
Administrative Assistant II

(Sandy Springs)



Ciner Resources Corporation

5 Concourse Pkwy #2500, Atlanta, GA 30328

The Administrative Assistant will serve as the primary support for the Atlanta Leadership team.

- Maintain calendars, and schedule meetings and appointments.
- Arrange domestic and international travel, including preparation of international travel documents/itineraries, if necessary, and in accordance with the company's current Travel Policy and Procedures.
- Prepare expense reports utilizing the company's electronic expense report program, Certify.
- Work with department managers, accounting, and purchasing to create requisitions for purchase of goods and services.
- Oversee various department's Intranet site page utilizing SharePoint.
- Compose, copy, and distribute routine correspondence and memoranda, reports, documents, and printed forms.
- Work with Executive Assistant to manage Verizon account, including the addition and removal of phones, and month-end accounting.

Qualifications:

- Five (5) or more years of administrative support experience with duties having included administrative and clerical procedures as well as some accounting knowledge.
- Strong proficiency with MS Office Suite programs (MS Word, Excel, PowerPoint, and Outlook)
- Experience with databases and maintaining on-line shared systems.

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

Source: Employer Website

Front Desk Receptionist (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

Qualifications:

1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred

Proficient computer skills and knowledge of Microsoft Office

Must have graduated high school, received a G.E.D. or equivalent

\$14 - \$16 hourly

Apply Online at: <https://bit.ly/3uz3KMo>

Source: Employer Website

Customer Service Representative (Alpharetta)



1815 Hembree Rd Ste 312, Alpharetta, GA 30009

Responsibilities:

- Answering customer calls, emails, texts, chats, and contact forms in a prompt, professional, friendly, and efficient manner.
- Communicate effectively with and build rapport with customers, technicians, and suppliers.
- Learn company products and be able to answer customer questions about them.
- Master basic phone-marketing and screening skills.
- Perform order entry into our customer database, create work orders and customer invoices.
- Schedule and dispatch technicians to meet customer expectations while minimizing driving time to maximize the response times of our technicians.
- Create purchase orders for openers, doors, and parts.
- Manage inventory.
- Prepare monthly sales and production reports.

Qualifications:

- 2 to 4 years of customer service or telemarketing experience.
- Basic computer skills, including working knowledge of Microsoft Word/Excel.
- High School diploma or GED certification required.

\$15 per hour depending on qualifications and experience

Apply Online at: <https://indeedhi.re/2NH8DCy>

Source: Indeed

Guest Service Representative

(Alpharetta)



16785 Old Morris Rd, Alpharetta, GA 30004

Responsibilities:

- Greet guests and perform check-in/out procedures
- Follow all cash and credit card procedures required by hotel and brand standard
- Check house count to determine the rooms available for the day
- Review credit limit exception report & gets additional approval if necessary
- Check expected departures for today & clears checkouts or extends stays after check out time
- Update housekeeping room status when received from housekeeping
- Balance departments from daily activity report at the end of shift
- Performs cashier shift change when cash is in balance

Qualifications:

- High School diploma or GED preferred
- One year hospitality experience required
- Customer service experience required
- Experience handling cash and credit card procedures
- Knowledge of local geographic area knowledge, area businesses & services, major highway/street information, and community events & attractions.

Apply Online at: <https://bit.ly/3bI3X7c>

Source: Employer Website

Administrative Assistant (Sandy Springs)



Bethany Christian Services

6645 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Greet and welcome visitors upon arrival with a positive attitude
- Promptly address incoming calls and route them to the appropriate person
- Receive and route incoming postal and inter-departmental mail
- Maintain a schedule of appointments, and arrange conferences, interviews, and meetings, as requested
- Perform administrative task, and other document gathering and filing
- Run various reports, and draft correspondence and/or transcribe meeting notes, as requested
- Maintain an adequate inventory of office supplies, and notify the supervisor when inventory is low
- May be required to perform basic bookkeeping and accounting functions, as needed

Qualifications:

- High School Diploma or equivalent
- At least two (2) years of prior experience working in an office setting
- Proficient in Microsoft Office products
- Maintain a reliable automobile with adequate insurance coverage

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

Source: Employer Website

Administrative Assistant (Roswell)



292 S Atlanta St Ste B, Roswell, GA 30075

Kitchen Tune-Up is seeking an Administrative Assistant to greet customers in our showroom. This valued team member handles all correspondence, billing, filing, and support duties for our busy team of kitchen remodelers.

