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# PT Library Assistant II (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

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## Responsibilities:

- Completes basic circulation functions, such as checking in/out and renewing library materials and spaces.
- Answers patron questions in-person or by phone regarding library services, resources, general campus queries.
- Manage patron records, including updating account information and communicating notes to other users, providing status updates for items on loan and requested materials, and reinstating/restricting borrowing privileges.
- Assists patrons with placing and/or receiving library inter-campus loans, GIL Express, and ILL requests. Explain and enforce library policies and procedures.
- Manages lost and found, which includes following University Library best practices.
- Monitors inventory of student use paper and print cartridges and notifies appropriate contact persons to order additional supplies.
- Processes daily incoming/outgoing mail, which includes fulfilling call slip requests via inter-campus, ARCHE, and Stat mail. Assist with larger-scale library projects and events, including space and collection management and campus programming.

## Qualifications:

- High school diploma or GED and one year of library, customer service, or office experience; or a combination of education and related experience.

Shift: Saturday and Sunday 11:45 am - 6:15 pm - Flexibility to work remaining 7 hours during weekday library hours M-Th (8am -7pm for summer and 8am-10pm fall ) and Fr (8am-5:30pm)

\$12,084 - \$13,900 a year

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

Source: Employer Website

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# Front Desk Coordinator (Sandy Springs)



5505 Peachtree Dunwoody Rd #600, Atlanta, GA 30342

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## **Responsibilities:**

- Greets and checks in patients, visitors, and vendors.
- Collects payment and manages a daily collection log from patients.
- Maintains the cleanliness and tidiness of the patient waiting rooms and office locations.
- Screens every visitor and respond accordingly.
- Maintains a friendly and professional demeanor while answering and routing phone calls.
- Input and verify patient's demographic and insurance information.
- Assesses patient needs (wheelchairs/ambulation requirements) and assists with vendor drop-off, patient pickup, etc.

## **Qualifications:**

- High School Diploma Required.
- Minimum one year of Customer Service experience in a high volume setting required.
- Hospitality industry experience preferred.

Apply Online at: <https://bit.ly/3voq3UE>

Source: Employer Website

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# Activity Coordinator (Perimeter)



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The Activity Coordinator is responsible for the creation of the monthly calendar of events for each center within the assigned market. In addition, the Activity Coordinator will enter all events from each calendar into a custom portal for social distribution and marketing, create campaigns in Salesforce, coordinate facilitators for each event, set up and tear down after events, and track participation. The Activity Coordinator will have responsibility for ordering supplies, marketing materials and maintaining accurate inventory to support all community engagement initiatives.

**Qualifications:**

- Marketing: 2 years (Required)
- Driver's License (Required)
- 2-3 years of retail customer service experience, consumer-facing marketing experience or community outreach experience
- 2-3 years of technical experience (MS Office suite of products)

Apply Online at: <https://indeedhi.re/3e8qiO1>

Source: Indeed

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# Hospitality Ministry Coordinator PT (Dunwoody)



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This position includes four main areas: Sunday hospitality, guest experience, new member engagement, and community involvement.

- Build hospitality initiatives that engage and connect people with the church
- Oversee areas of welcoming and connecting with first time guests  
Connect new members' areas of interest with the ministries, programs and missions of the church
- Create and organize information provided to guests and new members (i.e. brochures, website, signage, social media)
- Develop and implement a process for consistently recruiting new volunteers
- Manage membership process with ongoing communication throughout the first year
- Develop visibility for the church in the community
- Plan and organize monthly introductory classes and special events throughout the year

## **Qualifications:**

- Experience and proficiency with Microsoft Office applications and computer data systems, familiarity with CCB a plus

Contact:

Michelle Spitz, Director of HR

(770) 394-0675

[michelle.spitz@dunwoodyumc.org](mailto:michelle.spitz@dunwoodyumc.org)

Apply Online at: <https://bit.ly/3u7cqci>

Source: theahaconnection

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Posted 5/2/2021

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# Administrative Assistant – Temporary (Sandy Springs)

**EMORY**  
HEALTHCARE

**Winship Cancer Institute at Emory Saint Joseph's Hospital**

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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## **Responsibilities:**

