T>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/10/21

Packer (Alpharetta)

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

<https://bit.ly/3olB9a1>

School Cafeteria Worker (Roswell)

\$12 - \$14 an hour

Saint Francis Day School / 9375 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

<https://indeedhi.re/2L7LZ4Z>

Housekeeper (Alpharetta)

Hyatt Place Atlanta North Point / 7500 North Point Pkwy, Alpharetta, GA 30022

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

Servers (Buckhead)

California Pizza Kitchen / Lenox Mall

<https://bit.ly/2Xo7uAR>

Cashier/Customer Service PT (Perimeter)

\$8 - \$9 an hour

Shane's Rib Shack / 123 Perimeter Center W Suite 400, Atlanta, GA 30346

<https://indeedhi.re/3ohJ7Rk>

Cashier (Alpharetta)

House of Hummus Mediterranean Café / 5950 North Point Pkwy #127, Alpharetta, GA 30022

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

Casher/Customer Service (Sandy Springs)

Soho Bakery / 334 Sandy Springs Cir, Sandy Springs, GA 30328

<https://indeedhi.re/3oog3HN>

Server (Perimeter)

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody 30338

<https://bit.ly/3bgpw0f>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/10/21

Busser (Perimeter)

Maggiano's Little Italy / Perimeter Mall

<https://bit.ly/3pVQ1vV>

Cooks and Production Crew PT (Roswell)

\$10 - \$15 an hour

Bambinelli's Family Italian Restaurant / 2500 Old Alabama Rd, Roswell, GA 30076

<https://bit.ly/3s0tHTH>

Housekeeper (Alpharetta)

Tapestry House Assisted Living / 2725 Holcomb Bridge Rd, Alpharetta, GA 30022

<https://indeedhi.re/3ooIci1>

Housekeeper PT (Sandy Springs)

Sunrise Senior Living / 8480 Roswell Rd, Sandy Springs, GA 30350

<https://bit.ly/3hNmNg9>

Housekeeper Hiring Event

Tuesday, January 12, 2021; 9:00 AM - 4:30 PM

Hawthorn Suites Atlanta Perimeter / 6096 Barfield Rd, Atlanta, GA 30328

<https://indeedhi.re/38ld8KH>

Part Time Product Demonstrator (Roswell)

\$14.00/Hr.

Club Demonstration Services - Costco

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