
Executive Assistant (Brookhaven)



Georgia Community Support And Solutions

1945 Cliff Valley Way Atlanta, GA 30329

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO and Senior Leadership team through administrative support and project management. The EA will also support the Board of Directors in their function as directors for the organization.

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university preferred; or two to three years related experience and/or training; or equivalent combination of education and experience.
- Extensive knowledge of: Excel Spreadsheet software, Power Point, Visio and Word as well as other Microsoft suite software.

\$45,000 - \$52,000 a year

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

Source: Employer Website

Part-Time Customer Service Representatives - Roadside Assistants (Sandy Springs)



Mercedes-Benz

Mercedes-Benz USA, LLC

One Mercedes-Benz Drive One Mercedes-Benz Drive Atlanta 30328

Mercedes-Benz USA is currently seeking Part-Time Customer Service Representatives better known as our Roadside Agents to handle in-bound and out-bound calls at our Headquarters in Atlanta, Georgia. All positions require a minimum of 24 hours per week (three week days, and one weekend required) and holidays. Our six hour flexible shifts are excellent for students, retirees and others returning to the workforce. Qualified applicants must have excellent customer relations skills.

Qualifications:

- Typing proficiency, computer skills
- HS diploma (or equivalent work experience)

\$14.25 an hour

Apply Online at: <https://bit.ly/3t2u5li>

Source: Employer Website

Posted 1/31/2021

Day Camps Summer Camp Staff (Dunwoody)



We have a variety of staff positions in MJCCA Day Camps, which focus on traditional camp, sports, theme, travel, performing arts, teens, and more.

Qualifications:

Experience: childcare: 1 year (Preferred)

Education: High school or equivalent (Preferred)

\$9 - \$12 an hour

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

Source: Indeed

Receptionist (Alpharetta)



A REVOLUTIONARY WAY TO SCHOOL

10000 Avalon Blvd Suite 150, Alpharetta, GA 30009

Qualifications:

Bachelor's degree and at least three years of administrative assistant experience.

Background in education and experience with students with ADD/ADHD is a plus.

Apply Online at: <https://bit.ly/2KSV3dQ>

Source: Employer Website

Client Service Representative (Sandy Springs)



6100 Lake Forrest Dr, Atlanta, GA 30328

Aldridge Pite Haan, LLP is a multi-state law firm offering consumer and commercial collection services. The Client Services Representative will provide administrative support for the Director of Compliance and Client Services.

- Communicating with client contacts
- Handling phone calls and projects from management
- Preparation of reporting deliverables for clients
- Assist with large scale projects
- Reviewing and responding to emails inquiries from client liaisons

Qualifications:

- High School Diploma required
- 1-2 years of administrative experience preferred
- Working knowledge of the Microsoft Office Suite
- Must be proficient in software tools, including but not limited to Word, Excel, Outlook, and the Internet.

Apply Online at: <https://bit.ly/36o6uBL>

Source: Employer Website

HR Manager (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

Implement Human Resources and Employee Development programs and policies. Assist department heads in managing employee development and employee relations. Assist department heads in recruiting and staffing, performance management, benefits and compensation, advises on organizational development, employee counseling services and training.

- Ensures organizational conformance with applicable HR related regulations and statutes as well as organizational procedures and policies.
- Plan and conduct new hire orientation to foster positive attitude toward agency objectives.
- Recruits and interviews top quality employees for each department.
- Creates employee training and organizational development programs.
- Coordinates and schedules company required staff training to ensure compliance is met.
- Ensures that every aspect of human resources incorporates the vision, 5 truths and culture of the organization.
- Contributes to the evaluation and development of HR strategies and performances in cooperation with the management team

Qualifications:

- A bachelor's degree from an accredited four-year college or university in a related field and five (5) years HR related experience.
- Current/Valid State of Georgia driver's license with a good driving record.

Apply Online at: <https://bit.ly/2L7yfau>

Source: Employer Website

Front Desk Receptionist - Afternoon/Evenings (Sandy Springs)

King and Queen at 8 Salon

8 Concourse Pkwy, Sandy Springs, GA 30328

Duties include answering phones, scheduling appointments, light cleaning.

