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# Administrative Coordinator (Roswell)



**AHA Consulting Engineers Inc.**

3700 Mansell Rd #200, Alpharetta, GA 30022

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This is a support position in a team of three that supports a thirty-person office.

- Answer telephones and assist admin team with other day-to-day office operations.
- Administrative support of designers and engineers will include preparation of project book specifications, reports, memos, and other project correspondence.
- Maintain and coordinate global calendar in Outlook for Atlanta office.

## **Qualifications:**

- High school diploma or equivalent
- Minimum three years' experience in assistant or administrative role
- Proficiency in Microsoft Office (PowerPoint, Word, Excel, etc.)
- Bachelor's degree preferred

\$29,297 - \$35,000 a year

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

Source: Indeed

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# Human Resources Generalist

## (Sandy Springs)



1100 Abernathy Rd NE #1700, Atlanta, GA 30328

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The Human Resources Generalist will be responsible for supports the organization by implementing and administering human resources programs or policies. Provide day-to-day support in human resources services, which may include recruiting and staffing, administration of compensation and benefits programs, training and development, employee or labor relations, and affirmative action/equal employment opportunity compliance.

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards and other government regulations.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Administers various human resource plans and procedures for organization personnel.
- Assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new employee orientations; monitors career-pathing program; and writes and places advertisements.
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.

### **Qualifications:**

- Bachelor's degree in Human Resources or Business Administration or related field
- 4-6 years Human Resources Generalist experience

Apply Online at: <https://bit.ly/38Z6MRe>

Source: Employer Website

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# Front Desk Receptionist (Buckhead)



3520 Piedmont Rd NE #450, Atlanta, GA 30305

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## **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

Apply Online at: <https://bit.ly/2Y30REs>

Source: Employer Website

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# Front Desk Receptionist (Sandy Springs)



6105 Peachtree Dunwoody Rd #145, Atlanta, GA 30328

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## Qualifications:

Customer service, 3 years (Required)

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/394I16r>

Source: Indeed

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# Administrative Assistant/Project Coordinator (Roswell)



1000 Holcomb Woods Pkwy STE 210, Roswell, GA 30076

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## Responsibilities:

- Receptionist support on phones, mailing, and office upkeep
- Creating POR requests from project managers
- Assist employees with FedEx, UPS and postage with needed
- Maintain and audit supplies
- Assist in event planning, set up, and tear down
- Back up to other Project Coordinators, the Office Manager, and the Recruitment Manager
- Schedule travel arrangements as needed
- Phone and message management
- Ability to assist in projects as needed, but also own projects from beginning to end
- Ensure employees are up-to-date on procedures and policies
- Schedule and track vehicles for service

## Qualifications:

- Microsoft Excel: 2 years (Required)
- Experience using MS Excel, MS Outlook required. VBA experience preferred
- Previous office & administrative experience required

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

Source: Indeed

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# Production Worker (Roswell)



200 Hembree Park Dr Suite D, Roswell, GA 30076

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## **Qualifications:**

High school or equivalent (Preferred)

Manufacturing: 1 year (Preferred)

\$10 an hour

Apply Online at: <https://indeedhi.re/2LTeh3r>

Source: Indeed

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# Receptionist (Buckhead)



3280 Peachtree Rd NE STE 250, Atlanta, GA 30305

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## **Qualifications:**

A minimum of two years' experience providing customer service support.

Switchboard experience a plus.

Above-average proficiency in the use of Microsoft Word, Excel, PowerPoint, and Outlook.

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

Source: Employer Website

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# Customer Success Associate I (Sandy Springs)



1200 Abernathy Rd NE Suite 450, Sandy Springs, GA 30328

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We provide state-of-the-art healthcare technology which enables providers to securely process medical records requests. Customer Success Associates provide exceptional customer service by efficiently processing customer requests, handling ticket escalations and proactively following up on customer inquiries.

