

---

# Entry Level Receptionist (Roswell)



11490 Alpharetta Hwy #200, Roswell, GA 30076

---

## **Responsibilities:**

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.

## **Qualifications:**

- High School Diploma or equivalent.

Apply Online at: <https://bit.ly/39U9iZC>

Source: Employer Website

---

# After School Instructor PT (Sandy Springs)



Dunwoody Christian School

2250 Dunwoody Club Dr, Atlanta, GA 30350

---

We are seeking an energetic, loving, and creative instructor for our elementary after school program, "The Lions' Den." This instructor will work with a teammate to guide our students through snack time, recreation time, and completion of any assigned homework.

**Qualifications:**

- Must have previous experience working with elementary school aged children.
- Demonstrates a lifestyle and belief system which agrees with our Christian commitments.

\$14.00 - \$17.00 per hour

Apply Online at: <https://indeedhi.re/3rsKu0D>

Source: Indeed

---

Posted 2/7/2021

---

# Safety Sitter (Roswell)



3000 Hospital Blvd, Roswell, GA 30076

---

The Safety Sitter role will function as a constant observation for patients requiring continuous observation and will report changes in the patient's condition to the appropriate health care team member. The Sitter will be under the direction of the registered nurse assigned to the patient being cared for or the clinical supervisor on duty.

## **Qualifications:**

- High school diploma or equivalent from accredited program required.
- Must attend and successfully complete the Wellstar Sitter Course within the first 30 days of employment.
- Graduate from a CNA Program preferred or completion of first semester nursing clinical rotations including nursing fundamentals preferred.

Wellstar is pleased to announce that we increased minimum starting rate of pay to \$14.00 in 2021.

Sitters may also be eligible to participate in our Wellstar funded Certified Nursing Assistant Training program now available at all facilities.

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

Source: Indeed

---

# Human Resource Generalist (Buckhead)



1757 Tullie Cir NE, Atlanta, GA 30329

---

## **Responsibilities:**

- Talent acquisition of hourly team members, retention, safety, employee customer service, administrative compliance, reporting and onboarding.
- Recruit, interview, and select hourly team members to fill vacant positions as well as manage the pre-employment process. Plan and conduct team member orientation and on-boarding process.
- Work with HR Manager to ensure compliance with Health, Safety and Environmental (HSE) plans
- Coordination of employee relations/recognition related events.
- Review, interpret, administer and ensure compliance with federal, state, and local employment laws
- Prepare reports as requested.

## **Qualifications:**

- Bachelor's Degree in Human Resources related field preferred
- Minimum 2-3 years of Human Resources administration experience preferred.
- Experience in manufacturing industry is a PLUS
- Experience in HRIS systems; preferably in Paycom Enterprise.

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

Source: Employer Website

---

# Receptionist/Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

---

## **Responsibilities:**

- Day to day communication with customers and employees. This includes social media communication, phone communication, and in store communications.

## **Qualifications:**

- 1 to 3 years related experience and or training with documented previous performance
- Customer Service: 1 year (Preferred)
- Drivers License and Clean MVR (Required)

\$12 - \$13 an hour

Apply Online at: <https://indeedhi.re/36FR246>

Source: Indeed

---

Posted 2/7/2021

---

# Executive Assistant I (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

---

## Responsibilities:

- Provides day-to-day administrative support (such as calendar maintenance, meeting scheduling, travel, etc.).
- Prepares or coordinates the preparation of correspondence, forms, reports, presentation materials and other written communications as required.
- Maintains agendas and tracks completion of agenda items.
- Opens, reads, sorts, and analyzes incoming emails, memos, and submissions and distributes them as needed.
- Provides a bridge for smooth communication between internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Tracks and coordinates with staff to ensure completion of all action items for the Executive.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the executive, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the Executive to keep them well informed of upcoming commitments and responsibilities, following up appropriately.

## Qualifications:

- 1+ years of experience w/High School or GED.
- Proficient in Microsoft Office applications.