Qualifications:

- High school or equivalent (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/2YpDi9m>

Source: Indeed

Concierge PT (Alpharetta)



762 N Main St, Alpharetta, GA 30009

Responsibilities:

- Responsible for greeting visitors, family members, residents and guests, and all others entering the community
- Manage the external and internal calls, taking and communicating messages, as well as forwarding calls to the appropriate person/department
- Assists the Executive Director with clerical/administrative duties, as well as assists the Sales & Marketing team with taking sales inquiries, as needed
- Assists residents with scheduling personal transportation services and in making reservations for various community events in conjunction with Life Enrichment Director
- Submits all work order requests to Maintenance on behalf of residents
- Monitors emergency response system and fire alarm panel during scheduled shift

Qualifications:

- High School diploma or equivalent required and 1+ years of related experience, preferably in a senior living setting

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

Source: Employer Website

Administrative Assistant (Dunwoody)



Home Instead Senior Care

1720 Mt Vernon Rd Suite A, Atlanta, GA 30338

Responsibilities:

- Answer phones in a professional and courteous manner
- Monitor the front door for guests and vendors and direct them to the appropriate person
- Help maintain the professional appearance of the office
- Maintain client and CAREGiver files and audit files regularly to assure that they are up to date
- Assist with maintaining accurate client and CAREGiver records in the software systems
- Assist Service Manager in the following areas:
 - Scheduling
 - Supply monitoring
 - LTC Insurance submissions
 - Assisting client and CAREGiver with concerns, as needed

Qualifications:

- Administrative experience HIGHLY PREFERRED
- Scheduling experience HIGHLY DESIRED
- High school diploma or GED required

Apply Online at: <https://bit.ly/3a8cXBX>

Source: Employer Website

Procurement Assistant (Alpharetta)



Rogers

2050 Marconi Dr, Alpharetta, GA 30005

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations in the Procurement department.

- Review vendor provided order acknowledgements for accuracy of information including complete description of items, delivery lead time, material quantities, expected pricing, etc.
- Ensure timely receipt of vendor offers so as to obtain material by the due date
- Facilitate communication with vendor to provide PO number to confirm order placement
- Maintain vendor scorecard to accurately represent Rogers' customer satisfaction rating
- Updating internal system with expected dates, notes, and appropriate work order status to properly notify involved parties of material availability
- Reconcile purchase orders and invoices
- Daily reporting to analyze previous day's activity
- Internal interfacing with regional dispatchers/managers, project managers, and other procurement team members
- External interfacing with vendors (maintaining vendor relationships)

Qualifications:

- Associate's degree in business administration or related field
- 2+ years of administrative experience
- Experience working in the electrical or lighting service industry is preferred

Apply Online at: <https://bit.ly/3cbCL2O>

Source: Employer Website

Office Manager (Roswell)

Green View Remodeling

600 Houze Way E2, Roswell, GA 30076

Established Window and Door Company based in Roswell, GA is seeking an Office Manager for an immediate opening.

Qualifications:

- High school or equivalent (Preferred)
- Experience:
- QuickBooks: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)

40 hrs/week. Monday - Friday. 8:30am-5:30pm

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/3t1ERII>

Source: Indeed

Posted 1/31/2021

Receptionist/Administrative Assistant/Shop Hands PT – Contract (Sandy Springs)



290 Hilderbrand Dr suite B-8, Atlanta, GA 30328

This position is for someone who is organized and able to run an office.

Qualifications:

- High school or equivalent (Preferred)
- Experience:
- Google Suite: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- appointment setting: 1 year (Preferred)
- The ideal candidate loves hair and beauty and would have experience managing or assisting in a hair salon

\$10 - \$21 an hour

Apply Online at: <https://indeedhi.re/3ooV9HU>

Source: Indeed

Posted 1/31/2021

Administrative Support Specialist (Sandy Springs)