- Securely process electronic requests for medical records
- Ensure compliance with customer requirements for requests and processing needs
- Comply with HIPAA and HITECH Act requirements for each request and customer encounter
- Provider back-up support to our support team members with ticket escalations
- Help to ensure we maintain accurate client notes and system instructions as we bring on more customers
- Navigate client's electronic medical record (EMR), billing, and imaging systems as directed by the Client Success Managers
- Assist to create necessary internal training documentation and maintain account notes
- Communicates appropriate options for resolution in a timely manner
- Informs customers about services available and assesses customer needs
- Responsible for the timely reporting, escalation, and resolution of day-to-day operational problems

## Qualifications:

- Associate (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Adobe Acrobat: 1 year (Preferred)

\$10.00 - \$11.00 per hour

Apply Online at: <https://indeedhi.re/3qGgiP8>

Source: Indeed

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Posted 1/24/2021



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# Front Office Host (Buckhead)



## **Grand Hyatt Atlanta in Buckhead**

3300 Peachtree Rd NE, Atlanta, GA 30305

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Front Office associates are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment, responding to guest inquires and assisting with guest luggage .

### **Qualifications:**

- Previous hotel customer service experience preferred
- At least two years of customer service experience required

Apply Online at: <https://indeedhi.re/390II64>

Source: Indeed

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# Office Admin / Executive Assistant (Roswell)



**NET·COM**  
SYSTEMS INC.

77 E Crossville Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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## **Responsibilities:**

- Day-to-day running of the office
- Administrative support to the Owner
- Database Management
- Accounts/Receivable and Accounts/Payable
- Client Work Flow including quoting, purchasing, receiving, and invoicing of service/work orders and contracts
- Vendor Management and Basic Marketing duties
- Customer Service

## **Qualifications:**

- A minimum of 4 years of experience in office administration
- Demonstrated technical capacity; previous experience in IT industry preferred
- Basic bookkeeping/ accounting experience using Peachtree or similar accounting package
- Proficiency in database management systems/ CRM (TigerPaw a plus!)

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

Source: Indeed

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# Customer Service Representative

## (Sandy Springs)



2100 Riveredge Pkwy Suite 175, Atlanta, GA 30328

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This position is responsible for providing support to sales representatives in the field and to work with customers to ensure accuracy of order information including, pricing, terms, shipment details and customer requests.

- Services existing accounts, obtains and processes orders.
- Gathers/supplies required information to establish new accounts.
- Interacts with Sales Team, Regional Sales Managers, and customers to ensure accuracy of order information including, pricing, terms, shipment details and customer requests.
- Submits orders by referring to price lists and product literature.
- Keeps appropriate members of the Kingspan team informed of customer issues and concerns.
- Works with transportation team to maximize carrier usage and order delivery goals.
- Recommends changes in systems and policies that would enhance service.

### **Qualifications:**

- Bachelor's degree from an accredited university plus at least 2 years of sales support or customer service experience; or high school diploma or GED plus 4-5 years of sales support or customer service experience
- Strong working knowledge of business computer applications (Microsoft Outlook, Excel, and Word).
- SAP or similar software experience preferred.

Apply Online at: <https://bit.ly/2M3HA38>

Source: Employer Website

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# Front Office Coordinator (Brookhaven)



4060 Peachtree Rd NE Ste j, Atlanta, GA 30319

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## **Qualifications:**

Office experience: 2 years (Required)

\$30,000 - \$38,000 a year

Apply Online at: <https://indeedhi.re/39RH8wX>

Source: Indeed

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# Order Coordinator Part-Time (Alpharetta)



6410 North Point Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- **Administrative Duties:** Responsible for inventory, accuracy of client orders and order fulfillment, payment processing, pulling food and non-food products, communicating with third-party courier services to facilitate client order deliveries, maintaining files, and cleaning work area. Accountable for using computer system and customer files to accurately document these activities.
- **Food Room Upkeep:** Maintain food room including receiving and stocking of food shipments, breaking down boxes, checking freezers, weekly inventory, and related duties. Ensure stock is current for center needs, and that food room is kept neat, clean, and well-organized.
- **Customer Service:** Meet and greet clients at front desk, answer phones, reschedule client appointments, make outbound reminders and reschedule calls as needed. Maintain professional composure in all situations, handling service or billing issues appropriately or escalating to manager or home office department when necessary.