- Provides administrative support for one of the following (or a combination): general management, a research environment or a specific program.
- Ensures office activities comply with Emory policies and procedures.
- Responds to incoming telephone calls.
- Maintains calendars and prioritizes meeting requests for management.
- Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses.
- May complete forms, grant applications, and/or correspondence associated with programs.
- Prepares charts and graphs for reports and presentations.
- Creates and edits scientific, programmatic or other reports associated with department's primary business.
- Schedules meetings and handles logistics for meetings and special events.
- Prepares materials for meetings and special events.
- Initiates, processes, and maintains records and invoices.
- May monitor or maintain budgets and grants, assist with budget development, and prepare related expense reports and reimbursements.

## **Qualifications:**

- A high school diploma or equivalent and five years of clerical or secretarial experience, or a bachelor's degree.

Monday - Friday; standard business hours.

Apply Online at: <https://bit.ly/2Rak6vy>

Source: Employer Website

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# Maintenance Technician (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

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## Responsibilities:

- Pick up, transport and set up equipment, furniture and furnishing for administrative and housing departments as needed.
- Ensure the workplace is safe and free from harmful equipment or objects.
- Responsible for facility arrangement, setup and breakdown, where applicable, when special activities and events occur.
- Manage inventory of companies property to ensure proper physical accounting, safe from damage/theft, accessible and properly installed based on management directives.
- Pick up purchased and/or donated items from specified locations and delivers them as instructed.
- Empty wastebaskets, trash and waste to disposal area. Replenish bathroom and kitchen paper goods and cleaning supplies as needed. Replace light bulbs as needed.
- Keep grounds and office facilities in a clean and orderly condition.
- Sweep, vacuum, scrubs, waxes, polish floor and paint.
- Deliver and set up or remove furnishing to and from residential apartments as needed.

## Qualifications:

- Good 3- year Motor Vehicle Report (MVR) and valid drivers license.
- High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Moderately skilled using the Microsoft Office Suite.

\$17.11 per hour

Apply Online at: <https://bit.ly/3sV7dTD>

Source: Employer Website

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Posted 5/2/2021

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# Client Services Associate (Sandy Springs)



8601 Dunwoody Pl # 444, Sandy Springs, GA 30350

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## **Responsibilities:**

- Work directly with clients to effectively manage their needs and preferences;
- Communicate via telephone and email to address customer issues;
- Follow up with clients to ensure that they are satisfied with the company product or service;
- Answer client questions or concerns in a timely, informative, and professional manner;
- Calmly handle customer complaints and work to find solutions;
- Seek assistance and report major problems to upper management;
- Handle laboratory samples in accordance to company/laboratory established guidelines;
- Accessioning responsibilities to include the process of accepting samples into the lab and accurately entering sample data and documents into the laboratory computer system;
- Compile and update necessary documents;
- Ensure compliance with necessary specifications and regulations;
- Develop and foster growth within existing clientele;
- Frequently check-in with clients to confirm their satisfaction of services provided;
- Work with and report client issues with sales reps;
- Perform basic administrative and clerical duties as necessary.

## **Qualifications:**

- Must be able to perform basic operations on a computer within the Windows operating system.

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

Source: Employer Website

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# Office Manager (Alpharetta)



11675 Great Oaks Way, Suite 175. Alpharetta, GA 30022

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We are seeking an office manager to: (1) act as the office coordination point with the Foundation home office in Utah, (2) assist with human resource initiatives as directed by the HR Manager, (3) maintain routine office operations and provide support for Foundation programs, and (4) assist with basic financial accounting and bookkeeping.

- Provide physical and phone reception for the Foundation.
- Advocate for and ensure adherence to human resource, finance, and other Foundation policies, industry best practices, and regulatory requirements.
- Provide administrative support for Foundation staff.
- Build a partnership network with vendors who can service the Foundation.
- Lobby for competitive rates from vendors and oversee vendor agreements as needed.
- Support with financial accounting and reporting.