Bethany Christian Services

6645 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Communicate by phone, email, and other correspondence channels with clients, community partners, and agency staff with a positive, professional attitude;
- Promptly address incoming calls and route them to the appropriate person;
- Receive and route incoming postal and inter-departmental mail;
- Administer intake procedures to include screening, assessing, and enrolling clients;
- Prepare materials for and provide administrative support to routinely scheduled informational meetings;
- Compile statistical information monthly and conduct follow up surveys by phone, mail, and/or email;
- Assist the Participant Engagement Advocates (PEAs) in pre and post event planning, as needed;
- Maintain a schedule of appointments, and arrange conferences, interviews, and meetings, as requested;
- Run various reports, and draft correspondence and/or transcribe meeting notes, as requested;
- Maintain an adequate inventory of office supplies;
- May be required to perform basic bookkeeping and accounting functions, as needed;

Qualifications:

- High School Diploma or equivalent;
- Bachelor's level degree in Human Services, Social Work, or related field of study from an accredited college, a plus;
- At least two (2) years of work experience in a similar role;

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

Source: Employer Website

New Restaurant!! Now Hiring!!

(Alpharetta)



240 South Main Street, Alpharetta, GA, 30009

In-person interviews ONLY! Apply in-person at Rena's Italian Fishery & Grill Monday through Friday from 10 a.m. to 4 p.m. Be prepared for an interview!

Seeking experienced hospitality staff for the following positions:

- Bartender
- Server
- Host
- Line Cook
- Prep Cook
- Dishwasher
- Busser

Also seeking experienced part-time catering facility staff!

Rena's is DINNER ONLY, therefore front-of-house work hours will fall between the afternoon and night.

Additional info at: <https://indeedhi.re/3ppTB1E>

Source: Indeed

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

The Receptionist provides reception and conference center coverage as well as other administrative duties assigned. Hours for the position are 8:30 a.m. to 5:00 p.m.

Qualifications:

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required.
- Previous experience in a personal injury law firm or law firm environment a plus, but not required.

Apply Online at: <https://bit.ly/3plc53g>

Source: Employer Website

Administrative Assistant (Doraville)

JEN&CO.

3637 Clearview Parkway Atlanta, GA 30340

Responsibilities:

- Input and help manage and organize all sales orders from all of our sales reps.
- Answer calls and email questions from sales reps and customers.
- Call and email rep and rep customers for missing or invalid payment information
- Assist in managing and following up with all Net terms accounts for payment and credit reference sheets.
- Will assist in organizing all aspects of the busy trade show season (i.e sample distribution, catalogs, promotional material, new product info)
- Will be responsible with handling all office duties when the rep manager is out of the office due to trade shows.
- May need to attend trade shows with rep manager when necessary (some shows are out of state)

Qualifications:

- College degree (associates or higher) or equivalent required
- Customer Service experience-2 years (preferred)

\$34,000 a year

Apply Online at: <https://indeedhi.re/3t9qm5l>

Source: Indeed

Posted 1/31/2021

Corporate Call Center Representative (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

Responsibilities:

- Answer, screen and forward incoming phone calls
- Respond efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued.
- Taking part in training and other learning opportunities to expand knowledge of company and position
- Understanding and striving to meet or exceed call center requirements
- Review submitted information for completion, correctness and transferring data into system
- Efficiently and effectively update and maintain the internal system for electronic clinical records
- Perform general clerical duties to that may include: photocopying, faxing, mailing, and filing

Qualifications:

- Knowledge of basic computer systems
Preferred :
- Healthcare and/or customer service experience a plus
- Previous Call Center experience preferred

\$10.50 per hour

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

Source: Employer Website

Posted 1/31/2021

Administrative Assistant II (Sandy Springs)



CNA Insurance

5565 Glenridge Con Ste #600, Atlanta, GA 30342

Performs complex administrative support on day to day operational matters for the SVP, Branch Manager.

- Assists management in the coordination of organizational administration activities which may include but would not be limited to performance and talent reviews, cost center updates, customer issues etc. Within scope of authority, resolves problems and issues independently and proactively.
- Drafts, prepares and distributes correspondence, presentations, memos, and other documents and reports
- Interfaces with internal and external contacts regarding business unit issues and concerns.
- Schedules and coordinates meetings, conferences, travel arrangements and maintains group or manager's business calendar.
- Prepares, processes and may submit reports, which may include timekeeping and other payroll/business operations processes; may train staff or management on timekeeping and other administrative processes.
- May assist management in special projects.
- May attend meetings, seminars etc. and records notes or provides information as needed.