Apply Online at: <https://bit.ly/36KtM4W>

Source: Employer Website

---

# Studio Operations Administrative Assistant (Johns Creek)



## **Cady Studios**

10700 State Bridge Rd Suite 9, Johns Creek, GA 30022

---

### **Responsibilities:**

- Scheduling
- Create, publish, and manage the schedule for all photographers and supporting staff in the ATL market. (100-800 shifts/ week depending on season)
- Interface between the School Support team and the studio management team and photographers as to last minute change requests are submitted.
- Review and approve timesheets and expenses
- Hiring/Onboarding
- Review/screen applicants
- Manage job postings on multiple platforms for studio operations positions
- Schedule/conduct interviews
- Execute all aspects of the onboarding process
- Administrative Support
- Administrative support to the Studio Operations Management team
- Maintain documentation of policies, processes, and HR documents

### **Qualifications:**

- Minimum of 4 year college degree
- Minimum 6 months experience in logistics/scheduling
- Minimum 6 months hiring experience
- Willing to work a varied schedule based on seasonal needs

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

Source: Employer Website

---

# Customer Service Representative I (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

---

Responsibilities of the position will include: researching and responding to customers by telephone, electronic or written inquiries and providing excellent service to customers with information regarding basic eligibility, benefits and claims status with emphasis on customer retention.

- Responds to basic telephone, electronic, written inquiries from dental or vision professionals, groups, subscribers and brokers or customers.
- Expediently accesses reference materials to analyze and determine appropriate responses to telephone, electronic and written inquiries.
- Communicates basic eligibility, benefits and claims status and forward specific inquiries as directed for priority resolution.
- Accurately completes online, hard copy forms and route to the appropriate department.
- Documents each customer encounter or resolution in the appropriate computer tracking system.
- Obtains pertinent patient demographics and documents this information in a patient database when required.

## **Qualifications:**

- Position Requirement: a personal computer and remote internet access with camera.
- We would prefer someone with high school diploma, GED, or above, but candidates with proven experience will not be excluded from consideration.
- A minimum of 1 year customer service experience.
- PC literacy required; MS Office skills (Outlook, Word, Excel and PowerPoint).
- Some experience in dental industry or retail customer service is preferred.

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

Source: Employer Website



---

# Administrative Assistant (Buckhead)



AMERICAN ARBITRATION ASSOCIATION®

2200 Century Pkwy NE # 300, Atlanta, GA 30345

---

The Administrative Assistant will be instrumental in providing administrative and clerical support to the Vice President and center managers, as well as serving as back-up for such as reception and other administrative personnel; answering non-routine correspondence and assembling highly confidential and sensitive information.

- Organizes, maintains and submits documentation and information (including organization charts, attendance matters, supporting managements' recruitment, on-boarding and new hire activities, etc.).
- Schedules and organizes meetings, travel, conferences and department activities for staff.
- Keeps secure, orderly and organized records and files (i.e. staff information and recruitment activity); includes calculation of attendance accruals and other related information; periodically reviews, identifies and reports inaccuracies to supervisor.
- Communicates with AAA corporate office staff on assignments, including payroll matters and concerns; responds to inquiries from the Center VP, other management entities and staff in a timely manner.
- Writes correspondence and prepares documents/paperwork and HR related data/spreadsheets; prepares internal documents for dissemination among staff members, document submissions to corporate office, etc.
- Conducts follow-up on work activities to meet deadlines and responds accordingly to time sensitive matters.

## Qualifications:

- High School diploma or GED; and 1-2 years of progressive experience in an administrative support capacity; or an equivalent combination of education and experience.