## **Qualifications:**

- Basic computer skills required
- Client-facing retail or customer service experience preferred
- Experience stocking inventory and/or preparing customer orders preferred
- Comfortable routinely lifting 10 pounds (and occasionally up to 25 pounds).

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

Source: Employer Website

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# Customer Service/Care Rep – Contract (Alpharetta)



ASCENDING THE PEAK

Equifax - 1525 Windward Concourse USA-Atlanta

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The Customer Care/Customer Service Representative will be responsible for managing all aspects of customer service including answering inquiries via phone and e-mail, taking orders, and follow up services.

[No qualifications specified in ad.]

12 months contract

Apply Online at: <https://bit.ly/2M2ReTD>

Source: Employer Website

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Posted 1/24/2021

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# Receptionist (Roswell)



1570 Holcomb Bridge Rd Suite 110, Roswell, GA 30076

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## **Qualifications:**

Proven experience as an outstanding receptionist

Knowledge of spreadsheets and word processing documents

Apply Online at: <https://bit.ly/3bYsk2y>

Source: Employer Website

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# Office Supervisor (Alpharetta)



6731 North Point Pkwy, Alpharetta, GA 30022

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Supports store operations by maintaining office functions in a single location and may handle HP/Payroll and A/P functions.

- Handles customer problems or refers them to the appropriate employee or manager as needed
- Keeps up-to-date on company policies and ensures other office employees are aware of and understand any changes
- Responsible for training and scheduling of Office Assistants to ensure the office is staffed properly at all times
- Responsible for ensuring the daily A/R is closed in a timely and accurate manner and that the original A/R paperwork is sent to Home Office (PC Level)
- Responsible for sending original HCS and GE Applications to HCS - Twice a month
- Reviews Customer Service Tickets - Daily
- Monitors Allowances for completion - Two to three times per week
- Keeps the Office Training Manual updated and communicates all changes to the staff
- Maintains office supplies and office machines
- Responsible for auditing Expected Deliveries in MSC and daily store reports at least twice a month
- Reviews the Delivery Inquiry for Exceptions, Requested Cancellations, the Merchandise Loan Log, and Layaway sales

## Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Apply Online at: <https://bit.ly/3iyNq90>

Source: Employer Website



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# Recruiting Coordinator (Sandy Springs)



Work closely with our Field and Corporate Recruiters to assist with administrative support related to recruiting and onboarding activities.

- Offer administrative support to our Field and Corporate Recruiters as they work to attract top talent for Americold's corporate office and 140+ warehouse locations across North America.
- Serve as a single-point of contact for candidates during their post-offer process, with a focus on providing exceptional customer service to ensure a high quality candidate experience.
- Book candidate travel for in-person interviews and facilitate the candidate reimbursement process for expenses incurred while interviewing.
- Offer scheduling assistance for interviews conducted with hiring managers.
- Initiate all pre-screening requirements for candidates, including background checks and drug screens.
- Provide support to candidates during the post-offer process, including both technical support and reminders of upcoming deadlines.
- Work with candidates and hiring managers to finalize start dates with the organization and initiate pre-hire steps in our applicant tracking system.

## **Qualifications:**

- Requires a bachelor's degree in a related area (Human Resources, Communications or Business) or relevant work experience.
- Minimum 1+ year of experience in the Talent Acquisition and Recruiting space is preferred.
- Prior experience working in an Applicant Tracking System is preferred; prior experience with iCIMS is a plus.

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

Source: Employer Website

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# Weekend Front Desk Receptionist (Peachtree Corners)



5701 Spalding Dr, Peachtree Corners, GA 30092

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## **Qualifications:**

Microsoft Office: 1 year (Preferred)

Customer Service: 1 year (Preferred)

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

Source: Indeed

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# Executive Assistant (Sandy Springs)



6325 Peachtree Dunwoody Rd, Atlanta, GA, USA

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The Executive Assistant provides a wide range of administrative support, splitting their time between the Vice President of Manheim & NextGear Capital Marketing, the Vice President of Research & Market Intelligence, and the Vice President of Retail Solutions Marketing.