Qualifications:

- Strong computer skills including Microsoft Office suite and other business related software systems.
- Overall general knowledge of the insurance industry and the business units strongly preferred.

Apply Online at: <https://bit.ly/3otRQ1W>

Source: Employer Website

Telephone Operator (Buckhead)



ST REGIS

The St. Regis Atlanta

88 West Paces Ferry Rd, Atlanta, Georgia 30305

Answer, record, log, and process all guest calls, requests, questions, or concerns. Operate telephone switchboard station.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3t5Hk13>

Source: Employer Website

Front Office Assistant (Sandy Springs)



Northside Hospital

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties which directly support patient care and practice personnel in the overall operation of the practice.

Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment.
PREFERRED:
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint).

Apply Online at: <https://bit.ly/2L26LCX>

Source: Employer Website

Administrative Assistant – Seasonal (Sandy Springs)



MOORE STEPHENS TILLER LLC
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

780 Johnson Ferry Rd NE STE 325, Atlanta, GA 30342

We are currently hiring a dedicated Administrative Assistant to assist and support our team during tax season. In this role, you will be responsible for a variety of clerical and administrative functions in providing support to our Management team, staff members and Administrative team.

Qualifications:

- Solid experience and knowledge of MS Office products including Excel and Word

Apply Online at: <https://bit.ly/3t8D5oV>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/31/21

Cashier/Customer Service - Hiring Event (Sandy Springs)

Monday, February 1, 2021, 2:00 PM - 7:30 PM; \$10.00 to \$12.00 / hour

Gyro Bros. / 5841 Roswell Rd NE, Atlanta, GA 30328

<https://indeedhi.re/36lgonV>

Housekeeper (Dunwoody)

Peachford Hospital / 2151 Peachford Rd, Atlanta, GA 30338

<https://bit.ly/39t9PSg>

Housekeeping Attendant PT (Sandy Springs)

\$9 an hour

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

<https://bit.ly/3cjIbJ9>

Food Service Worker (Brookhaven)

Aramark - Oglethorpe University / 4484 Peachtree Rd NE, Brookhaven, GA 30319

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

Crew - Hiring Event (Roswell)

Wednesday, February 3, 2021, 11:00 AM - 5:00 PM; \$9.00 to \$9.50/hour

American Pasta Factory / 1123 Alpharetta St, Roswell, GA 30075

<https://indeedhi.re/3py1nq9>

Servers (Dunwoody)

Novo Cucina / 5592 Chamblee Dunwoody Rd, Dunwoody, GA 30338

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

Room Attendant/Housekeeping (Buckhead)

Hyatt Place Atlanta / 3242 Peachtree Rd NE, Atlanta, GA 30305

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

Packer (Alpharetta)

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

<https://bit.ly/3t0s74X>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/31/21

Server PT (Alpharetta)

Ted's Montana Grill / 6100 Avalon Blvd, Alpharetta, GA 30009

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

Dishwasher (Buckhead)

Del Frisco's Grille / 3376 Peachtree Road, NE, Atlanta, 30326

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

Receiving Associate PT (Alpharetta)

Burlington Stores / 7731 North Point Parkway Alpharetta GA US 30022

<https://bit.ly/39o3Td1>

Dishwasher (Alpharetta)

Benihana / 2365 Mansell Rd, Alpharetta, GA 30022

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

Dishwasher (Alpharetta)

California Pizza Kitchen / 6301 North Point Pkwy, Alpharetta, GA 30022

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

Cashier (Sandy Springs)

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

<https://thd.co/3sZ9wpQ>

Bell Attendant (Buckhead)

Kimpton Sylvan Hotel / 374 East Paces Ferry Rd NE, Atlanta, GA 30305

<https://indeedhi.re/3t5u1kD>

School Custodian (Doraville)

DeKalb County School District - Evansdale Elementary / 2914 Evans Woods Drive, Doraville,
30340

<https://bit.ly/3abL242>