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

Source: Employer Website

---

# Administrative Assistant – Executive (Sandy Springs)



8250 Dunwoody Pl, Sandy Springs, GA 30350

---

## **Responsibilities:**

- Responsible for generating high quality emails and documents that will be distributed to individuals at all levels of the organization
- Responsible for providing exceptional customer service
- Coordinate schedules; prioritizing functions and appointments, ensuring that meetings, deadlines, presentations, and other duties are carried out seamlessly
- Provide support to any projects, coordinate meetings, and business activities
- Responsible for demonstrating a proactive approach to problem-solving with strong decision-making capability
- Provide administrative support to include travel arrangements, meeting arrangements, expense report processing, reporting, calendar management and other administrative tasks

## **Qualifications:**

- Associate degree (A. A.) or equivalent from two-year College or technical school; or 3 plus years related experience and/or training; or equivalent combination of education and experience. Ability to thrive in a fast-paced environment supporting multiple managers
- Valid driver's license

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

Source: Employer Website

---

# Administrative Coordinator (Alpharetta)



**AHA Consulting Engineers Inc.**

3700 Mansell Rd #200, Alpharetta, GA 30022

---

## **Responsibilities:**

- Answer telephones and assist admin team with other day-to-day office operations.
- Maintain and update a company Project Schedule.
- Coordinate scheduled project submissions with team members, preparing reports, memos, and other project correspondence for their use as needed.
- Preparation and extensive word document formatting of project book specifications.
- Process construction administration submittals and requests for information from clients.

## **Qualifications:**

- High school diploma or equivalent
- Minimum three years' experience in assistant or administrative role
- Proficiency in Microsoft Office (PowerPoint, Word, Excel, etc.)
- Preferred:
- Bachelor's degree
- Experience working in an engineering or highly technical environment

\$30,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3jp28zF>

Source: Indeed

---

# Customer Service Representative PT (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

---

## **Responsibilities:**

- Follow appropriate communication scripts when handling various calls
- Receive and record accurate information from high volume inbound/outbound calls
- Conduct high volume outbound calls to respond and follow up with customers
- Communicate with customers by telephone and/or email to set, reschedule, or cancel appointments
- Find resources or special equipment necessary to accommodate customer needs
- Resolve customer complaints using effective problem solving skills

## **Qualifications:**

- 1 to 3 years Call Center experience (Inbound & Outbound experience a plus!)

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

Source: Employer Website

---

# Receptionist (Peachtree Corners)



THE MANSIONS  
-at-  
SANDY SPRINGS

7300 Spalding Dr, Peachtree Corners, GA 30092

---

## **Responsibilities:**

- Respectfully meet and greet all visitors to the community and direct them to the appropriate person/area
- Handle incoming telephone calls in a professional and courteous manner and directs them accordingly
- Clerical duties such as filing, typing, mail sorting
- Support the Business Office Manager with various projects such as pulling resumes and setting up interviews, data entry, and auditing charts
- Respond to emergency situations by contacting appropriate party; 911, fire department, police, etc.

## **Qualifications:**

- A high school diploma or GED is preferred

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

Source: Employer Website

---

# Administrative Assistant / Receptionist

## (Roswell)



10888 Crabapple Rd, Roswell, GA 30075

[No MARTA Service to this Location]

---

### Responsibilities:

- Handles necessary telephone communications and oversees maintenance of the Patient Care phone system as needed.
- Performs various filing duties on a daily and/or weekly basis.
- Prepares spreadsheets, flyers, and other documents as needed.
- Prints various Brightree reports as needed.
- Responsible for retrieving all new referrals from fax machine and marketing.
- Forwards calls and switch phone system to and from on-call answering service.
- Follows up on (Doc Tracking) certification and verbal documents sent out for signatures from referring physicians.
- Updates census by location daily.

### Qualifications:

- Microsoft Office and database experience required.
- High School Diploma required. BS degree preferred.
- Minimum three (3) to five (5) years experience in administrative assistant/receptionist or other position requiring similar responsibilities.

Apply Online at: <https://bit.ly/36GJtub>

Source: Employer Website

---

# Office Assistant (Alpharetta)



294 S Main St STE 500, Alpharetta, GA 30009

---

## **Responsibilities:**

- Assist the Team with organization, scheduling, filing, reporting, special projects
- Assist with pre-employment paperwork and onboarding procedures
- Maintain files and records with effective filing systems

## **Qualifications:**

- Office Assistant experience
- Efficient in computer skills

Apply Online at: <https://indeedhi.re/36IQ07p>

Source: Indeed

---

# Communications Coordinator (Brookhaven)



3110-A Ashford Dunwoody Rd, Atlanta, GA 30319

---

The Communications Coordinator works closely with and directly supports the Director of Marketing and Communications. The Communications Coordinator will assist with writing, photography, social media, website updates, magazine production, advertising and the planning, execution and analysis of various marketing and communications programs as well as a variety of other communications responsibilities as designated by the Director of Marketing & Communications.