## **Qualifications:**

- A Bachelor's Degree or Equivalent Work Experience
- 3 years Office Manager role that includes managing or leading a team
- 3 years in a Human Resources generalist capacity
- Bookkeeping / accounting experience is a plus
- NetSuite GL experience is a plus
- Non-Profit experience is a plus

\$50,000 - \$55,000 a year

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

Source: Indeed

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Posted 5/2/2021



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# Clerk (Sandy Springs)



10 Glenlake Pkwy NE, Atlanta, GA 30328

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## **Responsibilities:**

- Answer telephones, direct calls, and take messages.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address concerns.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Manage calendars, and arrange appointments.
- Compute, record, and proofread data and other information, such as records or reports.
- Count, weight, measure, or organize materials.
- Deliver messages and run errands.
- Inventory and order materials, supplies, and services.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, route and answer correspondence.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Process and prepare documents.
- Review files, records, and other documents to obtain information to respond to requests.

## **Qualifications:**

- High school diploma or general education degree (GED) preferred, or at least one year related work experience.

Monday - Friday 8:00am to 5:00pm

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

Source: Employer Website

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# Cancellations Processor (Sandy Springs)



Two Concourse Pkwy #500, Atlanta, GA 30328

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This position provides support to dealerships and/or their representative. In executing the duties of the role, cancellation processors will ensure the dealerships, or their representatives will be reimbursing the unused portion of the contract cost.

- Process a minimum of 75 cancellations daily
- Copy and mail cancellation checks to dealers/agents (in average 1000+ /week).
- Ensure documents are linked to the correct contracts.
- Return any documents that do not meet the cancellations requirements back to the dealership, agent, customer or finance company
- Research all returned checks
- Review all paperwork pertaining to the customer's contract, including cancellation dates, repossession letters, payoff
- Responding to emails on a daily basis

## **Qualifications:**

- High School Diploma or equivalent combination of education and experience required. College degree preferred.
- Minimum of three years' experience in customer service, insurance claims, call center environment. Experience within Automotive Industry preferred.
- Must have strong computer skills
- Must be proficient in Windows and MS-Office Products.

Apply Online at: <https://bit.ly/32VD0ZR>

Source: Employer Website

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# Recruiting Coordinator (Sandy Springs)



Two Concourse Pkwy #500, Atlanta, GA 30328

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This person will provide administrative and sourcing support to the talent acquisition function.

- Coordinate and scheduling interviews among hiring managers, recruiters and the candidates using a variety of meeting tools such as soft phones and TEAM.
- Initiate and monitor background check
- Assist posting positions in multiple job boards.
- Complete the New Hire Checklists and send for approvals.
- Enter and send IT New Hire Notifications in the system.
- Initiate and monitor the assessments wherever applicable.
- Conduct and trigger the reference check and drug screen test
- Enter contract new hires information into the HRIS and IT ticketing systems.
- Initiate and participate in departmental projects, outreach programs, traditional and virtual career fairs, college events and other recruiting activities.
- Enter and track employee referrals coming in via emails or other channels.
- Follow up with the candidates for complete applications in the ADP system.
- Organize and maintain recruiting shared folder.
- Assist recruiters with additional sourcing for more passive interested candidates leads to recruiters for hard-to-recruit positions as requested.

## Qualifications:

- Associate degree or above degree required. 2+ years' experience in the recruiting field using ATS systems required. Or any equivalent combination of education or experience may be considered.
- At least one year's experience in a coordinator or assistant position required.
- Technology savvy in Microsoft suite (Word, Excel, PPT), TEAM, ATS systems, Job Boards, Social Media (LinkedIn) and etc. strongly preferred.

Remote until September and then hybrid of working from home and in office

Apply Online at: <https://bit.ly/3e4tdax>

Source: Employer Website

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# HR Assistant (Alpharetta)



5755 North Point Pkwy Suite 281, Alpharetta, GA 30022

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## **Responsibilities:**

- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives
- Compiling and updating employee records (hard and soft copies)
- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department
- Support our HR Generalist in processing new applicants and on-boarding new employees
- Coordinate orientation and training sessions for new employees
- Ensure smooth communication with employees and timely resolution to their queries
- Assist HR Generalist with Employee Retention Program

