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# Front Desk Receptionist (Sandy Springs)



7475 Roswell Rd, Sandy Springs, GA 30328

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Responsible for answering and directing incoming phone calls. Greets customers as they enter the lobby, dealership showroom, or service area.

**Qualifications:**

- Microsoft Office: 2 years (Required)
- Customer Service: 2 years (Required)
- High school or equivalent

\$10 - \$18 an hour

Apply Online at: <https://indeedhi.re/3cIWFC1>

Source: Indeed

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Posted 4/4/2021

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# Receptionist / Administrative Assistant (Alpharetta)



5174 McGinnis Ferry Rd # 1, Alpharetta, GA 30005

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Front desk reception, answering and screening phone calls, data entry, file distribution, purchase order and subcontract tracking, mail distribution, managing contact lists, vendor and subcontractor communications, assist in general administrative tasks, client communications, insurance certificate and W-9 tracking.

## **Qualifications:**

- Proficient knowledge of Microsoft Office including Word, Excel and Outlook
- High school diploma or equivalent
- Minimum 1 year experience in an Administrative Assistant or Receptionist position

\$12.00 - \$13.50 an hour

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

Source: Indeed

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Posted 4/4/2021

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# Coordinator - Human Resources (Sandy Springs)



8250 Dunwoody Pl, Sandy Springs, GA 30350

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## **Responsibilities:**

- Assists with various Human Resources and general office functions that require an understanding of Human Resources concepts and good business practices
- Assists Recruiter with phone screens, Human Resources Review templates, and Rehire Approval forms
- Assists with orientation, prepares New Hire Orientation packets
- Assist associates with Electronic Self-Service transactions (ESS)
- Responds to associate's inquiries regarding policies and Company programs
- Maintain bulletin boards and government compliance postings
- Maintains personnel files and maintains current, accurate data in the Company's Human Resources Information System (HRIS)
- Runs Human Resources reports to ensure accuracy of data
- Assists with the coordination and communication of associate events and Human Resources initiatives

## **Qualifications:**

- One-year certificate from college or technical school; and 3 years related experience and/or training; or equivalent combination of education and experience
- Knowledge of SAP Human Resources & Payroll systems preferred
- Microsoft Office Suite experience preferred
- Three years' experience in Human Resources required
- Valid driver's license required

Apply Online at: <https://bit.ly/3fHFX7Y>

Source: Employer Website

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# Office Manager (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

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## Responsibilities:

- Controls building entry, including presence at lobby desk, as needed
- Greeting guests at main entrance, escort to meeting rooms as needed
- Coordinating and monitoring all SSC infectious disease safety protocols for Associates and Guests
- Facilitates and maintains any required tracking or other supporting documentation for building safety protocols including Fire Drills, AED, First Aid, Active Shooter, and other
- Communicates office delay openings/closure due to weather and other unforeseen circumstances.
- Reporting and resolving building maintenance issues, in partnership with Facilities team and building management
- Maintaining, ordering and placement of office supplies, including break room, general office and shipping supplies
- Answering main phone line, directing calls, as needed
- Coordinates with HR Team all new hire orientations including ensuring welcome gifts, supplies, setting up desk, etc. are present on new Associate's first day
- Responsibility for maintaining directories for SSC Associates and vendors
- Maintaining record and control of building access processes. Including the distribution and collection of access cards/fobs
- Schedules and manages all large internal meetings

## Qualifications:

- Proficient in Microsoft Excel, Microsoft Outlook, and the Internet
- 4-year degree preferred
- 3+ years of experience in related retail/operations/project management role preferred
- Retail experience preferred

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

Source: Employer Website

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# Infant and Toddler Child Care (Roswell)



407 Hardscrabble Rd, Roswell, GA 30075

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## **Responsibilities:**

- Maintain organized and clean environment for children
- Ensure children's personal needs are met i.e. feeding, napping, changing, socializing, etc.
- Facilitate socially stimulating and developmentally appropriate interactions with children throughout the day
- Establish and maintain professional and caring communication with parents

## **Qualifications:**

- 1 to 2 years of experience in childcare or early childhood education
- CPR and First Aid training
- Degree Level: Some college

Full-time and part-time schedule opportunities available (8am-1pm, 8am-5pm)  
\$10-\$12hr

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

Source: Workforgood.org

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# Guest Service Representative (Perimeter)