- Coordinates walk-in leads and disperses the leads as required.
- Coordinates quote tracking for salespeople and completes the quote log for the franchisee/sales manager.
- Photocopies necessary items in job file for the sales team.
- Types purchase orders from purchase requisitions and submits them to the franchisee/sales manager for final approval for payment.
- Maintains a payable processing system, matching vendor invoices with purchase orders, codes each invoice, and submits them to the franchisee/sales manager for final approval for payment.
- Audits cabinet acknowledgements against the designer's layout and pricing to check for errors and ensures that the production date given corresponds with the time frame required for installation.
- Maintains central job filing system.
- Performs job invoicing and statement mailings on a computer system.
- Closes out job files balancing contract price with monies received and establishes job gross profit for sales commission processing.

[No qualifications specified in ad.]

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

Source: Employer Website

REFUSE COLLECTOR (Roswell)



Responsibilities:

- Collects garbage and yard trash from residential homes or businesses; ensure complete removal of all acceptable garbage or trash; replaces garbage bins and places in appropriate location.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Collects miscellaneous items at requested sites and disposes of material appropriately.
- Receives and responds to customer questions and complaints regarding problems pertaining to refuse; reports questions and complaints to direct supervisor.
- Operates packer on garbage truck or other tools as necessary to complete essential functions, to include the use of shovels, pitchforks, yard rakes, and brooms.

Qualifications:

- High School diploma, GED, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

\$13.20 / hour

Apply Online at: <https://bit.ly/37N8t3k>

Source: Employer Website

Experience Coordinator PT (Perimeter)



121 Perimeter Center West Atlanta, GA 30346

Serendipity Labs provides shared office space. As an Experience Coordinator, you will create a memorable impression on the potential members, existing members, and visitors to Serendipity Labs, whether over the telephone, or face to face.

- Providing a professional welcome to visitors and users of the lab at reception.
- Effectively handling phone and in person requests for assistance.
- Opening and closing the lab location so that its ready for business and meeting our brand standards.
- Properly stocking and maintaining the appearance of the lab including reception, meeting rooms, Café, Member, and common areas.
- Light cleaning duties with strong attention to details and member needs.
- Assisting in delivering Meeting & Events booked into the lab including set-up, catering, and clean-up.
- Creating a community through contributions to member events and fostering ways to engage members inside and outside the lab.
- Generating interest in the lab by assisting with certain local marketing activities.
- Updating, charging, and maintaining accurate member information in billing software.

Qualifications:

- Experience in delivering a high level of hospitality and handling customer service requests
- Knowledge of Microsoft Office suite, including Word, Excel and Outlook
- High School Diploma or equivalent
- Minimum 1 year experience in a hospitality position

\$15 an hour

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

Source: Indeed

Posted 2/28/2021

Client Support Associate (Sandy Springs)



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

ChartRequest is a fast-growing release of information technology provider. The Customer Support Analyst role provides exceptional customer service by efficiently assisting customer inquiries, handling ticket escalations and proactively following up on issues that have not been resolved.