## **Qualifications:**

- Successful candidate must have an associate degree in HR or a related field (bachelor's degree preferred)
- Candidate must have a minimum of 3 years' experience in an administrative role
- Candidate must be familiar with database systems and common HR applications

\$31,000 - \$36,000 a year

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

Source: Indeed

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Posted 5/2/2021

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# Associate Customer Advocate (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

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## **Responsibilities:**

- Responds to basic telephone, electronic, written inquiries from dental or vision professionals, groups, subscribers and brokers or customers.
- Expediently accesses reference materials to analyze and determine appropriate responses to telephone, electronic and written inquiries.
- Communicates basic eligibility, benefits and claims status and forward specific inquiries as directed for priority resolution.
- Accurately completes online, hard copy forms and route to the appropriate department.
- Documents each customer encounter or resolution in the appropriate computer tracking system.
- Obtains pertinent patient demographics and documents this information in a patient database when required.
- Provides information for subscribers such as questions pertaining to insurance, billing, claims or eligibility.

## **Qualifications:**

- A personal computer and remote internet access.
- We would prefer someone with high school diploma, GED, or above, but candidates with proven experience will not be excluded from consideration.
- A minimum of 1 year customer service experience.
- PC literacy required; MS Office skills (Outlook, Word, Excel and PowerPoint).

Due to COVID-19, only training for this role will be remote, lasting anywhere from 4-8 weeks. Candidates must have their own personal computer and remote internet access as Delta

Apply Online at: <https://bit.ly/2R4jM1I>

Source: Employer Website

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# Office Administrator PT (Sandy Springs)



550 Mt Paran Rd NW, Atlanta, GA 30327

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Responsibilities include but are not limited to: Update website and social media, maintain a master calendar of church activities/outside events, coordinate use of facilities, maintain church membership and other records, produce church publications, and support the pastor and other staff as needed.

- Greet visitors to the office, answer questions, give needed assistance, and/or direct them to the proper staff person for assistance
- Create and maintain the master calendar of all church activities and outside events; coordinate use of classrooms and facilities
- Schedule baptisms, weddings, and funerals and provide all needed support: create and produce bulletins, provide written directions to the church when requested, coordinate needs for facility use (stocking restrooms, schedule set-up and take-down/cleaning, proper climate control)
- Keep church records as assigned, including records required by the Book of Discipline, and produce reports as requested (e.g. Charge Conference and End-of-Year Reports)
- Update and maintain membership records on ACS, provide reports to lay leaders and staff as necessary

## **Qualifications:**

- 1-2 years of technical school/college
- Relevant work experience in a church or nonprofit organization
- Proficiency in Microsoft Office Suite
- Knowledge of/experience with ACS/Realm or similar software
- Social Media Marketing experience including Facebook, Instagram and YouTube
- Strong Christian faith and life

Apply Online at: <https://bit.ly/3t5ifph>

Source: WorkForGood.org

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# Rep Customer Service I (Alpharetta)



3055 North Point Pkwy Suite 300, Alpharetta, GA 30005

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## **Responsibilities:**

- Handles all customer inquiries by telephone regarding verbal reporting of results, concerns of service failures and other duties to provide customer satisfaction.
- Reports laboratory results to clients using established protocols.
- Documents reporting or call history in the patient's file and maintain appropriate records.
- Contacts the client to resolve routine matters related to patient testing and result reporting.
- Uses established protocols for reporting client concerns.

## **Qualifications:**

- High school diploma or equivalent required.
- Basic typing and computer skills
- Some data entry experience preferred Customer service background preferred Medical terminology helpful.
- Previous Medical or clinical laboratory background preferred
- One to two years of additional training in a medical or call center environment preferred.

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

Source: Employer Website

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# Program Assistant-Data Entry Specialist

## (Sandy Springs)



5775 Glenridge Dr Ste E200, Atlanta, GA 30328

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The Program Assistant - Data Entry Specialist, CCSP is responsible for answering the telephone, directing calls and taking messages. In addition, this position will provide secretarial support to the management staff including word processing, data entry into the information system, maintenance of logs and manuals, and other clerical duties as needed.