111 Perimeter Center W, Atlanta, GA 30346

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## **Responsibilities:**

- Greets guests as they arrive, focusing on personal recognition in a warm and authentic manner
- Reviews arrival list daily and assists in preparing and assembling welcome amenities
- Escort VIPs to room and check them in prior to arrival
- Answer the telephone within three rings with a smile and answer questions accordingly or transfer as needed
- Responsible for issued bank - count bank at beginning and end of shift.
- Ensure that all cash drops are done in accordance with proper cash handling procedures and report all cash over/ shorts to management
- Maintains front desk area to be clean and organized
- Assisting with lobby activation as needed

## **Qualifications:**

- Prior Customer Service Experience
- High School Diploma/GED
- Basic computer skills

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

Source: Employer Website

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# Executive Assistant (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

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## Responsibilities:

- Acts as a gatekeeper to Law Firm Owners from those who are not employed by the Law Firm.
- Managing extremely active calendars of appointments
- Composing and preparing correspondence that is oftentimes confidential
- Managing complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel
- Plans, coordinates and ensures the Law Firm Owners' schedules are followed and respected
- Researches prioritizes and follows up on incoming issues and concerns
- Works closely and effectively with the Owners to keep him/her well informed of upcoming commitments and responsibilities and following up appropriately.
- Manages Law Firm Owners' email communications
- Research, interview, take detailed notes, and make recommendations as to various service providers as needed
- Organize events
- Manage vendors
- Ensure timely payment of various expenses

## Qualifications:

- Bachelor's degree preferred or an equivalent combination of education, certification, and related experience.
- A minimum of 2 years' experience supporting C-Suite Executives and/or Business Owners preferred
- Valid driver's license and reliable daily transportation required

\$45,000 - \$55,000 a year

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

Source: Employer Website

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# Office Administrator (Roswell)



1084 Alpharetta St, Roswell, GA 30075

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## **Responsibilities:**

- Administer high volume of inbound customer service calls
- Maintain and updates customer account information in a customized database
- Branch accounts receivable collections
- Comply with state and federal regulations, company policies, procedures, and guidelines
- Act as point of contact for general customer service
- Scheduling appointments for Technicians and Sales
- Convert accounts receivable and process customer payments
- Respond to answering service messages
- Specialize in customer resolution
- Support other office administrative staff in the completion of their duties when needed

## **Qualifications:**

- Experience working with Microsoft Office programs

\$14-18

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

Source: Employer Website

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# Receptionist/Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

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## **Qualifications:**

- 1 to 3 years related experience and or training
- Google Suite: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Drivers License and Clean MVR (Required)

\$12.00 - \$13.00 per hour

Apply Online at: <https://indeedhi.re/3u7oZny>

Source: Indeed

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Posted 4/4/2021

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# Front Office Receptionist (Sandy Springs)



5975 Roswell Rd Suite D-229, Sandy Springs, GA 30328

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Duties will be greeting and meeting patients, scheduling patients. General Administration duties. Learning how to file dental insurance, and billing protocol.

## **Qualifications:**

- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)
- Experience in dentistry preferred

From \$18 an hour

Apply Online at: <https://indeedhi.re/3dC7pSb>

Source: Indeed

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Posted 4/4/2021

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# Front Office Coordinator (Dunwoody)



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Front Desk Coordinator's primary responsibility is to handle all front desk duties for the practice.

- Greets the patient with a smile, and accommodates patients' needs in a comfortable and pleasant manner.
- Checks-in patients upon arrival at the office, as well as obtains necessary financial, personal, and or medical updates. Enters all information accurately into the patients' chart.
- Checks-out patients upon completion of the appointment, schedules the next appointment(s) as needed and provides patients with any necessary documents, including treatment plans, receipts, school excuse notes, or appointment reminder cards.
- Ensures that the procedure codes are accurately entered into the ledger and that they match the patient's router.
- Provides patients with a high level of customer service by answering the telephone promptly, communicating in a courteous and friendly manner and addressing patients' needs and questions.
- Schedules appointments based on the Company's scheduling guidelines and in accordance with the Business Unit rules. Makes outbound calls to patients to confirm appointments.
- Makes sure to confirm with the parents or guardians, whether on the phone or in office, where they heard about us to enter the appropriate referral information in the patient's chart.

## **Qualifications:**

- Minimum high school diploma, or equivalent.
- Experience working in a professional, medical, or dental environment with direct customer service is desired.
- Strong PC skills
- Ability to travel between multiple locations.