- Securely assist end-users with inputting electronic requests for medical records using our proprietary software.
- Answer incoming calls, chats, and email tickets in our support ticketing system.
- Ensure compliance with customer requirements for requests and processing needs
- Comply with HIPAA and HITECH Act requirements for each request and customer encounter
- Assist to create necessary internal training documentation and maintain training and team notes
- Communicates appropriate options for issue resolutions in a timely manner
- Informs customers about services available and assesses customer needs
- Reporting, escalation, and resolution of day-to-day operational problems
- Identify, research and resolve customer issues questions and concerns in a timely manner
- Monitor various communication streams, direct and indirect, through all channels including email, chat, social, and online ticket portal submissions

Qualifications:

- Must have the ability to grasp healthcare, medical and technical concepts
- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)

This position is for M-F shift. \$11.00/hr.

Apply Online at: <https://indeedhi.re/3koXzG1>

Source: Indeed

Associate Service Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

The Associate Service Coordinator is responsible for assisting the Service Coordinator Team, Team Vice President, Team Director, and Sales Teams with projects and miscellaneous requests. Enters data and updates database as required paperwork is received.

- Maintain and distribute missing timesheet reports.
- Track and upload various documents.
- Update database on an ongoing basis.
- Provide back-up coverage for Reception Team on an as needed basis.
- Resolves customer requests, complaints, and problems.
- Maintain and distribute missing timesheet reports.
- Track and upload various documents.
- Update database on an ongoing basis.
- Provide back-up coverage for Reception Team on an as needed basis.

Qualifications:

- High school degree required, Bachelor's degree preferred.
- Previous customer care/support experience helpful, but not required.

Apply Online at: <https://bit.ly/2MvzK2Y>

Source: Employer Website

Receptionist I (Alpharetta)



CANON BUSINESS PROCESS SERVICES, INC.

Alpharetta 30022

Qualifications:

High school Diploma or equivalent

2 years direct experience as a receptionist

Some prior experience working in a professional office environment, preferred

Basic computer skills required (Word, PowerPoint)

Apply Online at: <https://bit.ly/37N0seB>

Source: Employer Website

Administrative Assistant, Property Management (Roswell)



1003 Holcomb Woods Pkwy, Roswell, GA 30076

This position provides administrative support to the Property Management Department.

- Assist tenants in a courteous, professional and timely manner
- Review, research and code invoices for payment according to operating budget; submit to manager for approval in a timely manner
- Collect updated tenant information and certificates of insurance as necessary and distribute appropriately
- Assist Property Manager as necessary with preparation of annual operating budget
- Assist Property Accountants as necessary with tenant accounting issues
- Work independently and within a team on special, nonrecurring and ongoing projects
- Assist in all general administrative duties and other duties as required, including backup receptionist as needed
- Prepare open, close, possession notices and ancillary contracts
- Prepare vendor contracts, pylon agreements and tenant bill backs
- Update tenant and vendor contact sheets, utility spreadsheets, tenant opening schedules, and lockbox locations

Qualifications:

- High school degree or equivalent
- 3-5 years office experience in an administrative support position
- Real estate knowledge preferred
- Strong computer skills (MS Word, Excel, Outlook, Power Point) including ability to learn JDE
- Ability to create, manipulate and maintain databases

Apply Online at: <https://bit.ly/3pUtn6L>

Source: Employer Website

Executive Assistant to the CEO

(Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

The Executive Assistant (EA) directs the day-to-day operation of the executive office and establishes administrative priorities. The EA manages office work flow, drafts correspondence, manages complex schedules and travel arrangements, plans, executes and supervises events, assist in overseeing entertainment/hospitality on and off-site, handles a broad range of complex inquiries, issues and confidential materials, and has significant interaction with VIP guests. Assists executive w/ day-to-day organization of office, internal and external communication of all kinds, prioritizing work, calendar and scheduling arrangements.

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience to include administrative experience in progressively more responsible positions as executive secretary or executive/administrative assistant, or some combination of experience that would develop administrative organizational, communication, secretarial and basic bookkeeping skills, preferably at least some with a not-for-profit organization.
- Must have a good 3-year Motor Vehicle Report.