**Qualifications:**

- High school graduate. Additional business courses or training preferred.
- Health Care experience/medical terminology helpful.
- Proficient with computer systems and software packages essential.
- Must type 55+ wpm with accuracy and be proficient in word processing, spreadsheets and other software packages.

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

Source: Employer Website



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# Salon Receptionist/Front Desk (Sandy Springs)



8540 Roswell Rd #700, Sandy Springs, GA 30350

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## **Qualifications:**

High School Diploma/ GED

New and Experience Front Desk are welcome

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/3vpX5Uv>

Source: Indeed

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# Receptionist (Sandy Springs)



7640 Roswell Rd, Atlanta, GA 30350

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## **Qualifications:**

High school diploma or the equivalent

Previous experience in a similar role

Mercedes-Benz experience and ADP knowledge is preferred

Apply Online at: <https://bit.ly/3u80fMu>

Source: Employer Website

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# Broadcast Advertising Coordinator

## (Perimeter)



**Rooms To Go Corporate**

400 Perimeter Center Terrace, Atlanta, GA 30346

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### **Responsibilities:**

- Processing invoices and maintaining the Broadcast Production billing log.
- Creating and sending radio and television traffic instructions and purchase orders.
- Interfacing with radio and television station account executives and traffic managers.
- Proofing scripts and commercials for accuracy and content.
- Working with the Rooms To Go merchandising team to ensure that product and pricing are correct across all commercials.
- Fulfilling internal and external requests for creative assets.
- Maintaining and tracking department files and records.
- Assisting the advertising team as needed with administrative tasks.

### **Qualifications:**

- 4 Year Bachelors Degree from a reputable university with a major in Marketing, Business, Communications, or Advertising.
- 1-2 years of advertising experience, includes internships.

Apply Online at: <https://indeedhi.re/3t3Uxtt>

Source: Indeed

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# Administrative Assistant (Dunwoody)



5901 Peachtree Dunwoody Rd., Building C, #275, Atlanta, GA 30328

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## **Responsibilities:**

- Answers incoming telephone inquiries from Hiossen customers including from dentists and other customer personnel in a prompt and professional manner; handles questions and other requests ensuring excellent customer service.
- Responds to incoming fax transmissions and emails; transmits fax communications under the direction of Hiossen Sales Management or their designees. Provide product information to customers in response to telephone inquiries
- Coordinates and tracks stock and all items stored in the Branch warehouse. Assists Hiossen Sales team in coordinating warehouse and stock records and materials
- Processes Product Orders on a daily basis, in accordance with Hiossen policies and procedures, including pulling stock from warehouse; scanning bar codes and performing related order processing duties in support of Sales team.
- Registers attendees at AIC seminars (Basic Implant Training), prepares documentation, arranging meals and refreshments in conjunction with seminars , product and sales related promotional activities and learning seminars
- Handles product returns from Hiossen customers including paperwork, recordkeeping, reports
- Prepares and submits reports as directed by the Regional Sales Manager or Branch Manager

## **Qualifications:**

- Requires proficiency in use of MS Office (Word, Excel & Power Point); Pipeline, ERP system and other applicable Hiossen software and systems
- High School Diploma required along with at least 2 years of successful experience as an administrative assistant in a sales office environment

Apply Online at: <https://bit.ly/3u9grgk>

Source: Employer Website

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# Training Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

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## **Responsibilities:**

- Creates and maintains a variety of documents including memos, letters, training schedules, training presentations, reports and training manuals.
- Maintains file system in the training drive and makes copies as needed.
- Ensures that all trainees are thoroughly trained by assisting with the creation and presentation of specified training sessions in our LMS system.
- Maintains LMS system and required reports.
- Assists with monitoring trainees, ensuring optimal performance.
- Assists the VP of Training with tracking the activities of all trainees.

## **Qualifications:**

- High school graduate required. Bachelor's degree preferred.
- Previous experience in training preferred.
- Certification within training preferred.
- Experience with Cornerstone preferred.

