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# Entry Level Receptionist – Law Office (Sandy Springs)



990 Hammond Drive, Suite 300, Atlanta, GA 30328

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This position will provide front office support, general administrative support, and will serve as the firm's first impression with clients, vendors, and other visitors both in person and on the phone.

**Qualifications:**

- High school diploma or equivalent
- Proficiency in MS Word 2010, Excel and Outlook

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

Source: Indeed

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# Support Coordinator (Alpharetta)



**Novatech, Inc.**

950 North Point Parkway, Suite 300 Alpharetta GA 30005

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## **Responsibilities:**

- Fielding incoming calls from vendors, clients and partners
- Leveraging basic call center phone operations and etiquette
- Entering service requests into the ticketing system and accurately categorizing tickets
- Scheduling onsite engineers for field work
- Understanding and leveraging resource scheduling logistics
- Recognizing areas of concern in scheduling and dispatching that will negatively impact the schedule if execution fails
- Updating and closing as applicable all tickets every day, as well as documenting new findings and update existing configurations
- Communicating with customers regularly and often
- Maintaining office mail and product shipping/receiving duties
- Creating and maintaining presentations and other projects as assigned
- Assisting the leadership team or any other team when needed for various tasks (envelope labels, compiling manuals, etc.).
- Scheduling on-call rotation

## **Qualifications:**

- A high school diploma or GED
- Proven experience with customer facing responsibilities
- Proficiency with Microsoft Word, Excel and Outlook

Apply Online at: <https://bit.ly/2M1NK42>

Source: Employer Website

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# Call Center Representative (Roswell)



**United BMW**

11458 Alpharetta Hwy, Roswell, GA 30076

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As a Call Center Representative, you will promptly, professionally and courteously help connect customers with our service team and arrange for valuable service appointments in a call center environment.

- Accurately manage inquiries, update customer files, track customer interest, and compile necessary reports and forms on a timely basis.

**Qualifications:**

- Understand and use MS Office Suite, CRM and lead management tools

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

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



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The Personal Assistant provides high-level administrative support to the Company CEO and CFO.

- Acts as the primary point of contact between executive team and clients, vendors and guests.
- Performs clerical and administrative tasks including drafting letters, memos, reports, and other documents.
- Answers, screens and directs telephone calls and distributes correspondence, mail and email.
- Responds to requests and inquiries as instructed on behalf of executive team.
- Responds to emails on behalf of executive team.
- Runs light errands on behalf of executive team.
- Performs administrative and clerical support tasks, i.e., photocopying, faxing, scanning, typing, and researching.
- Performs all executive filing and recordkeeping.
- Maintains executive calendar; schedules meetings and appointments.
- Arranges travel and accommodations for executive team; maintains travel schedule and agenda.

## **Qualifications:**

- High school diploma or equivalent required.
- Bachelor's degree in Business Administration or related field preferred.

\$700 - \$1,250 a week

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

Source: Employer Website

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# Administrative Assistant (Brookhaven)



4170 Ashford Dunwoody Rd # 300, Atlanta, GA 30319

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This position is responsible for providing administrative support to the Plant Director and leadership team at the Atlanta Gatorade Plant.

- Managing the Plant Directors detailed calendar as well as scheduling meetings and conference calls, providing real-time scheduling when booking appointments and preventing conflicts
- Coordinating travel arrangements (domestic and international), including booking flights, car rentals and making hotel & restaurant reservations when needed.
- Manage vacation scheduling for the plant leadership team
- Provide support to the HR Partner to include On-Boarding, Organizational Health initiatives and other company/plant initiatives as assigned.
- Coordinating meetings and external events.
- Own front office, lobby and front hallway appearance
- Manage site postal needs as assigned.
- Preparing and handling highly confidential and proprietary information.

## Qualifications:

- A minimum of 5 years of executive administrative experience supporting C-suite and/or senior-level executives.
- Must have advanced PowerPoint skills and be able to independently create high-quality presentations that include charts, graphs, other visuals, etc.
- High proficiency using Apple products and systems, including Mac computers, iPad, iPhone, mobile applications, and iOS; proficiency in Adobe Acrobat a must.