- Manage VP's appointment schedule by planning and scheduling meetings, conference calls and travel, both domestic and international.
- Responsible for overall VP calendar management, requiring interaction with both internal and external executives and assistants.
- Coordinate scheduling of meetings and conference rooms in support of VP
- Facilitates and troubleshoots technologies and meeting/ video conferencing platforms (MS Teams, Skype, etc.)
- Plan and support group meetings including arranging all conference room and site details, catering, room setup and managing the agenda. Consult with Events team for cost savings/efficiencies.
- Coordinate onboarding of new employees, equipment and supply procurement, scheduling of onboarding meetings and welcome kit.
- Assist with team-building events, including origination of idea and coordination of facility, travel, food and lodging accommodations (as needed). Consult with Events team for cost savings/efficiencies.
- Arrange all VP travel, both domestic and international, and all accommodations, including comprehensive and detailed itineraries being proactive and solutions focused to manage through conflicts.

## **Qualifications:**

- Associates degree, Bachelor's degree or equivalent a plus
- Minimum 7 years executive-level administrative or comparable experience
- Must be highly proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Experience with Mac computers and Apple software (Keynote) a plus

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

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/24/21

## **PT Shippers (Buckhead)**

**\$11.00 - \$11.50 an hour**

Wrap & Send Services / 3400 Wooddale Dr NE #200, Atlanta, GA 30326

<https://indeedhi.re/2M8Zph4>

## **Groundskeeper/Porter PT (Sandy Springs)**

River Park Apartments / 3100 River Exchange Dr, Sandy Springs, GA 30092

<https://indeedhi.re/2XX7mZB>

## **Early Morning Stocker Pt (Perimeter)**

Michaels / 120 Perimeter Center Pl Ne, Dunwoody, GA 30346

<https://bit.ly/38XC9f3>

## **Server (Buckhead)**

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

<https://bit.ly/2Ne2FZ8>

## **Groundskeeper (Sandy Springs)**

Arium Morgan Falls / 8085 Adair Ln, Sandy Springs, GA 30350

<https://bit.ly/3o46s8h>

## **Hiring Event - Server (Roswell)**

**Monday, January 25, 2021; 1:00 PM - 3:00 PM**

Thumbs Up Diner / 1140 Alpharetta St, Roswell, GA 30075

<https://indeedhi.re/2Y3HwmC>

## **Crew Member (Buckhead)**

**From \$10 an hour**

Auntie Anne's / Lenox Square Mall

<https://indeedhi.re/35XS2QF>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/24/21

## **Server (Sandy Springs)**

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

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

## **Room Attendant (Perimeter)**

Atlanta Hilton Perimeter Suites / 6120 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://bit.ly/3o1gXZS>

## **Busser (Buckhead)**

Snooze Atlanta Buckhead / 4558 Roswell Rd NE, Atlanta, GA 30342

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

## **Car Wash Attendant (Sandy Springs)**

**\$12 an hour**

Citrin - RBM of Atlanta / 7640 Roswell Rd, Atlanta, GA 30350

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

## **Servers PT (Alpharetta)**

Miller's Ale House / 10750 Davis Dr, Alpharetta, GA 30009

<https://indeedhi.re/392FOIy>

## **Dishwasher and Food Prep PT (Alpharetta)**

**From \$10 an hour**

Poke Factory / 5950 North Point Pkwy Ste 125, Alpharetta, GA 30022

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

## **Car Wash Attendant/Customer Service Representative (Roswell)**

Tidal Wave Auto Spa / 1564 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/391yn4v>

## **Dining Greeter/Host (Sandy Springs)**

Mount Vernon Towers / 300 Johnson Ferry Rd, Sandy Springs, GA 30328

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



# CAREER SERVICES

## Workshops

During these challenging times, JF&CS is here to help. Career Services offers a series of four, 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.
- **Interviewing Workshop**, explores the different types of interviews, common interview questions and tackles difficult interviewing moments. It also covers strategies for salary negotiation.
- **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

**February 2 – Job Search**

**February 9 – Resume and Cover Letters**

**February 16 – Interviewing**

**February 23 – LinkedIn**

[jfcsatl.org](https://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>