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

Source: Employer Website

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# HR Specialist (Perimeter)



6205-B Peachtree Dunwoody Rd, Atlanta, GA

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## Responsibilities:

- Act as primary support for all employees and managers at all levels of the company to triage, guide, and give solutions to their inquiries regarding all aspects of HR including, but not limited to benefits, payroll, leaves of absence, HR policies, processes, programs, and technologies.
- Interpret and communicate HR policies and procedures, both verbally and in writing through all communication channels including telephone, chat, written inquiries, e-mail or other technological interfaces.
- Utilize case management and knowledge application to track, research, and resolve each inquiry to provide end to end guidance as a holistic approach to the request in a proactive and effective manner.
- Enter PeopleSoft data transactions into the system of record (e.g., changes to employee address, name, direct deposit, etc.) in a timely and accurate fashion to maintain the highest level of data integrity; and update the case management system with call/transaction specific information and appropriate documentation.
- Research information and contact caller for follow-up as required. Research will involve consulting with multiple resources; team members, online systems, databases, review of historical documents and consultants.

## Qualifications:

- Experience serving customers using multiple communication channels (phone, email, chat, blog, etc.)
- 3 years experience in multi-faceted customer service or call center environment
- 1-3 years Human resources, benefits, and/or payroll experience
- Microsoft Office Outlook, Word, and Excel Experience Required

Apply Online at: <https://bit.ly/3t7tRIu>

Source: Employer Website

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# Receptionist PT (Roswell)



## **Roswell Nursing & Rehabilitation Center**

1109 Green St, Roswell, GA 30075

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### **Qualifications:**

A minimum of one year experience working as a Receptionist, Front Office Representative or similar role

Experience working with in a Healthcare setting is preferred

Proficiency in Microsoft Office

High school diploma

Apply Online at: <https://bit.ly/3xBEM0r>

Source: Employer Website

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# Customer Service Representative (Sandy Springs)



8601 Dunwoody Place, Suite 520, Sandy Springs, GA 30350

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The Customer Service Representative - Field Services (CSR-FS) position provides administrative support, customer service and maintenance solutions to residents and other stakeholders in a fast-paced, high volume environment. The CSR-FS manages the day-to-day service dashboard, bids and work order approvals, while supporting the needs of the Rehab, Turns and Maintenance (RTM) team. This position reports directly to a Regional Manager.

- Monitor maintenance dashboard and task center daily to ensure timely response to work order dispatch approvals, request for information, escalations and other communications
- Review turn & rehab dashboards to ensure proper task execution and respond to flagged exceptions
- Utilize reporting to monitor performance and compliance
- Manage the Maintenance Technician and/or Superintendent daily schedules & assignments to ensure optimum efficiency
- Review and approve/decline work order proposals within approval limit, verifying proper scope, documentation, and pricing
- Assist in researching and coordinating vacant utility issues to ensure utilities are activated in a timely manner
- Manage and facilitate eviction schedules and personal property holds; coordinate eviction clean-outs and/or personal property removal

## **Qualifications:**

- High school Diploma or GED
- Minimum 2 years of customer service, administrative experience
- Experience in property management or maintenance is preferred
- Intermediate proficiency in MS Word, Excel, Outlook and Adobe

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

Source: Employer Website



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# Front Office Assistant (Johns Creek / Alpharetta)



2750 Old Alabama Rd #200, Johns Creek, GA 30022

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Provide the highest level of customer service to all staff and clients; professionally answer phone calls and be able to make use of a phone script; respond to emails and disperse postal mail; explain center services, procedures and policies; schedule client appointments, manage paperwork and collect payments; data entry; methodically post payments and donor subsidies; keep office orderly and maintain professional cleanliness; track office supplies.

## **Qualifications:**

- Administrative Assistant: 1-3 years (Required)
- Customer Service: 3 years + (Required)
- Bachelor's (Preferred)
- Experience in a counseling or medical front office (Preferred)

\$15.00 - \$15.50 an hour

Apply Online at: <https://indeedhi.re/3ta4R38>

Source: Indeed

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Posted 5/2/2021

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# Administrative Assistant - Fire & Life Safety (Sandy Springs)



**InTown Lessee Services LLC**

980 Hammond Dr, Sandy Springs, GA 30328

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The Fire & Life Safety Coordinator assists the Fire & Life Safety Manager with maintaining regulatory compliance/documentation for all Fire & Life Safety needs for InTown Suites' properties in accordance with all federal and state regulations and applicable codes and standards, (i.e NFPA/ICC, etc.) for all properties located across the United States. This position is also responsible for assisting in the management of all Fire & Life Safety Service Agreements for InTown Suites and ensuring such agreements are maintained and enforced per the requirements of the agreement.