- Journalistic writing to assist with weekly email blasts, news on school website, news releases, magazine stories and other marketing items
- Social Media content; Social Media and Web Analytics; Media relations
- Advertising planning and placement of ads
- Vendor relations for procurement of goods
- Photography and photo editing

## **Qualifications:**

- Degree in Marketing, Communications, related field, or equivalent work experience is preferred.
- Photography - basic composition skills and knowledge of digital camera
- Proficient in use of Microsoft Office (Word, Excel, PowerPoint), Google suite, email marketing programs, Internet, etc.
- Familiarity with Facebook, Twitter, Instagram and other social media tools required
- Basic Photoshop skills a plus
- Reliable transportation

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

Source: Indeed



---

# Unit Secretary - FT/nights (Sandy Springs)



## Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

---

### Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, careboards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.
- Collects daily line day data.

### Qualifications:

- High school diploma or equivalent
  - 2 years of experience in a clerical role
- PREFERRED:**
- Experience in a medical setting
  - Personal computer skills, including Microsoft Word, PowerPoint, Excel, and other Windows-based applications

Apply Online at: <https://bit.ly/3cMW6Yx>

Source: Employer Website

---

# OnBoarding Specialist (Sandy Springs)



5788 Roswell Rd NE, Atlanta, GA 30328

---

## Responsibilities:

- Assist with new hire recruiting and on-boarding (E-verify, background check, drug screen, documentation, HIPAA on-line training, creating personnel folders etc.).
- Conduct new hire orientation.
- Hire new employees into Paycor (HRIS platform)
- Provide administrative support to the HR Manager to include filing, special projects, research and other duties as assigned as needed

## Qualifications:

- High School Diploma or GED required
- Associate level or higher degree preferred
- Education or certifications related to Human Resources preferred
- Knowledge of commonly accepted Human Resources practices and procedures.
- Strong computer skills (Word, Excel, PowerPoint, e-mail).

Apply Online at: <https://bit.ly/3oPi1Ak>

Source: Employer Website

---

# Intake Coordinator (Sandy Springs)



**Bethany Christian Services**

6645 Peachtree Dunwoody Rd, Atlanta, GA 30328

---

As an Intake Coordinator, you will be primarily responsible for assisting in the coordination of case management services for clients' educational, therapeutic, medical, and placement needs in the respective program. This individual will also be responsible for ensuring the intake process is streamlined and clear to all involved, while working closely with all team members to ensure intake and discharge timelines are met. Additionally, this position will assist program staff by aiding in the documentation and communication process for clients.

- Organize and attend arranged intakes for the local site to ensure all staff, and clients are apprised of the intake process;
- Coordinate and facilitate discharges;
- Conduct case support tasks, such as background checks, address checks, filing, information input, case noting, and coordinate information sharing;
- Provide transportation for arrivals and intakes, as requested;
- Meet with regularly with direct supervisor to schedule and prioritize work;
- Effectively track intakes and discharges;
- Record and maintain accurate and up-to-date client records;
- Assist in the collection, compilation and reporting of program outcome data;

## **Qualifications:**

- Bachelor's degree in Human Services or related field of study from an accredited college;
- Prior work experience in cross-cultural settings;

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

Source: Employer Website

---

# Receptionist (Roswell)



11130 Alpharetta Hwy, Roswell, GA 30076

---

## **Qualifications:**

Advanced computer & phone skills (Internet, MS Outlook) a must

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

Source: Employer Website

---

# Administrative Assistant (Sandy Springs)



---

## Responsibilities:

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages; meets and greets visitors in a courteous and professional manner
- Reviews and responds to daily internal/external mail; sends and receives faxes
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes
- Coordinates calendar and schedules appointments
- Coordinates meetings, including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing
- Track, monitor and update agents' activity, leads, appointments and sales including recording sales activity and data on agency boards.
- Act as intermediary for the General Sales Manager regarding client and agent calls and questions (i.e. screen, address and forward as needed depending on the issue)

