
Administrative Assistant (Sandy Springs)



The John Hardy Group Inc

Responsibilities:

- Provides administrative support such as processing and distributing incoming mail, maintaining records and filing systems.
- Manages and distributes incoming communications (email, phone, fax, etc.) in a timely manner and responds to routine requests.
- Coordinates accommodations and travel needs for internal team members and external office visitors
- Keeps up with office maintenance including stocking office supplies, maintenance scheduling, etc.
- Coordinates weekly companywide meetings including scheduling and IT conference room set up
- Tracks employee weekly schedules
- Supports the Operations Project Teams by preparing books, contracts, meeting minutes, construction plans, etc.
- Schedules and organizes Quarterly KPI Operations Meetings
- Organizes and maintains company internal sites including Hardy Intranet and Loop.

Qualifications:

- Microsoft Outlook, Excel, Word

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

Source: Employer Website

Receptionist (Dunwoody)



2150 Peachford Rd Suite H, Dunwoody, GA 30338

Responsibilities:

- Open office and assist providers with preparation for incoming clients and daily tasks.
- Greet and welcome patients as soon as they arrive at the office
- Answer, screen and forward all incoming phone calls
- Ensure reception area is tidy, sanitary and presentable, with all necessary stationery and material (e.g., pens, forms, clipboards etc.)
- Provide basic and accurate information in-person, via Advanced MD, via VSee telehealth app, and via phone/email
- Receive, sort and distribute paperwork
- Maintain office security by following safety procedures
- Schedule appointments & provide scheduling information to patients
- Provide patients with updates regarding scheduling and billing
- Verify & update insurance benefits
- Collect payments and process refunds
- Review and adjust claims daily

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

From \$15 an hour

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

Source: Indeed

Posted 4/25/2021

Catering Staffing Assistant (Roswell)



30 Woodstock St, Roswell, GA 30075

Responsibilities:

- Make new hire packets.
- Facilitate the updating of staff files with up to date paperwork for current year.
- Assist in recruiting new staff and processing interviews with all staff pertaining to onsite events.
- Coordinate onsite training for ALL staff. New staff will be shown how to work events from set up through breakdown.
- Ensure current staff is complying with company procedures for events.
- Complete and assess onsite staff evaluations and generate reports based on this information.
- Assist with training manuals and keeping them up to date
- Support onsite cross training of all staff
- Maintain par levels for staff uniforms, and order as needed
- File and maintain event folders and all pertinent paperwork associated with it.
- Work events as needed.

Qualifications:

- Basic computer skills
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Driver's License (Preferred)

\$14 - \$16 an hour

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

Source: Indeed

Front Desk Coordinator (Sandy Springs)



5555 Glenridge Con Suite 975, Atlanta, GA 30342

As Front Desk Coordinator, you will be the primary point of contact for guests and callers for the law firm. You will work with clients, attorneys, managers and other staff members to ensure that administrative tasks are completed and that the business functions efficiently. You will coordinate front-desk activities, including distributing correspondence and directing guests.

Qualifications:

- Microsoft Office: 1 year (Required)
- Customer Service: 1 year (Required)
- Case Management System experience a plus

\$15.00 per hour

Apply Online at: <https://indeedhi.re/3eAro4b>

Source: Indeed

Posted 4/25/2021

Project Administrative Assistant PT (Alpharetta)



2662 Holcomb Bridge Rd #328, Alpharetta, GA 30022

Responsibilities:

- Prepare submittals – find products online (ie bench, paver, lantern, etc), compare pricing to UDA excel sheet, compile spec sheets (box out choices, cover sheets, etc.)
- Create group job spreadsheet showing supplier, contact person, product, lead time, price comparisons between suppliers
- Call in job locates, buyout materials, etc.
- Reconcile and maintain Subcontractor Master Service Agreements
- Receive packages, handle visitors, etc.
- Label invoices the way drop them into PMs folder accordingly
- Purchase material after approval
- Additional typical admin duties

Qualifications:

- Must have basic knowledge of Microsoft Word, Excel, Outlook, and Adobe pdf. Blueprint reading a bonus, but not required.
- Construction experience a plus, but not necessary.

The position would pay around \$13-15/hr. Monday and Wednesday appx 10-15 hours a week.