- Works in conjunction with the Fire & Life Safety Manager to oversee all 3rd party inspections of all property locations and building structures for fire hazards and conformance with applicable fire and life safety codes.
- Provides direction to comply with fire codes; receives, responds to, and investigate common complaints regarding fire code violation.
- Maintain an open line of communication with municipalities and InTown Suites Operations Department in the event of fire and life safety violations
- Create purchase orders for Fire & Life Safety Vendors and alarm renewals.

## **Qualifications:**

- High School diploma or GED.
- Previous fire and life safety code experience and/or certification preferred but not required.
- 3 - 5 years' experience in an administrative role within an office environment
- Intermediate skill level with Microsoft Office (Word, Excel, Outlook) is required.

Apply Online at: <https://bit.ly/3vD2pEd>

Source: Employer Website

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# Office Assistant (Alpharetta)



6551 North Point Pkwy Alpharetta, GA - 30022

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## **Responsibilities:**

- Supporting sales associates, customers, and managers
- Processing of payments and finance applications
- Answering delivery questions

## **Qualifications:**

- Prior customer service and data entry experience is preferred but we are willing to train the right person.
- Must possess solid mathematical skills and an aptitude with computer programs like MS Office

Apply Online at: <https://bit.ly/3e6hMin>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 5/2/21

## **Prep and Production (Dunwoody)**

**\$13.00 to \$15.00 / hour**

Edible Arrangements / 4780 Ashford Dunwoody Rd Ste. 520, Dunwoody, GA 30338

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

## **PT Stocking Associates - Shifts starting at 6 and 7AM (Alpharetta)**

**Up to \$10 an hour**

HomeGoods / 7491 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3t6tJck>

## **Main Event Entertainment Hiring Event (Alpharetta)**

**Wednesday, May 12, 2021; 11:00 AM - 6:00 PM**

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009

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

## **Car Washer (Roswell)**

**\$12 per Hour**

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

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

## **Server (Perimeter)**

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

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

## **Women's Locker Room Attendant - Weekends (Sandy Springs)**

Life Time Fitness / 5580 Roswell Rd, Sandy Springs, GA 30342

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

## **Groundskeeper (Alpharetta)**

Avana Woods Apartments / 8520 S Holcomb Bridge Way, Alpharetta, GA 30022

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

## **Cleaning Specialist (Alpharetta)**

Miller's Ale House / 10750 Davis Dr, Alpharetta, GA 30004

<https://bit.ly/3vsEZ46>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 5/2/21

## **Janitor (Alpharetta)**

Chili's / 7800 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3b4bpKL>

## **Server (Perimeter)**

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

<https://bit.ly/3vxir23>

## **Dishwasher (Dunwoody)**

First Watch / 1317 Dunwoody Village Pkwy #101, Dunwoody, GA 30338

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

## **Dishwasher/Utility (Alpharetta)**

Buca di Beppo / 2335 Mansell Rd, Alpharetta, GA 30022

<https://bit.ly/3vx9WEa>

## **Housekeeper - FT Day Shift (Buckhead)**

Renaissance on Peachtree / 3755 Peachtree Rd NE, Atlanta, GA 30319

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

## **Groundskeeper (Alpharetta)**

Station Heights Apartments / 100 Saratoga Dr, Alpharetta, GA 30022

<https://indeedhi.re/3eIP2ev>

## **Server FT (Roswell)**

Brookdale Senior Living / 1000 Applewood Dr, Roswell, GA 30076

<https://bit.ly/3nF5gtu>

## **Dishwasher PT (Brookhaven)**

Marlow's Tavern / 3575 Durden Dr NE # 301, Atlanta, GA 30319

<https://bit.ly/3gW8KpZ>

## **Team Member (Roswell)**

McAlister's Deli / 1425 Market Blvd #1370, Roswell, GA 30076

<https://bit.ly/3aU2xXS>