Apply Online at: <https://bit.ly/2PfU75j>

Source: Employer Website

Front Office Assistant (Alpharetta)



Northside Hospital

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/3pUuyDd>

Source: Employer Website

Executive Assistant Project Manager to the Ceo (Roswell)



352 S Atlanta St, Roswell, GA 30075

This role is a unique, multifaceted role, which is part EA and part Project Manager, and reports directly to the CEO. This is primarily a remote position but will require in-person collaboration in Roswell, GA at a minimum once a week.

- Manage CEO's calendar and help keep him on schedule
- Schedule virtual meetings across multiple time zones; take meeting notes
- Create expense reports
- Complete and file various applications ie: lenders, alcohol licenes etc.
- Maintain a record of application/ document renewal deadlines then file/update accordingly ie: trademarks, FDD etc.
- Act as property management liaison
- Participate in strategy sessions
- Coordinate the receipt of invoices and various other financial requests with the outside accounting firm
- Manage incoming mail

Qualifications:

- 2-4 years experience or related experience (i.e. project/program management, operations, sales, etc.)

\$14.00 / hr to \$19.00 / hr

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

Source: Employer Website

Posted 2/28/2021

Part-time Receptionist (Alpharetta)



2662 Holcomb Bridge Rd #304, Alpharetta, GA 30022

Responsibilities:

- Answering phone calls
- Scheduling appointments
- Manage incoming emails
- Organize and input leads
- Organize physical and digital files
- Perform follow up calls

Qualifications:

- Microsoft Office: 1 year (Required)
- Customer Service: 1 year (Preferred)
- Related front desk experience
- Inside sales experience
- Construction knowledge

From \$10 an hour

Apply Online at: <https://indeedhi.re/3knU15K>

Source: Indeed

Call Center Rep / Customer Service Rep – 18 Month Contract (Work-from-Home)



Receive inbound phone calls from our prescribers and members.

- Utilizing multiple software systems to create Prescription cases and determine coverage, determination and appeals process
- Good written and verbal communication skills
- The ability to display soft skills while moving the call forward
- Meeting or exceeding government mandated timelines
- Conveying resolution to beneficiary or provider via direct communication and professional correspondence

Qualifications:

- Prior call center experience preferably with a multi-screen setup for easier navigation of multiple applications
- Ability to type more than 30 WPM
- Highspeed and reliable Internet connection
- Preferred **Qualifications:**
- At least two years of general business experience that includes problem resolution, business writing, quality improvement and customer service
- Six months of PBM/pharmaceutical related work strongly desired
- 1+ years of call center experience
- 1+ years of healthcare background
- Bachelor's degree in related field or equivalent work experience

Duration : 18 months position (with benefits) with a 40hrs / week schedule ideally from Mon-Fri.

\$11 an hour

Apply Online at: <https://bit.ly/3bL6spB>

Source: Employer Website

Front Desk Administrator (Alpharetta & Dunwoody)



We are looking for a Front Desk Administrator to join our team in Alpharetta & Dunwoody.

- Check-in and collect general information from patients assisting them with completing all necessary forms and documentation
- Schedule appointments and take payments for outstanding balances
- General admin tasks, such as photocopying, printing, scanning, sorting/filing/sending forms
- Assist in working reports

Qualifications:

- Minimum of High School diploma or equivalent required
- One year of administrative experience

Apply Online at: <https://bit.ly/3pVw4oR>

Source: Employer Website

Human Resources Generalist (Buckhead)



JES HOLDINGS, LLC

3290 Northside Pkwy NW # 330, Atlanta, GA 30327

The Human Resource Generalist will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Minimum 1 years in human resources or recruitment preferred.

Apply Online at: <https://bit.ly/3srxRU6>

Source: Employer Website

Customer Service / Administrative Staff (Roswell)



1050 Northfield Ct STE 300, Roswell, GA 30076

Main job will be answering phones and assisting customers with our products - providing quotes via email and completing orders.

Qualifications:

- Experience: Customer Service: 1 year (Preferred)

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/37SKKPr>

Source: Indeed

Posted 2/28/2021

Receptionist / Switchboard Operator (Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

Qualifications:

A high school diploma or GED is required.