Apply Online at: <https://bit.ly/2N7hEVn>

Source: Employer Website

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# Executive Assistant (Buckhead)

## Infinite Pro Holdings

3348 Peachtree Road suite 700, Atlanta, GA, 30326, USA

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### Responsibilities:

- Partnering with executives to organize their calendars, inboxes, and daily operation
- Meeting coordination and preparation involving high-profile board members and investors
- Managing complex travel arrangements and itineraries, including flights, lodging, and transportation
- Managing and executing seamless internal and external events
- Handling financial matters such as expense reports, invoice tracking, and payroll inputs
- Following-up on emails with internal employees and external collaborators
- Creating and editing documents and web postings
- Supporting ongoing recruiting and research initiatives and other matters as required
- Taking on special projects designated by executives ranging from marketing and business development to accounting, IT, and human resources process improvement

### Qualifications:

- 2+ years experience supporting C-level executives and/or working for a public company
- Strong knowledge of MS Office, Google Docs, and Google Calendar

From \$29,000 a year

Apply Online at: <https://indeedhi.re/2Znn4Oq>

Source: Indeed

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# Recruiting Assistant (Sandy Springs)



8601 Dunwoody Pl Suite 126, Sandy Springs, GA 30350

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The Recruiting Assistant will provide administrative support for a wide variety of functions related to recruiting, and assist the EAS Recruiting Team with keeping the hiring process running efficiently.

- Assist the recruiting department daily with administrative tasks related to filling existing and future job openings
- Maintain efficient filing system for all recruiting materials
- Update and maintain recruiting database
- Responsible for maintaining Handshake accounts for regional and national college and university partnerships
- Research job fair opportunities for local teams
- Assist with application review and posting of job advertisements
- Effectively communicate company mission, vision, and values to prospective hires
- Participate in on-boarding process for new hires

## **Qualifications:**

- 4-year college degree in a related field
- Previous administrative experience in a sales or recruiting environment preferred
- Knowledge of ABA desired
- Work from home frequently

Apply Online at: <https://bit.ly/3dmF7wr>

Source: Employer Website

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# Virtual Hiring Event for Management Trainee Positions (Roswell)



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**Tuesday, March 2, 2021**  
**8:00 AM - 6:00 PM US/Eastern**

We will be hiring for the following location: Enterprise Rent-A-Car, 11572 Alpharetta Hwy,  
Roswell, GA 30076 US

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.

**Qualifications:**

Must have a valid unrestricted driver's license

Must have a Bachelor's degree

Must have at least 6 months of work experience in sales, customer service and/or leadership/management

\$45,035 / year

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

Source: Indeed



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# Operations Administrative Assistant (Roswell)



11095 Houze Rd, Roswell, GA 30076

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ADMA BioCenters is an FDA licensed facility specializing in the collection of human plasma used to make special medications for the treatment and prevention of diseases. The Operations Administrative Assistant provides any needed administrative support to Sr. Director of Operations and other plasma services staff as assigned including expense report reconciliation and submission. 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. Maintains 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/3axpjoG>

Source: Employer Website

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# Administrative Assistant (Brookhaven)



3107 Clairmont Rd, Atlanta, GA 30329

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## **Responsibilities:**

- Prepares reports by collecting and analyzing information.
- Creating Estimates for STOP Inc. new customers
- Following up on outstanding payments
- Create new clients in QuickBooks
- Reconcile payments in QuickBooks and on our Smartsheet
- Help with Pulling docs to invoice for external clients
- Review of claims in different Statuses to determine what is needed in order to complete the invoice
- Assist with Recovery Request for DI Invoices, and Span Forms
- Contributes to team effort by accomplishing related results as needed.
- Answering call and managing messaging system.

## **Qualifications:**

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- High school diploma.

\$12 - \$14 an hour

Apply Online at: <https://indeedhi.re/3sk7PCr>

Source: Indeed

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# Part Time Clerk – Temp (Roswell)



555 Sun Valley Dr suite e-2, Roswell, GA 30076

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Part-time temporary clerk needed through April 15, 2020 for scanning and filing during tax season.