Apply Online at: <https://bit.ly/3fv1Wz6>

Source: Employer Website

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# Executive Assistant (Sandy Springs)



1 Glenlake Parkway NE, Suite 650 Atlanta, GA 30328

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## Responsibilities:

- Types letters, memoranda and reports from drafts and proofreads and reviews documents for grammatical and numerical errors
- Schedules resources such as people, meetings, appointments, rooms, equipment, or other resources
- Prepares presentations, reports, and other documents using word processing, spreadsheet and presentation software packages
- Answers telephone calls, takes messages, responds to questions, and directs callers to appropriate parties
- Maintains, updates or creates databases and/or database information
- Codes, compiles and files correspondences, records, documents and reports according to an established system
- Performs administrative functions such as ordering department supplies, coordinating equipment repair, making staff travel arrangements
- Takes and prepares notes of meetings, conferences, and similar proceedings
- Sorts and distributes mail and packages to appropriate parties
- Greets and assists visitors and arrange for escorts, as necessary
- Prepares, checks and processes expense reports
- Gathers and arranges materials and relevant information for assigned project or person

## Qualifications:

- HS diploma, GED or relevant work experience is required
- Calendar management experience
- Event Coordination experience
- Microsoft Word/Excel/PowerPoint experience
- Knowledge and ability to take minutes

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

Source: Employer Website

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# Office Admin (Roswell)



1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

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## Responsibilities:

- Greet Guests
- Handling inbound phone calls
- Control Hiring Process for Drivers/Helpers
- General clerical work.
- Managing filing system.
- Fax/Scan/Email
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.

[No qualifications specified in ad.]

\$15 - \$18 an hour

Apply Online at: <https://indeedhi.re/39ytBLY>

Source: Indeed

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Posted 4/4/2021

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# Part Time Customer Service Representative (Sandy Springs)



**Rich Watkins Agency**

7875 Roswell Rd UNIT H, Sandy Springs, GA 30350

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## **Responsibilities:**

- Verify phone numbers, addresses and email addresses with each customer contact and update customer information.
- Schedule appointments for sales staff to meet prospective customers.
- Responds to all inquiries, cancellation requests, and sales requests within specified timeframe.
- Immediately greet all customers, entering the office, in a friendly and helpful manner.
- Verify phone numbers, addresses and email addresses with each customer contact and update customer information.
- Relationship building.
- Responds to all inquiries, cancellation requests, and sales requests within a specified timeframe.

## **Qualifications:**

- Insurance industry or office experience and knowledge is not required but would be a greater benefit relating to customers in the beginning for this position.

\$20,000 - \$25,000 a year

Apply Online at: <https://bit.ly/31DJN9O>

Source: Employer Website

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Posted 4/4/2021

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# Recruiting/ HR Assistant (Roswell)



1000 Holcomb Woods Pkwy Building 300, Suite 315, Roswell, GA 30076

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## **Responsibilities:**

- Review resumes and filter candidates for career opportunities.
- Conduct initial phone interviews to determine match position based on qualifications.
- Screen candidates, conduct background checks, and contact references.
- Onboard new candidates and set up their workspace.
- Assist with internal initiatives and culture events.
- Attend career fairs and other recruiting related events.
- Assist with social media and branding efforts.
- Support staff in assigned project-based work.
- Maintain up-to-date awareness of company activities, industry trends, and government regulations.

## **Qualifications:**

- Bachelor's degree in Business or related field preferred

Apply Online at: <https://bit.ly/3cAW2ua>

Source: Employer Website

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# Sales Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

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## **Responsibilities:**

- Responsible for coordinating between sales team and PVL division, attending weekly PVL meetings, and assisting with PVL files.
- Responsible for updating and maintaining sales division reports.
- Assist recruiting efforts by sourcing new providers and adding to database.
- Assist recruiters with extensions, provider presentations and bookings.
- Coordinate delivery of Provider and Client gifts to support Moments That Matter Initiative.
- Coordinate service record/expense report support with the Service Coordinator Team.
- Assist with AdobeSign documents.
- Assist with client/provider calendars and scheduling.
- Responsible for coordinating with accounting division to address any provider pay or client invoice concerns.

## **Qualifications:**

- 1+ years of working in a support function preferred.
- Proficient in Word, Excel and PowerPoint.
- High school graduate. Bachelor's degree preferred.

