
Administrative Assistant/Lobby Receptionist



City Hall: 1 Galambos Way, Sandy Springs, GA 30328

Office is located in the Main Lobby at the Security Desk, works directly for the Security Manager.

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Qualifications:

- High school diploma
- 4+ years of experience
- Proven working experience in similar roles
- Proficient with Microsoft Office Suite
- Experience with access control systems preferred

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

Source: Indeed

Recruiting Coordinator (Sandy Springs)



Essential Staffing Solutions is looking dedicated Recruitment Coordinator to work with our Recruiting departmental teams to attract and hire new employees for our company.

- Use social media networks (e.g. LinkedIn, Facebook, and Instagram) to look for and connect with potential candidates
- Review online portfolios and resumes to pre-screen candidates
- Collaborate with hiring managers to identify each position's requirements
- Send recruiting emails and follow up with candidates
- Ask for referrals from internal and external networks for hard-to-fill roles
- Contact past applicants for new job opportunities
- Develop a network of potential candidates and industry professionals
- Log candidate information in our Applicant Tracking System and other internal database extending job offers and arranging the relevant documents.
- Participating in recruitment events, such as career fairs, preparing information packets, and gathering information from suitable candidates.
- Scheduling and conducting interviews.

Qualifications:

- Experience:
 - Recruiting: 1 year (Preferred)
 - Microsoft Office: 1 year (Preferred)

\$14 an hour

Apply Online at: <https://indeedhi.re/2Pw7jTp>

Source: Indeed

Test Kitchen Coordinator – Temporary (Sandy Springs)

INSPIRE



5620 Glenridge Dr, Atlanta, GA 30342

Serve to maintain Inspire Brands Test Kitchen, Flyin' Bison Bar and outside cooking areas regarding general maintenance, equipment, kitchen logistics and Inspire Brands culinary team support. Perform daily back of house operations included but not limited to shipping/receiving, organizing product inventory, observing all proper food prep and cooking procedures, and complying with safety and cleanliness standards.

- Responsible for Inspire Brands test kitchen shipping, receiving and inventorying of deliveries for all Inspire Brands Culinary teams which includes but is not limited to the following:
- Coordinate and maintain the inventory, cleanliness and organization of dry, refrigeration and freezer units.
- Coordinate and communicate test kitchen shipments and deliveries with respective culinary team members.
- Coordinate and communicate dry, refrigeration and freezer clean outs with respective culinary team members.
- Coordinate truck deliveries.
- Perform weekly cleaning tasks as outlined by the Test Kitchen Manager.

Qualifications:

- High School Degree, or GED required
- Two year Associate Degree, or equivalent work experience preferred
- 2 - 5 years' kitchen/customer service environment experience
- ServSafe certification

From \$18 an hour

Apply Online at: <https://indeedhi.re/3tU1SfV>

Source: Indeed

PT Shop Associate (Sandy Springs)



805 Mt.Vernon Hwy NW, Atlanta, GA 30327

The associates will be responsible for customer service, sales, merchandising, and food service in both the Campus Shop and Café.

- Greet customers and assist with sales
- Explain products and services to customers
- Monitor inventory to ensure product is in stock
- Enter and process customer orders
- Operate point of sale registers
- Operate and maintain food service equipment

Qualifications:

- Previous experience in sales, customer service, or other related fields

This is a part-time, year-round position with flexible scheduling.

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

Source: Employer Website

Administrative Assistant (Alpharetta)



100 North Point Center Alpharetta, GA 30022

We are a solutions-driven property management company, managing a portfolio of commercial real estate properties (office).

- Answer phone calls, emails and other business correspondence as well as sending and receiving mail and/or overnight packages
- Responsible for all aspects of administrative management and all day-to-day operations
- Assists in entering accounts payable invoices into Yardi Accounting software
- Assists in preparing vendor service contracts
- Manage the property work order system, input service requests, assign tasks, closing out completed work orders to include following up on all open work orders daily
- Updates Tenant and Vendor insurance certificates
- Manages Tenant and Vendor files
- Updates all Tenant and Vendor contact information
- Ensure that all emergency after-hours contact information is current for both employees and vendors
- Coordinates access between building personnel and tenants to include tenant and vendor access to suites with security
- Assist with coordinating with tenant move-ins and move-outs
- Coordinates Fire/Life Safety Procedures for all tenants, including tenant related correspondence-emails, captivate, newsletters, etc.