Apply Online at: <https://indeedhi.re/32zRLS2>

Source: Indeed

Customer Service Representative (Work from Home)



Responsibilities:

- Responding to a high volume of emergency road service requests in a call center environment.
- Responding to member needs with empathy and understanding while gathering information and providing solutions to get members back on the road.
- Analyzing member accounts to determine additional products and services that benefit the member.

Qualifications:

- High School diploma or equivalent work experience
- Six months of customer service experience
- Call center experience preferred but not required

\$15 an hour

Apply Online at: <https://bit.ly/32zvZxH>

Source: Employer Website

Team Assistant (Dunwoody)



1200 Ashwood Pkwy Suite 130, Atlanta, GA 30338

Responsibilities:

- Perform data entry following prescribed or established formats
- Assist in the development of documents for proposals and reports
- Compose and/or draft correspondences and reports
- Responsible for outgoing and incoming mail and faxes
- Track projects, proposals and any other related items
- Order office supplies

Qualifications:

- Bachelor's degree preferred.
- 2-3 years of relevant office experience. Experience working in an engineering, construction or environmental field is a plus
- Advanced proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint and Adobe Acrobat & Reader

\$16 - \$20 an hour

Apply Online at: <https://bit.ly/3n60uVs>

Source: Employer Website

Transportation Attendant

(Sandy Springs)

EMORY

HEALTHCARE

St. Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Transports patients, records, specimens and equipment to designated areas throughout the organization. Receives and records telephone requests for transportation services; may provide relief to dispatcher. Responds immediately to emergency patient situations; initiates emergency life-saving techniques such as CPR and crisis management. Maintains lifesaving certifications. Transfers patients to and from wheelchairs, beds and diagnostic equipment with minimal disruption to patient.

Qualifications:

- A high school diploma or equivalent
- Ability to lift 75 pounds

Apply Online at: <https://bit.ly/3vbIJ9U>

Source: Employer Website

Executive Assistant (Sandy Springs)



1000 Abernathy Rd, NE, Atlanta, Georgia, 30328

Responsibilities:

- Manages Executives' calendar. Keeps Executives apprised of appointments/meetings or schedule changes and ensures Executives have appropriate documents for meetings.
- Arrange and reserve conference rooms, catering, audio visual and telephony equipment for meetings and conferences as requested
- Processes invoices and purchases orders. Reviews expense reports for ensuring appropriate coding and expenses are in line with Company travel and expense policy.
- Manages travel arrangements and proactively coordinates the pre-planning of trips including securing visas, hotels, transportation, processing passport renewals and other information as needed.
- Serves as liaison with staff from other organization functions as well as external clients and customers.
- Handle sensitive/confidential information requiring a high level of discretion.
- Responsible for PowerPoint presentations as required for all special projects supporting the Executive level team.

Qualifications:

- Bachelor's Degree required.
- 5 years minimum related experience.
- Experience working with a large publicly traded organization preferred.
- Microsoft Office (Strong proficiency in MS-Word, Excel, PowerPoint)

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

Source: Employer Website

HR Coordinator (Sandy Springs)



1000 Abernathy Rd, NE, Atlanta, Georgia, 30328

The Human Resources Coordinator is responsible for providing general Human Resources support for our Corporate Functions and Fiber Supply areas. This role supports the team's HR Business Partners with various activities to include performance management, onboarding, talent reviews, and compensation management. In this role you will work closely with our HR systems to initiate various transactions, to include new hires, promotions and exits. You will also respond to routine questions on HR policies and procedures and assist with special projects.

- Assists with recruiting process to include participating in interviews with candidates (primarily entry, early career candidates)
- Initiates background checks and relocation process, prepares offer letters as needed and corresponds with new hires
- Manages on-boarding process for new hires and contractors, to include all related administrative processes
- Prepares and coordinates new employee announcements
- Manages off-boarding/exit process to include system termination, severance/sub-pay documents and exit interviews
- Processes PeopleSoft transactions for talent movement
- Serves as HRIS support in PeopleSoft and Talent Management systems
- Supports engagement survey, performance management, merit review and talent discussion processes to include assisting with preparing material

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related discipline
- 3+ year's professional experience in a fast-paced environment, providing general HR support, preferred
- Advanced computer skills to include the use of computer programs such as Microsoft Office (Outlook, Word, Excel, PowerPoint)
- PeopleSoft HR experience, preferred