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

Source: Employer Website

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# Part Time Admin (Sandy Springs)



**SWINERTON**

5901 Peachtree Dunwoody Road, NE, Building B Suite 300, Atlanta, GA 30328

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## **Responsibilities**

- Scan, file, catalog, and shred confidential documents
- Provide general clerical support as required for the assigned department(s)
- Maintain professional manner with employees

## **Requirements**

- High School Diploma
- Working knowledge of general office procedures and office machines
- Reliability, dependability and flexibility
- Ability to lift/move up to 25 lbs

Email resume to; [antwashea.smith@swinerton.com](mailto:antwashea.smith@swinerton.com)

Source: Referral

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# Roadside Assistant Part-Time (Sandy Springs / Remote)

# DAIMLER

**Mercedes-Benz USA**

1 Mercedes-Benz Dr, Sandy Springs, GA 30328

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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.

**Qualifications:**

- Computer and typing experience (25 words per minute minimum)

All positions require a minimum of 24 hours per week (three week days, and one weekend required) and holidays.

This position is currently a remote role and may remain as such for the remainder of the year 2021. However, this is subject to change at any time. There may be instances whereas you are required to come into the office for training or meetings.

\$14.25 Hourly

Apply Online at: <https://bit.ly/39zch9a>

Source: Employer Website

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# HR Onboarding Specialist (Alpharetta)



11605 Haynes Bridge Rd, Alpharetta, GA 30009

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The Onboarding Specialist will support functions including new hire processing and onboarding, start date orientation & scheduling, and training implementation.

- Create and implement a universal new hire onboarding plan
- Maintain communication with new hires from “offer accepted” stage through training
- Coordinate and schedule new hire start dates with Talent Acquisition team
- Represent Deposco by welcoming all guests and notifying the team of their arrival
- Gather and process paperwork including non-disclosure agreements
- Uphold an understanding of policies, procedures, and regulations; update the team member handbook to maintain compliance
- Prepare new employee desk area and onboarding kits (t-shirt, mug, badge, etc.) prior to start date
- Delegate tasks to DevOps and Marketing departments i.e. computer configuration, T-shirt order
- Distribute passwords and guidelines as needed
- Coordinate training schedules with team leads and executives

## **Qualifications:**

- Bachelor’s degree
- 2-7 years Human Resources experience in a professional environment required; 1+ years experience onboarding experience preferred

Apply Online at: <https://bit.ly/3udv4yJ>

Source: Employer Website

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# Administrative Assistant (Roswell)



## **Saint Francis Day School**

9375 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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### **Responsibilities:**

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors

### **Qualifications:**

- Previous experience as a Secretary or Executive administrative assistant and familiarity within our industry
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

\$30,000 a year

Apply Online at: <https://indeedhi.re/3sHt4yl>

Source: Indeed

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Posted 4/4/2021

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# Temporary Eligibility Specialist (Alpharetta)



4501 North Point Pkwy #260, Alpharetta, GA 30022

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This position performs various COVID-19 rent program activities.

- Processing applications for eligibility and screening, requesting family and landlord documentation, reviewing and verifying information.
- Accurately and timely calculating annual income from documentation provided by the family, updating applicant records and tracking.
- Reviewing documentation with attention to detail.
- Utilize computer programs to prepare correspondence and reports, requesting verification documents from landlords.
- Verifying eligibility for rent assistance, reviewing leases, determining rent assistance portion, all in conformance with established rent assistance policy, and prescribed performance standards.

### **Qualifications:**

- Candidates must be able to use a computer with Internet and Microsoft Suite

\$20 an hour

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

Source: Indeed

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Posted 4/4/2021

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# Office Services Specialist (Sandy Springs)



Corporate HQ: 980 Hammond Dr #1100, Atlanta, GA 30328

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## Responsibilities:

- Process office and building access IDs, sustain functioning equipment and an accurate database system.
- Oversee company Mail Room, follow courier service guidelines to receive, sort, distribute, address, send, weigh and affix proper postage for all U.S., International, FedEx, and UPS correspondence, stock supplies and provide equipment maintenance.
- Review & confirm Outlook conference room meeting requests, set up configurations, headcounts, refreshment & tableware requirements.
- Make sure all conference rooms remain orderly and have necessary meeting supplies.
- Coordinate maintenance/cleaning of office spaces in preparation of new hires, and departures.
- Performs daily rounds to monitor appearance and upkeep of lobby, supply room, copy rooms, breakrooms and other common areas
- Assesses facility repairs, lighting issues, water leaks, recycling needs, provides general repairs, and replenishes copy paper.
- Supports reception area answering calls, receiving guests.