Qualifications:

- Associates Degree (AA/AS)
- Proficient with Yardi/Microsoft Office

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

Source: Employer Website

Executive Administrative Assistant PT (Dunwoody)



Responsible for enhancing, organizing and updating reports and documents; preparing and distributing client packages; posting items to the website (www.crosleycompany.com); and other supporting administrative activities, to support the firm founder/president, who travels extensively.

- Administrative preparation and follow-up tasks for client visits
- Weekly package to track ongoing activities - pipeline, retainers, task lists
- Ongoing ad-hoc duties such as updating training materials, website postings, processing in articles, printing and filing, scanning and distributing client documents, and internet research

Qualifications:

- Word, Excel, Outlook, PowerPoint: 5 years (Required)
- Executive administrative: 10 years (Required)
- Basic knowledge of WordPress a bonus

This is a PART-TIME assignment, which averages about 10 hours per week, and ideal for someone looking for a PERMANENT PART-TIME POSITION , WHICH WON'T GROW INTO FULL-TIME.

\$25 - \$40 an hour

Apply Online at: <https://indeedhi.re/3fkCyf2>

Source: Indeed

Administrative Assistant (Alpharetta)



2520 Northwinds Pkwy #550, Alpharetta, GA 30009

Responsibilities:

- Greet and assist customers in a professional manner.
- Assist with all administrative tasks as needed.
- Develop and implement organized filing systems.
- Coordinating meetings, luncheons, and events.
- Coordinate and book travel, as necessary.
- Prioritizes conflicting needs; handles matters' expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Completes administrative duties such as photocopying, faxing, and collating.
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Receives, sorts and forwards' incoming mail; maintains and routes publications.

Qualifications:

- Must have a minimum of a high school diploma, but prefers a bachelor's degree
- Must have at least 7 years administrative assistant's experience preferably in a corporate office setting
- Must be proficient in Microsoft Office

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

Source: Employer Website

Office Coordinator – Entry-Level (Alpharetta)



2850 Holcomb Bridge Rd #140A, Alpharetta, GA 30022

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/3lOjQO5>

Source: Employer Website

Front Desk Agent (Alpharetta)



Hyatt Place Atlanta/Alpharetta

7500 North Point Pkwy, Alpharetta, GA 30022

Front Desk Agents are responsible for greeting and registering the guest providing outstanding guest service during their stay and settling the guest's account upon completion of their stay. Primary responsibilities include: registering guests making and modifying reservations hotel operator and concierge duties. Providing attentive courteous and efficient service to all guests prior to arrival and throughout their stay while maximizing room revenue and occupancy.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Apply Online at: <https://bit.ly/2OVbh8x>

Source: Employer Website

Receptionist (Roswell)



1570 Holcomb Bridge Rd Suite 110, Roswell, GA 30076

Responsibilities:

- Greet and welcome guests in a friendly and professional manner
- Answer and screen phone calls
- Organize and schedule meetings as needed
- Maintaining office cleanliness and organization of resources

Qualifications:

- Experience as a receptionist
- Knowledge of spreadsheets and word processing documents

Apply Online at: <https://bit.ly/31fGfKQ>

Source: Employer Website

Front Desk Concierge (Alpharetta)



2725 Holcomb Bridge Rd, Alpharetta, GA 30022

The Concierge meets and greets all guests visiting the senior living community. He/She answers the phone and assist phone callers with information related to the senior living community. The Concierge will deliver mail, packages, messages, etc. to resident's rooms on a daily basis. The Concierge will assist and support the Business Office Director with minor projects that include filing, data entry, flyers and announcements.