## Qualifications:

- High School Diploma, three to five years related experience, or equivalent combination of education and experience
- Excellent Excel Skills, Typing and other Microsoft Office Products

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

Source: Employer Website

---

# Administrative Assistant – Corporate (Buckhead)



2455 Paces Ferry Rd. SE, Atlanta, GA

---

The Administrative Assistant performs full administrative and general office duties in support of a Director and/or department.

- 30% – Performs clerical duties such as typing, note taking, and managing daily mail to make certain that order is maintained within the office or department and documents are accurate; Responsible for establishing and maintaining official documents and records in appropriate files to ensure organization of materials.
- 30% – Schedules and coordinates appointments and makes arrangements for meetings, conferences and travel to ensure effective management of supervisor's/department's calendar.
- 25% – Prepares routine letters, memorandums, agendas, presentations, forms, etc.; Maintains Director's email and voicemail correspondence to maintain adequate and timely communication;
- 15% – Screens telephone calls and resolves or refers them as appropriate; assists with some light accounting/budget review.

## **Qualifications:**

- PC skills, knowledge and proficiency in Microsoft Office tools (Word, PowerPoint, Excel, Access), Lotus Notes and the Internet.

Apply Online at: <https://thd.co/3twwN2Q>

Source: Employer Website

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 2/7/21

## **Housekeeper (Alpharetta)**

**From \$11 an hour**

Comfort Inn / 5455 Windward Pkwy., Alpharetta Ga. 30004

<https://bit.ly/3jlc1yu>

## **Janitorial Crew Member (Alpharetta)**

Kellermeyer Bergensons Services

<https://bit.ly/2Myo3sc>

## **Warehouse & Packing Associate (Roswell)**

**\$12 an hour**

Made With Love Brands / 215 Hembree Park Drive, Suite 140 Roswell, GA

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

## **FOH (Sandy Springs)**

**From \$9 an hour**

TinDrum Asian Kitchen / 5840 Roswell Rd ste 1200, Sandy Springs, GA 30328

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

## **Ambassador\* (Buckhead)**

**From \$7.25 per hour**

Jenis Spendid Ice Creams / 77 West Paces Ferry Rd NW Suite 35B, Atlanta, GA 30305

[\* - Note: This is not a real "Ambassador" job, like being the U.S. Ambassador to France. This job primarily involves scooping ice cream into paper cups and smiling at customers. - Doug]

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

## **Dishwasher PT (Buckhead)**

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

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

## **Donor Specialist Roswell Recycle (Roswell)**

Goodwill / 11570 Maxwell Rd, Roswell, GA 30076

<https://bit.ly/3au8utw>

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 2/7/21

## **Day Porter / Custodial (Buckhead)**

**\$12 - \$15 an hour**

Elaine Sterling Institute / Lenox Mall

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

## **Dishwasher (Alpharetta)**

**\$9 - \$11 an hour**

Café Intermezzo / 100 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/3jj4wb7>

## **Tent Chair Cleaner - Weekend Shift (Sandy Springs)**

ABM Industries / Sandy Springs 30328

<https://bit.ly/36FFr4Y>

## **Host - Hostess (Roswell)**

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

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

## **Groundskeeper - Multi-family Property (Sandy Springs)**

[Valid driver's license is required]

RangeWater

<https://bit.ly/2MZxEZ6>

## **Server PT (Perimeter)**

Tin Lizzy's Cantina / 121 Perimeter Center W, Atlanta, GA 30346

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

## **Dishwasher PT (Roswell)**

NOCA Eatery / 1170 Canton St, Roswell, GA 30075

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

## **Dishwasher (Dunwoody)**

First Watch / 1317 Dunwoody Village Pkwy #101, Dunwoody, GA 30338

<https://bit.ly/3axb9CF>