Apply Online at: <https://bit.ly/2QL21UI>

Source: Employer Website

Client Support Associate (Perimeter)



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
- 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
- Responsible for the timely reporting, escalation, and resolution of day-to-day operational problems
- Identify, research and resolve customer issues questions and concerns
- Monitor various communication streams, direct and indirect, through all channels including email, chat, social, and online ticket portal submissions
- Assist with new hire onboarding and training, as requested by the team leader

Qualifications:

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

\$11 an hour

Apply Online at: <https://indeedhi.re/32AAM20>

Source: Indeed

Posted 4/25/2021

PT Call Center Representative - Entry Level (Roswell)



Responsibilities:

Answering inbound phone calls with energy, excitement, and enthusiasm

Schedule appointments for tires, rotations, balancing, and repairs

[No qualifications specified in ad.]

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

Source: Indeed

Human Resources Assistant (Alpharetta)



3330 Preston Ridge Rd #240, Alpharetta, GA 30005

We are looking for a Human Resources Assistant to assist with administrative tasks as needed.

- Maintain confidential HR files
- Assist in recruiting and onboarding processes
- Assist with internal initiatives and community outreach
- Support staff in assigned project-based work
- Maintain up-to-date awareness of company activities, industry trends, and government regulations.
- Oversee office and administrative tasks

Qualifications:

- High school or equivalent (Preferred)

\$11 - \$16 an hour

Apply Online at: <https://indeedhi.re/3n7wg4i>

Source: Indeed

Posted 4/25/2021

Administrative Assistant - Children's Ministry (Dunwoody)



4400 N Peachtree Rd, Atlanta, GA 30338

Responsibilities:

- Administrative - manage calls, mail, emails, and requests. Prepare general correspondence. Maintain well organized filing system, track attendance, manage registration for events, etc. Attend meetings and complete minutes with Action Points, if needed.
- Communications - Proof/Email correspondence to volunteers and parents. Responsible for making weekly phone calls to volunteers to advise on Sunday teaching assignments, etc.
- Events - create event plans, prepare service requests, create and manage registrations, support and manage all events.
- Technology - implement and support latest technologies of FBA to Children's Ministry.

Qualifications:

- Personal relationship with Jesus Christ.
- Associate/Bachelor's degree. Bachelor's (Preferred)
- Advanced computer skills, MS Office Suite, Ministry Platform, Mobile Tools, Check-In System, Shelby.
- Previous experience in a church/ministry preferred.
- Administrative Experience: 3 years (Preferred)

From \$40,000 a year

Apply Online at: <https://indeedhi.re/3xawp10>

Source: Indeed

Hotel Receptionist (Alpharetta)



3020 Mansell Rd, Alpharetta, GA 30022

Hotel receptionist answers all incoming calls at a hotel. They handle phone reservations, confirm previously-made reservations, give directions to the hotel and answer any questions customers have about the lodgings. When a guest's stay is over or check-outs hotel receptions will have to assist the guest.

Qualifications:

- Associate (Preferred)
- Hotel Experience: 1 year (Preferred)
- Front Desk: 1 year (Preferred)

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

Source: Indeed

Posted 4/25/2021

Patient Success Representative

(Work from Home)



Responsibilities:

- Initiates and receives calls to/from patients requiring resupply of sleep therapy products and collects information needed to complete an order
- Provides patient education regarding usage of in-home equipment
- Understands the unique requirements of patients and provides appropriate direction into a daily work list and documents results of calls
- Completes sales orders with accuracy and speed

Qualifications:

- High school education required. Associates Degree and/or college coursework preferred
- Two years of call center experience or equivalent
- Prior remote experience highly preferred.
- Must have high speed internet wired via Ethernet connection, no Wi-Fi, satellite or hotspot

Shift we are currently hiring for is Tuesday - Saturday, 9:00am - 5:30pm CT.

Apply Online at: <https://bit.ly/3sCbye8>

Source: Employer Website

Command Center Associate (Roswell)



610 Holcomb Bridge Rd, Roswell, GA 30076

This position is responsible for greeting customers and managing the customer storage pick-up process.