Flexible schedule during office hours Monday-Thursday, 9:00a.m.-4:00p.m.

Ideal opportunity for high school or college student.

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

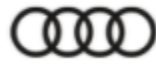
Source: Indeed

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Posted 2/21/2021

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# Part Time Service File (Roswell)



Audi North Atlanta

**Nalley Audi**

11505 Alpharetta Hwy, Roswell, GA 30076

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## **Responsibilities:**

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis

[No qualifications specified in ad.]

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

Source: Employer Website

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Posted 2/21/2021

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# Legal Mail Clerk (Sandy Springs)



LAW OFFICES OF  
HAYT, HAYT & LANDAU, P.L.

1010 Huntcliff Suite 1200 Atlanta, GA 30350

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We are currently in need of a legal mail clerk to handle all incoming and outgoing legal correspondence. Our clerks handle the filing, document processing, and data entry of civil lawsuits related to debt collection. This position includes document management, mailing, e-filing, copying, and scanning. Our clerks also work directly with court systems and our clients.

## **Qualifications:**

- Office experience preferred

This is a great position for someone just entering the job force from or during college interested in obtaining legal experience.

\$13 an hour

Apply Online at: <https://indeedhi.re/2ZnDu9q>

Source: Indeed

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Posted 2/21/2021

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# Lead Verification Specialist - Customer Service (Roswell)



9755 Dogwood Rd, Roswell, GA 30075

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We are a rapidly growing Home Improvement Lead Generation. The Lead Verification Specialist makes outbound calls to homeowners that recently submitted requests and are looking for services. The goal of a Lead Verification Specialist is to gather homeowner service request information, ensure they are receiving the help they are requesting and that our clients are assisting the home owner with their needs. This position is a mix of customer care and quality assurance.

## **Qualifications:**

- Experience in a customer service or call center setting preferred.
- Familiarity with home improvement projects or contractors helpful, but not required
- Strong working knowledge of personal computers
- Strong phone, typing or data entry skills required

\$31,200 a year

Apply Online at: <https://indeedhi.re/3u9SLsI>

Source: Indeed

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Posted 2/21/2021

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# Temporary Customer Service Specialist (Roswell)



1000 Holcomb Woods Pkwy Suite 417, Roswell, GA

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To work within the Originations department handling inbound calls in support of the Microf application process as well as being the point of contact in the distribution of all applications received from prospective customer.

- Assigning applications from with the Unassigned Application Register
- Assigning applications received from the Inbox
- Assigning applications received from the Fax Folder
- Submitting applications received over the phone
- Providing excellent customer service
- Meeting Service Level requirements for contacts

### **Qualifications:**

- Strong computer skills.

This position will be a temporary position lasting roughly six months, as need demands.

Apply Online at: <https://bit.ly/3s0zesl>

Source: Employer Website

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# Receptionist (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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[No qualifications specified in ad.]

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

Source: Employer Website



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# Greeter/Screeners/Security Guard (Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

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## **Responsibilities:**

- Greet employees, visitors and guests with a positive attitude.
- Document answers to covid-screening questions.
- Take and document the temperature of all employees, visitors and guests.
- Approve entry to campus of only those who meet established criteria.
- Notify designated person of exceptions.
- Graciously deny entrance to campus to any one not meeting established criteria.
- Direct visitors and guests who meet established criteria for entrance to proper locations and parking.
- Ensure employees leaving campus possess the appropriate identification sticker for same day re-entry.

## **Qualifications:**

- A high school diploma or equivalent is required.
- Previous military, security or law enforcement experience is highly preferred.
- Previous medical background helpful.

Apply Online at: <https://bit.ly/3bhpmEc>  
Source: Employer Website

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# Custodian II Part-Time (Doraville)



## **Cary Reynolds Elementary**

3498 Pine Street, Doraville, 30340

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### **Responsibilities:**

- Cleans and maintains the cleanliness of all interior and exterior areas of the building.
- Moves furniture and equipment within the facility as required for various activities as directed.
- Works on site premises during periods when principal or building administrator has authorized use of building for special activities.