Previous hospital switchboard experience is preferred.

Apply Online at: <https://bit.ly/2NI9tyM>

Source: Employer Website

Front Office Receptionist (Dunwoody)



2150 Peachford Rd, Atlanta, GA 30338

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

Customer Service: 1 year (Preferred)

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

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 2/28/21

Server/Waitstaff PT (Alpharetta)

Atria North Point / 100 Somerby Dr, Alpharetta, GA 30009

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

Dishwasher Pt (Buckhead)

CHOPT / 3655 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/2ZQFF5O>

Busser (Perimeter)

Del Frisco's Atlanta / 236 Perimeter Center Parkway NE, Suite 120, Dunwoody, 30346

<https://bit.ly/303yMy9>

To-Go Specialist/Server (Sandy Springs)

AM / PM Shifts with Flexibility, Part-Time / Full-Time

Chef Rob's Caribbean Cafe & Upscale Lounge / 5920 Roswell Rd #117, Atlanta, GA 30328

<https://indeedhi.re/3q0PE36>

Warehouse Receiving Associate (Sandy Springs)

\$15.00 per hour

Linen and Flax / sandy Springs 30350

<https://indeedhi.re/2Mq4nqt>

Warehouse Helper (Roswell)

\$13 an hour

ANTOnline / Roswell 30076

<https://indeedhi.re/3sqByt7>

Housekeeper PT (Dunwoody)

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

<https://indeedhi.re/2ZPL6Sj>

Team Member (Sandy Springs)

Einstein Bros. Bagels / 4502 Roswell Rd , Atlanta, Georgia 30342

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

Food Service, Housekeeping, & Other Now Hiring – Week of 2/28/21

Server Assistant (Brookhaven)

\$9 - \$13 an hour

Verde Taqueria / 1426 Dresden Dr NE, Atlanta, GA 30319

<https://indeedhi.re/2PgqS28>

Server PT (Sandy Springs)

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/37MSF0j>

Team Member (Perimeter)

\$12 an hour

Shake Shack / 4400 Ashford Dunwoody Rd Suite 3025, Atlanta, GA 30346

<https://bit.ly/3sv7ywk>

Cashier PT (Roswell)

Little Caesar's Pizza / 1475 Holcomb Bridge Rd Roswell, GA - 30076

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

Food Service Attendant 7am-3pm (Sandy Springs)

Children's Healthcare of Atlanta - Scottish Rite / 1001 Johnson Ferry Road NE, Atlanta, GA 30342

<https://bit.ly/3kur09V>

Dishwasher (Alpharetta)

Atria North Point / 100 Somerby Dr, Alpharetta, GA 30009

<https://bit.ly/2ZX2BAG>

Dishwashers (Alpharetta)

\$10.00 - \$13.00 per hour

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

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

Housekeeper (Alpharetta)

Morningside of Alpharetta / 253 N Main St, Alpharetta, GA 30009

<https://bit.ly/2Pka8XN>

The Latin American Association Job Fair



Organizations from different industries will be hiring candidates at the Latin American Association Online. / Organizaciones de diversas industrias estarán contratando candidatos en la Asociación Latinoamericana Online.

Upload your résumé. Prepare for a possible interview. Attend this virtual event. / Sube tu résumé. Prepárate para una posible entrevista. Asiste a este evento virtual

Date: Thursday, March 4, 2021

Time: 10:00 a. m. to 1:00 p.m.

Place: Latin American Association Online

Fecha: Jueves, 4 de marzo de 2021

Hora: 10:00 a.m. a 1:00 p.m.

Lugar: Asociación Latinoamericana Online

This event is free for job seekers / Este evento no tiene costo para las personas que buscan trabajo

Register here / Inscríbete aquí:

<https://thelaa.org/virtual-job-fair/>

For more information, please contact / Para más información contacta a:

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