- Meet and greet storage buy customers.
- Manage the storage buy pick-up process with the company's car topper program.
- Demonstrate knowledge and comply with the company's phone answering standard operating procedures (SOP).
- Verify the identity of the person picking up the storage buy order(s) to ensure he/she is authorized to do so.
- Obtain the required customer information on all storage buy pick-ups.
- Deliver customer storage buy orders in POS.
- Comply with the company's safety standard operating procedures for lifting practices.
- Be an expert in all product knowledge and assist customers with product questions and selections.
- Clean and stock products according to Floor & Décor's brand standards.

Qualifications:

- year of retail sales experience required or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company.
- Strong computer skills and internet project coordination experience.

Full-Time and Part-Time Positions Available.

Apply Online at: <https://bit.ly/3tKq5FU>

Source: Employer Website

Administrative Assistant PT (Sandy Springs)



MOUNT VERNON
VILLAGE

Mount Vernon Village Condo Association

Responsibilities:

- Assist the General Manager in administrative duties including creating and updating documents for correspondence, internal use or marketing purposes, updating spreadsheets, preparing menus for residents.
- Receive and send packages for the General Manager or other departments as requested by your supervisor.
- Distribute mail to the General Manager and other departments daily.
- Keep accurate records of any resident charges for transportation or housekeeping services.
- Answer incoming calls, both internally and externally, in a warm, pleasant and professional manner.

Qualifications:

- Microsoft Office: 5 years (Required)
- Customer Service: 5 years (Preferred)
- Bachelor's (Preferred)

\$15 - \$16 an hour

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

Source: Indeed

Enrollment Specialist (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

The Enrollment Specialist position is responsible for validating and approving enrollment applications prior to data entry, ensuring all eligibility and prepayment requirements are satisfied. The Enrollment Specialist is also responsible for monitoring the status on all inbound enrollment correspondence

- Validate authenticity and monitor production cycle time of all proof-of-eligibility documentation submitted by subscribers, prior to distribution to data entry.
- Approve and or reject enrollment applications.
- Review, investigate and make decisions on all requests for retroactive enrollments.
- Identify and resolve applications with discrepancies; track, follow-up and report status on all applications and outbound correspondence.
- Ensure timely delivery of contractual documents that contain all new enrollees on a daily basis via electronic file transfers to the vendor.
- Identify and resolve any errors in transmissions by coordinating efforts between outside vendors, mainframe administrators and information services.
- Gather and reconcile monthly enrollment activity data, and process enrollment prepayment checks and credit card charges.

Qualifications:

- High school diploma or GED is preferred
- A minimum of 2 years related experience preferred.

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

Source: Employer Website

Travel Coordinator PT (Sandy Springs)



6047 Sandy Springs Cir, Sandy Springs, GA 30328

Qualifications:

Knowledge of Microsoft Office (to include Excel) , CRM experience, Google DOCS

15 to 20 hrs/week.

Apply Online at: <https://bit.ly/3xk2E8I>

Source: theahaconnection

Business Office Coordinator (Roswell)



ELMCROFT™

BY ECLIPSE SENIOR LIVING

400 Marietta Highway Roswell, GA – 30075

Provides coordination of the business affairs of the community and the daily operation of the office by providing administrative support to the Executive Director and other department leaders.

- Greets visitors and families at the door, directs them to where they need to go.
- Takes inquiry information and then let the Executive Director or Sales Director know that an inquiry is waiting.
- Answers questions and assists residents as needed throughout the day. Solves problems as they arise.
- Answers the telephone.
- Ensures cleanliness of the community entryway, foyer, sitting area and visitor restrooms.
- Assists in dining room with meal service for those meals that occur during shift, which may include set-up of dining room, delivering meals, refilling drinks, clearing plates, and clean-up, as assigned.
- Receives, sorts, and delivers mail to residents and staff.
- Assists Healthy Lifestyles Director as needed to set up for an activity.
- Driving for community business purposes
- Maintain Resident files, ensuring all required paperwork is in order for state regulatory compliance.
- Utilizes the time and labor tools to process and validate staffing and payroll data.

Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Have and maintain clean driving record
- Travel may be required as needed

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



8300 Dunwoody Pl #150, Atlanta, GA 30350

Responsibilities:

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages; meets and greets visitors in a courteous and professional manner
- Reviews and responds to daily internal/external mail; sends and receives faxes
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes
- Coordinates calendar and schedules appointments
- Coordinates meetings, including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing
- Track, monitor and update agents' activity, leads, appointments and sales including recording sales activity and data on agency boards.
- Act as intermediary for the Sales Manager regarding client and agent calls and questions (i.e. screen, address and forward as needed depending on the issue)
- Performs other duties and special projects as assigned by supervisor
- Assist in recruiting activity including sourcing candidates, scheduling interview appointments and onboarding new agents.

Qualifications:

- High School Diploma, three to five years related experience, or equivalent combination of education and experience

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

Source: Employer Website

HR Assistant PT (Alpharetta)



1880 McFarland Pkwy, Alpharetta, GA 30005

[No MARTA Service to this Location]

The primary duty of an HR Assistant will be managing the front desk, receiving and directing visitors, word processing, creating spreadsheets, managing travels, bookings and other HR projects.

- Receives and directs incoming calls to appropriate personnel and voicemail. Greets and announces clients, applicants and visitors. Follows security procedures for recording guests, suppliers and other visitors.
- Act as the point of contact between the executives and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondences.
- Handle requests and queries appropriately
- Arrange meetings and appointments and provide reminders
- Make travel arrangements, hotel and dining arrangements as needed
- Monitor office supplies and reorder when appropriate
- Produce reports, develop and carry out an efficient documentation and filing system

Qualifications:

- Excellent knowledge of MS Office
- High School degree; additional qualification as personal assistant would be considered an advantage

Apply Online at: <https://bit.ly/3vk1p7s>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 4/25/21

Warehouse Associate PT (Alpharetta)

\$10 - \$14 an hour

Fiore Boutique / 92 Milton Ave Suite 300, Alpharetta, GA 30004

<https://indeedhi.re/3axlD5O>

Housekeeping (Perimeter)

\$11.25 - \$11.50 an hour

Marriott / 246 Perimeter Center Pkwy NE, Atlanta, GA 30346

<https://indeedhi.re/2RYvZp1>

Janitor / Custodian (Roswell)

\$12.00/Hour; Walk-in Applicants are Welcome

Mazda of Roswell / 11185 Alpharetta Hwy., Roswell, GA 30076

<https://bit.ly/3sMw9N7>

Floor Staff (Perimeter)

Regal Cinema / 1155 Mount Vernon Hwy, Atlanta, GA 30338

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

Landscape Laborer (Sandy Springs)

Up to \$20 an hour

GIFTED HANDS SERVICES / 8610 Roswell Rd, Atlanta, GA 30350

<https://indeedhi.re/2RRYZi5>

Server (Perimeter)

Tin Lizzy's Cantina / 121 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/3aw98aS>

Janitorial (Perimeter)

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

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

Server - Dining Assistant (Sandy Springs)

Villa Palazzo / 1260 Hightower Trail, Atlanta, GA 30350

<https://indeedhi.re/3n795XW>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/25/21

Laundry Attendant (Alpharetta)

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

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

Servers, Cashiers, and Food Runners (Sandy Springs)

The General Muir City Springs / 1 Galambos Way, Sandy Springs, GA 30328

<https://indeedhi.re/3eoHz46>

Packer (Alpharetta)

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

<https://bit.ly/32KF8U5>

Dishwasher (Roswell)

Noca Eatery / 1170 Canton St, Roswell, GA 30075

<https://bit.ly/32HjEYq>

Dishwasher (Roswell)

IHOP / 10686 Alpharetta Highway Roswell, GA - 30076

<https://bit.ly/3aw7Lsr>

Kitchen Staff (Alpharetta)

\$12.00 - \$17.00 per hour

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

<https://indeedhi.re/3gAGol0>

Bell Person PT (Perimeter)

\$10 an hour

Le Meridien Atlanta Perimeter / 111 Perimeter Center W, Atlanta, GA 30346

<https://indeedhi.re/3sP2AKs>

Cashier (Sandy Springs)

\$10 an hour

Wingstop / 8725 Roswell Rd, Sandy Springs, GA 30350

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



***Learn how to position yourself
for success!***

- Gain tips to align yourself with your new career goals
- Discover strategies for shifting your personal brand
- Learn how to identify role models and virtual mentors
- Find creative networking strategies



Register Online at: <https://form.jotform.com/210885703819160>