## Qualifications:

- Minimum of high school education or equivalent, previous mailroom/clerical experience is a plus.
- Basic knowledge of metered mail and FedEx shipping procedures.
- Working knowledge of Microsoft Office, Outlook, and Excel skills.

\$14 - \$17 an hour

Apply Online at: <https://indeedhi.re/3fzJS6T>

Source: Indeed

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# 30+ POSITIONS! Overnight Set Team Member (Sandy Springs / Multiple Locations)



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As a member of a reset team responsible for completing multiple grocery store section resets.

SUNDAY through WEDNESDAY or MONDAY through THURSDAY  
Must be available to work from 10PM through 8AM without exception  
Worksites will vary within a designated geographic area

**Qualifications:**

- Driver's License (Required)

From \$13.50 an hour

Apply Online at: <https://indeedhi.re/3rMgeO0>

Source: Indeed

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Posted 4/4/2021

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# Customer Service Representative PT (Chamblee)



## **Dynamo Parents Club**

3119 Shallowford Rd, Chamblee, GA 30341

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### **Responsibilities:**

- Collects payments, checks patrons in for their sessions
- Answering telephone, forwarding phone calls, taking and distributing messages
- Maintain safe and clean reception area
- Provides information about the facility
- Assists with swim school program registration
- Assists with purchases in recreation swim program
- Assists customers with rec swim software and Skedda reservation platform
- Receive, sorts, forwards incoming mail
- Assists in ordering, receiving and stocking facility and office supplies
- Assists with other administrative duties as assigned by facility management or other executive management personnel
- Light cleaning

### **Qualifications:**

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

Our hours for this position are 5:15am-1pm on Tuesday, Thursday and Friday, 1-9pm on Wednesday, and 9:30am-3:30pm on Sunday.

Pay: \$9.00 - \$11.00 per hour

Apply Online at: <https://indeedhi.re/31GRD2F>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/4/21

## **Janitorial (Perimeter)**

Chuy's / 118 Perimeter Center W, Atlanta, GA 30346

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

## **Crew Member (Dunwoody)**

**\$9-\$12 per hour**

Tropical Smoothie Café / 1155 Mount Vernon Hwy, Atlanta, GA 30338

<https://bit.ly/3cERdA6>

## **Cashiers (Sandy Springs)**

**\$10 - \$13 an hour**

Plant Based Pizzeria / 8540 Roswell Rd Suite 100, Sandy Springs, GA 30350

<https://indeedhi.re/39qwXAj>

## **Receiving Associate PT (Alpharetta)**

Burlington Stores / 7731 North Point Parkway Alpharetta GA US 30022

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

## **Janitorial Maintenance (Alpharetta)**

Dave & Buster's / 6500 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3wr8Vz5>

## **Team Member (Perimeter)**

**\$12 an hour**

Shake Shack / Perimeter Mall

<https://bit.ly/3sF2SEJ>

## **Foodservice Utility FT/PT (Sandy Springs)**

Compass - Campbell Stone Retirement / 350 Carpenter Drive NE Sandy Spring GA 30328

<https://bit.ly/3cI0Yhb>

## **Housekeeper PT (Sandy Springs)**

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3u8qQby>

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 4/4/21

### **Servers (Alpharetta)**

**\$250 SIGN ON BONUS**

On The Border Mexican Grill / 10575 Davis Dr, Alpharetta, GA 30009, USA

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

### **Car Washer (Roswell)**

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3dkxTY0>

### **Server (Sandy Springs)**

Apron and Ladle / 227 Sandy Springs Pl NE #506, Sandy Springs, GA 30328

<https://indeedhi.re/39CAN9q>

### **Warehouse Associate (Roswell)**

**\$13 - \$15 an hour**

Emser Tile / 250 Hembree Park Dr Unit 118 Roswell, GA 30076

<https://indeedhi.re/3cBq1lG>

### **Dishwasher PT (Alpharetta)**

P.F. Chang's / 7925 N Point Pkwy., Alpharetta, GA 30022

<https://bit.ly/3cJiq4S>

### **Hotel Room Attendant (Alpharetta)**

Hampton Inn & Suites / 16785 Old Morris Rd, Alpharetta, GA 30004

<https://bit.ly/3sUJ9kF>

### **Laundry Attendant PT (Perimeter)**

Hyatt House / 5875 Peachtree Dunwoody Rd. undefined Sandy Springs GA 30342

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

### **Dishwasher and Food Prep (Sandy Springs)**

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

Sunrise Huntcliff Summit II / 8480 Roswell Rd, Sandy Springs, GA 30350

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



# CAREER SERVICES

## Workshops

During these challenging times, JF&CS is here to help. Career Services offers a series of four, free monthly job readiness workshops.