### **Qualifications:**

- High school diploma or GED equivalent required.
- Minimum of six (6) months of custodial services experience is preferred.

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

Source: Employer Website

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# Contact Center Agent PT (Roswell)



Roswell, GA 30076

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A contact center agent will help to process orders that are placed over the phone; assist our customers by scheduling appointments for service and answering questions.

- Reviews orders for product requirements such as sizing, fitment, and safety standards. Answers customer questions to provide them with trusted expert information, creating a peace of mind for our customers.
- Verifies product inventory status such as product availability, stock level, location, and stock replenishment schedule.
- Submit orders to be processed with proper store location and determines best method of product delivery for the customer, including, but not limited to, special orders.

## **Qualifications:**

- Basic level computer experience, including skills in Microsoft Word and Excel, are necessary.
- Customer Service: 1 year (Preferred)
- High school diploma or GED equivalent

Apply Online at: <https://indeedhi.re/3ps5yTK>

Source: Indeed

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# HR Business Partner- I (Sandy Springs)



5565 Glenridge Con #900, Atlanta, GA 30342

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The HR Business Partner will collaborate with the HR team and the business to implement HR initiatives in line with the organization's strategic objectives.

- Translate business strategies and goals into optimal HR practices that are customer-focused and adaptable to the unique and changing business needs.
- Support leaders by providing HR counsel in relations to, disputes and investigations, performance and talent management, recognition, and training and development.
- Proactively identifies and addresses people challenges and opportunities, which may affect the execution of business plans.
- Supports internal client groups with change management initiatives.
- Assist leaders with executing training and development programs.
- Manages and resolves team member issues. Assists with investigation of team member issues and/or complaints.
- Conducts and documents team member exit interviews.
- Collaborates with Cor Partners' People team for best practices, tools, and templates to assist in the delivery of high-quality people strategies to the business.

## Qualifications:

- 3 years' of professional level experience in Human Resources
- HR certification such as PHR, SPHR, SHRM-CP or HCS or the ability to obtain one within 12 months
- Experience supporting virtual and remote teams
- Bachelor's degree in HR Management, Business, Communications, Psychology, or related field
- Working knowledge of multiple human resource disciplines, including employee relations, DEI, performance management and federal and state respective employment laws.

Apply Online at: <https://bit.ly/3pH7KXL>

Source: Employer Website

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# FT and PT Receptionist (Perimeter)



4745 Ashford Dunwoody Rd, Atlanta, GA 30319

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## Responsibilities:

- Ensure a smooth flow of customers through the store.
- Answer, screen, and forward incoming phone calls in accordance with NVI protocol.
- Process and understand managed care plans.
- Obtain and document information from the insurance company as needed.
- Schedule and confirm appointments, follow-up visits and classes.
- File all patient records daily and pull patient files for the next day's appointments.
- Check on status and notify customers when orders are in or of any delays.

## Qualifications:

- Experience as a Receptionist, Front Office Representative or similar role is preferred.

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

Source: Employer Website

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# Human Resource Coordinator/Junior Scheduler (Alpharetta)



11380 Southbridge Pkwy #225, Alpharetta, GA 30022

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The Human Resource Assistant/Junior Scheduler will also assist the Scheduling department in developing and maintaining caregiver schedules and finding qualified staff. In addition to these duties the Human Resource Assistant/Junior Scheduler will assist with handling inbound calls, greeting walk-ins including fellow employees and new hire applicants, organization of office products and orientation packets.