Qualifications:

- Front Desk, 1 year (Preferred)
- Customer service, 1 year (Preferred)

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

Source: Indeed

Associate Administrative Assistant (Perimeter)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The Associate Administrative Assistant is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

\$12/hour

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

Source: Employer Website

Admin Assistant (Chamblee)



Tru-Shine Cleaning Services

2900 Chamblee Tucker Rd Bldg. 11 Suite 100F, Atlanta, GA 30341

Responsibilities:

- Field telephone calls
- Receive and direct visitors
- Maintain and coordinate schedules, appointments, and calendars
- Create spreadsheets, presentations, and marketing materials
- Maintain an organized filing system
- Conduct internet research
- Place orders for office equipment or business needs
- Enter data into reports as needed
- Create email and postal mail campaigns

Qualifications:

- Experienced in computer technology that includes excel, google docs, PowerPoint, and social media marketing.

Apply Online at: <https://bit.ly/3rm1V8>

Source: Employer Website

Summer Customer Service Associate PT (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

Provide exceptional customer service to members, non-members, guests and staff at the MJCCA, in person and over the phone. Maintain access control and security procedures for members and guests at front desk, fitness center, and pool entrances.

Qualifications:

- Proficiency in Microsoft Suite (Word, Excel and Outlook)
- Possess excellent computer and typing skills

May 2021-September 2021. 10 - 20 hours/week - will include nights and weekends.

Apply Online at: <https://bit.ly/3sl9LL4>

Source: Employer Website

Office Clerk (Roswell)



11350 Old Roswell Rd #1400, Alpharetta, GA 30009

Responsibilities:

- Help customers with their questions and concerns
- Light shipping in a clean environment
- Light data entry

Qualifications:

- Must live within a 5-mile radius of Roswell/Alpharetta

8:30 am to 5:00 pm Monday through Friday

\$15 an hour

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

Source: Indeed

Posted 3/28/2021

Administrative Assistant (Alpharetta)



Alpharetta, GA 30022

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.
- Types all necessary credit memos, debit memos, and return authorizations for franchisee/sales manager's signature and maintain appropriate logs.
- Coordinates and mails thank you cards as jobs are closed.
- Prepares sales commission reports for the franchisee/sales manager's review and submits it for payment.
- Enters and maintains all leads in the computer mailing list program.
- Types all letters and internal memos.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3f7J0Gp>

Source: Employer Website

Guest Experience Administrative Assistant (Norcross)



5905 Brook Hollow Pkwy, Norcross, GA 30071

Support the Norcross Director of Guest Experience by providing daily administrative support to eight volunteer-based ministries, including Parking Lot, Shuttle, Curbside Assistance, Translation, New Here, Greeters, Ushers, Registration, and Special Events.

- Coordinate and schedule Director's appointments, meetings, events and special projects as needed.
- Reserve meeting space via Event Management System software (EMS) for department and volunteer meetings.
- Prepare and coordinate meetings and presentations.
- Order food for meetings as needed.
- Responsible for communicating with Operations for fleet vehicle related actions (maintenance and repairs, reservations, shuttle driver training, MVR background checks & application management).
- Manage and reconcile monthly credit card statements/expense reports.
- Submit expense reimbursements for ministry to finance.
- Submit contractor invoices to finance.
- Assist in scheduling and preparing various venues for weekend services.

Qualifications:

- 2+ years of office experience required.
- Reliable transportation.
- Knowledge of both Mac environment and Microsoft Office 365 software.

Flexible schedule to include weekends and evenings.

Apply Online at: <https://bit.ly/2P6obAr>

Source: Employer Website

Human Resources Generalist – Field (Roswell)



10888 Crabapple Rd, Roswell, GA 30075

[No MARTA Service to this Location]

Responsibilities:

- Investigate complaints brought forward by employees.
- Coordinate employee development plans and performance management.
- Produce and submit reports on general HR activity.
- Recommend strategies to motivate employees.
- Ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required.
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process,
- Be the primary backup for payroll processing, including updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes.
- Support employees when human resources issues arise with efficient problem-solving.
- Recommend and develop employee relations practices to foster a positive employer-employee relationship.