- **Job Search Workshop** explores strategies to conduct a successful job search that will help secure employment more effectively.
- **Resume and Cover Letters Workshop** details how to create an effective resume or improve the one you already have.
- **Interviewing Workshop**, explores the different types of interviews, common interview questions and tackles difficult interviewing moments. It also covers strategies for salary negotiation.
- **LinkedIn Workshop** provides valuable information on how to create and strengthen your brand on LinkedIn and how to use it as a networking tool.

### UPCOMING WORKSHOPS

**April 6 – Job Search**

**April 13 – Resume and Cover Letters**

**April 20 – Interviewing**

**April 27 – LinkedIn**

[jfcsatl.org](http://jfcsatl.org)

Jewish Family & Career Services of Atlanta, Inc.  
4549 Chamblee Dunwoody Road • Atlanta, GA 30338 • 770.677.9300



# Work for GOOD

## 3 steps to success in your COVID-era job search

Published: Mar 29, 2021 By Kelli Karanovich

By shifting the workforce online, the pandemic has removed certain barriers to employment and opened up new opportunities to savvy jobseekers. If your COVID-era job search has begun to feel overwhelming, follow these tips to re-frame your challenges and get back on track, drawn from articles on [CNBC Make It](#) and regular Career Insight contributor [Job Hunt](#).

Focus on what you'd like to do, not just on what you've already done.

Afraid you don't measure up for a position that's caught your eye? Research shows that many jobseekers, [especially women](#), are reluctant to apply for jobs that don't feel like a 100 percent match for their experience. Career coach and former recruiter Sarah Sheehan told CNBC that this is a mistake: "So often, skills are transferable, and may be a stronger match for the job than someone who's done that job directly."

Instead of retreating, try reframing: Tell the story of your work history in terms of the skills you've acquired, rather than the precise roles you've filled.

If you're interested in a position and believe that your experience has prepared you for it, then go ahead and apply. Chances are high that your confidence will leave the hiring team with a positive impression, even if your history doesn't align exactly with the job description. They may even be more receptive to working with someone who doesn't have pre-existing ideas about the industry or the role.

Remember that remote work comes with its own skill set, and update your resume accordingly.

When applying to jobs outside your current industry, reframe your resume to highlight skills relevant to both the open position and your ability to meet the unique challenges of COVID-era work. For instance:

Are you a freelancer with remote work experience?

Do you adapt well to change?

Do you have a strong sense of self-direction and time management skills?

Are you comfortable communicating online via email and video conferences?

Are you a Google Drive guru?

If your answers to any of these questions are affirmative, then you're in a good position to acquire COVID-era work. Reformat your resume to highlight these experiences just as well as your past positions, and use your cover letter to expand on how you're specifically suited to meet the demands of working from home in uncertain times.

Be bold in your approach to networking.

Some of the greatest barriers removed by the COVID era relate to geography. Perhaps most significant for jobseekers: The global shift to remote work means you can [cast a much wider net](#) geographically.

Additionally, many professional conferences and workshops have moved online, allowing a far more diverse group of people to attend. Taking advantage of these opportunities is a wonderful way to grow your network and get new ideas about what you can bring to the table within your targeted fields.

Finally, no matter where people are in their career journey, they are feeling at least a little starved for connection. Many have been more active in engaging with others across social networks, so reach out to people you admire – you will be surprised by the strength of the relationships you can build.

Likewise, consider your past colleagues and classmates. There is no time like the present for reconnecting online and exploring how you may be able to help each other.

No matter how you approach your job search at the moment, the most important thing is to keep going and remain open to changing your course as needed.

Kelli Karanovich is an editor at Work for Good, as well as a professional copywriter and educator who also publishes as [Kelli Lynn Grey](#).