- Responds to caregiver inquiries
- Call caregivers; review position and schedule interviews
- Document and track inquiries, interviews, and no-shows
- Interviews Caregivers
- Conducts New-Hire Orientation
- Conducts State Agency Reporting and Background Checks For Newly-Hired Employees
- Inputs Caregiver Information into the Scheduling Software Database
- Maintains Files

## **Qualifications:**

- Degree: Minimum High School Diploma or Equivalent, preferred recruiting or scheduling experience
- Home care experience preferred, but not required
- Must be willing to participate in on-call after hours telephone rotation
- Strong skills in Microsoft Word, Google Apps, and internet search engines

Apply Online at: <https://bit.ly/2M60GpB>

Source: Employer Website

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

## **Busser (Perimeter)**

Fogo de Chão / 4671 Ashford Dunwoody Rd, Dunwoody, GA 30346

<https://bit.ly/2NypRS8>

## **Guest Service Representative (Sandy Springs)**

Nothing Bundt Cakes / 5975 Roswell Rd Suite A-103, Sandy Springs, GA 30328

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

## **Store Associate (Buckhead)**

Goodwill / 3906 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/2N63mUV>

## **Server PT (Roswell)**

Noca Eatery / 1170 Canton St, Roswell, GA 30075

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

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

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

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

## **Assembly Line Production Worker (Roswell)**

**\$12 an hour**

Amerifiber Inc / 200 Hembree Park Dr Suite D, Roswell, GA 30076

<https://indeedhi.re/3baBff8>

## **Executive Housekeeper (Brookhaven)**

Villa Christina / 4000 Summit Boulevard, Atlanta GA 30319

<https://bit.ly/3rWDd9E>

## **Cashier and Customer Service (Roswell)**

**\$8 - \$11 an hour**

Sarah Donuts / 663 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3dokW0P>

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

## **Hiring Event! ALL Positions! (Alpharetta)**

**Wed, February 24, 2021 11:00 AM - 4:00 PM; Thurs, February 25, 2021 11:00 AM - 4:00 PM**

Benihana / 2365 Mansell Rd, Alpharetta, GA 30022 US

<https://indeedhi.re/3k22dJW>

## **Dishwashers (Alpharetta)**

**\$10 - \$12 an hour**

Crust Pasta and Pizzeria / 131 S Main St, Alpharetta, GA 30009

<https://indeedhi.re/3qCNYh9>

## **Cashier (Sandy Springs)**

The Home Depot / 6400 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

<https://thd.co/3pCXnDX>

## **PT Parking Valet 3pm-11pm (Perimeter)**

AAA Parking / 111 Perimeter West, Atlanta, Georgia 30346

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

## **Ladies Locker Room Attendant (Sandy Springs)**

**\$11 an hour**

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

<https://bit.ly/3az9gqf>

## **Dishwasher PT (Perimeter)**

Outback Steakhouse / 1220 Ashford Crossing, Atlanta, GA 30346

<https://bit.ly/3ua9YCl>





# Coronavirus Rental Assistance Program Launched By Fulton County

Fulton County is launching a COVID-19 emergency rental and utility assistance program based on an \$18 million federal funding award.

**Kathleen Sturgeon, Patch Staff Fri, Feb 19, 2021**

FULTON COUNTY, GA – Fulton County is preparing to launch a coronavirus emergency rental and utility assistance program based on an \$18 million federal funding award through the U.S. Consolidated Appropriations Act of 2021.

Eligible Fulton County renters outside the City of Atlanta who have been affected by the pandemic will be able to apply through an online application in March. Eligible expenses include rent, rental arrears and utilities resulting from the pandemic.

"At this very moment, there are families across Fulton County worrying about how they will keep a roof over their heads," Fulton County Chairman Robb Pitts said. "Our team has been working hard to get this program ramped up and get these funds into the community as quickly as possible."

Residents must meet eligibility requirements established by the federal government including:

- Incomes up to 80 percent of area median income who meet the following criteria are eligible to receive assistance.
- One or more individuals in the household has qualified for unemployment benefits or can attest in writing that they have experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due to the coronavirus pandemic; and
- One or more individuals in the household can demonstrate a risk of experiencing homelessness or housing instability which may include a past due utility or rent notice or an eviction notice; or unsafe or unhealthy living conditions; or any other evidence of such risk.

Households affected by unemployment for 90 days or more, and households with incomes at or below the 50 percent of area median income, will be prioritized.

Payments will be made directly to landlords and utility companies. Additional details will be provided closer to the March 1 launch date. For more information go [online](#).