Qualifications:

- Bachelor's degree in human resources, business administration, or a related field
- 3-5 years of human resources experience
- Experience with HRMS/HRIS systems
- Proficiency with Microsoft Office (Microsoft Excel, Microsoft Outlook)
- PHR or SPHR certification preferred.

Travel: 50% - 65%.

Apply Online at: <https://bit.ly/3fgtJD7>

Source: Employer Website

Human Resources Generalist (Sandy Springs)



1 Concourse Pkwy Suite 600, Atlanta, GA 30328

The Human Resources Generalist partners with the HR and management teams to plan and execute various initiatives and programs in support of the organization's mission "To Enable Others to Thrive". Reporting to the Director, Human Resources, this role is a key member of the Human Resources Team and functions as a trusted confidant and business partner to the organization. This position plays a significant role in processes including but not limited to, employee relations, onboarding, development, and employee engagement. The HR Generalist builds relationships across the organization utilizing strong collaboration, planning, problem-solving, and communication skills and will effectively manage multiple tasks and projects for an organization of 500+ associates.

Qualifications:

- 4-6 years of recent Human Resource Generalist/Business Partner experience required
- Demonstrated recent experience in handling employee relations issues, including employee development, disciplinary action, termination required.
- Previous experience working in a corporate HR function supporting employee relations teams in call centers or hourly operational environments preferred.
- Previous experience working with teams in multiple locations nationally strongly preferred.
- Bachelor's degree in Human Resources, Business Administration, or related field preferred

This position will be based in Atlanta, GA, with travel to office locations in Georgia, as well as office locations in other states.

Apply Online at: <https://bit.ly/31p2i1T>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 3/28/21

Housekeeper (Alpharetta)

Hyatt Place Atlanta/ Alpharetta / 7500 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3lM3K7O>

Lot Associate (Sandy Springs)

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

<https://thd.co/3lK1Oga>

Cleaning - Retail (Dunwoody)

Afternoons and Evenings / \$11.00 to \$13.00 / hour

Bateman & Styles

<https://indeedhi.re/3ckd3Jb>

FOH/BOH (Sandy Springs)

City BBQ / 6649 Roswell Rd NE, Sandy Springs, GA 30328

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

Meter Reader (North Fulton)

Bermex, Inc

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

PT Vehicle Carwasher - 10:00 PM - 2:00 AM (Roswell)

UPS / 1300 Old Ellis Road , ROSWELL, GA

<https://bit.ly/3vW2WSE>

Part-Time Servers (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

<https://indeedhi.re/31eEAFs>

Kitchen Staff (Roswell)

\$8.00 to \$12.00 / hour

Amalfi Ristorante / 292 S Atlanta St, Roswell, GA 30075

<https://indeedhi.re/3rqAW5P>

Food Service, Housekeeping, & Other Now Hiring – Week of 3/28/21

Cleaning Crew (Alpharetta)

Topgolf / 10900 Westside Pkwy, Alpharetta, GA 30009

<https://bit.ly/31ivAio>

Dishwasher (Alpharetta)

Chilis / 7800 North Point Parkway, Alpharetta 30022

<https://bit.ly/3ro7IER>

Server Support PT (Sandy Springs)

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

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

Housekeeper (Dunwoody)

Sunshine Retirement Living / 4355 Georgetown Square, Dunwoody, GA, 30338

<https://bit.ly/3sz71d2>

Stocker PT (Perimeter)

From \$10 an hour

Marshalls / 1131 Hammond Dr, Atlanta, GA 30328

<https://indeedhi.re/3d4RQIF>

Warehouse Associate (Alpharetta)

\$13 an hour

Ashley HomeStore / 5980 North Point Pkwy, Alpharetta, GA 30022

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

Housekeeper (Dunwoody)

From \$10.50 an hour

Phoenix Senior Living / 4484 N Shallowford Rd, Dunwoody, GA 30338

<https://indeedhi.re/3rmnMa3>

Delivery Driver (Roswell)

Parts Authority / 200 Hembree Park Dr Suite J, Roswell, GA 30076

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