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# Administrative Assistant PT (Perimeter)



**Bohler Engineering VA, LLC**

211 Perimeter Center Pkwy NE Suite 425, Atlanta, GA

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## **Qualifications:**

High School Diploma or GED required, Associates/Bachelor's degree a plus

Previous experience supporting an individual, a team or project work

Apply Online at: <https://indeedhi.re/3w1MUFL>

Source: Indeed

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# HR Admin Assoc PT (Sandy Springs)



1000 Abernathy Rd NE, Atlanta, GA 30328

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## **Responsibilities:**

- Assist Facilities with company-wide mail provider conversion
- Human Resources/Legal file organization (exposure to Legal)
- Audit supply vendor & badging database
- Various office related tasks

## **Qualifications:**

- Microsoft office (beginners Excel)

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

Source: Employer Websit

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# Executive Assistant (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

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## Responsibilities:

- Provides day-to-day administrative support (such as calendar maintenance, meeting scheduling, travel, etc.).
- Prepares or coordinates the preparation of correspondence, forms, reports, presentation materials and other written communications as required.
- Maintains agendas and tracks completion of agenda items.
- Opens, reads, sorts, and analyzes incoming emails, memos, and submissions and distributes them as needed.
- Provides a bridge for smooth communication between internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Tracks and coordinates with staff to ensure completion of all action items for the Executive.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the executive, including those of a sensitive or confidential nature.

## Qualifications:

- Proficient in Microsoft Office applications.
- 1+ years of experience w/High School or equivalent experience.

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

Source: Employer Website

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# Roadside Assistant Part-Time (Sandy Springs) **DAIMLER** Mercedes-Benz USA

One Mercedes-Benz Drive One Mercedes-Benz Drive Atlanta 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.

**Qualifications:**

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

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.

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

\$14.25 an hour

Apply Online at: <https://bit.ly/3oj4CSP>

Source: Employer Website

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# Customer Service Rep (Roswell)



1455 Old Alabama Rd #170, Roswell, GA 30076

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The Call Center Representative I will receive inbound phone calls at our call center from Ryder Platinum National Accounts, Ryder Shops, and On Demand Customers and will be responsible to help schedule service for truck and trailer breakdowns, plus scheduling preventive maintenance (PM) service, as well as assist with service related questions.

**Qualifications:**

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required

Apply Online at: <https://bit.ly/3uOH8Hj>

Source: Employer Website

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# Retail Office Associate (Alpharetta)



10845 Haynes Bridge Road Alpharetta, GA - 30022

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## **Responsibilities:**

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

## **Qualifications:**

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

\$13-15/hr

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

Source: Employer Website

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# Front Desk Receptionist (Sandy Springs)



765 Hammond Dr, Sandy Springs, GA 30328

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A front desk agent is responsible for checking hotel guests in and out of their rooms. ... A few of the main duties of a front desk agent are greeting guests at the front desk, answering any questions, recommending activities and restaurants to guests, and answering any phone calls.

## **Qualifications:**

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

\$10.50 - \$13.00 an hour

Apply Online at: <https://indeedhi.re/3o8lnQu>

Source: Indeed

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# Receptionist (Roswell)



**Carl Black Automotive Group**

11225 Alpharetta Hwy, Roswell, GA 30076

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## **Qualifications:**

- Must have working knowledge of PCs, word processing, presentation and spreadsheet software (Microsoft Office and Outlook experience a must)
- Must have knowledge working a CRM system on a PC.
- Must be able to work weekends and have open availability.

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

Source: Employer Website



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# Corporate Human Resources Generalist (Buckhead)



4370 Peachtree Rd NE # 400, Atlanta, GA 30319

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## **Responsibilities:**

- Support station Office Managers in facilitation of employee life cycle events, including onboarding, transfers, promotions, and terminations
- Partner with the station's Office Managers and General Managers in response to reporting requests
- Tracks, monitors, and respond to Department of Labor reporting, Occupational injury reports, and EEO reporting requests
- Process background screenings such as MVRs and substance screening
- Assist with Benefits Wellness activities / projects as needed
- Keep up-to-date on new developments and regulations in the Human Resources field such as changes to FLSA, state, and I-9 laws
- Filing and maintenance of personnel information
- Support recruiting activities

## **Qualifications:**

- 1-2 years human resources experience as an HR Generalist or HR Specialist with both exempt and non-exempt employees
- Proficient in Microsoft Office Word, PowerPoint, Excel, and Outlook

Apply Online at: <https://bit.ly/3o8PsPV>

Source: Employer Website

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# Appointment Setter/Call Center Representative FT/PT (Roswell)



600 Houze Way C2, Roswell, GA 30076

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Our fast-paced office environment is looking for someone to work PT/FT during the hours of Monday – Friday, 8 am-5 pm. APPS Paramedical is a Roswell-based company that primarily provides service to insurance agents who need to put a client through the preliminary stages of applying for life, health, or disability insurance. Our relationships are with local insurance agents and national carriers.

- Handle a high volume of both inbound and outbound calls as well as data entry in a call center-like environment.

## **Qualifications:**

- Previous experience preferred handling escalated customer service issues.

\$12 - \$14 an hour

Apply Online at: <https://bit.ly/3y4dIN5>

Source: Employer Website

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# **JOB FAIR - MAY 19 – HOTEL POSITIONS (Alpharetta)**



9000 Avalon Blvd, Alpharetta, GA 30009

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**WEDNESDAY MAY 19TH  
2:00PM-6:00PM**

**We are hiring for the following positions:**

**Assistant Director of Housekeeping  
Beverage Manager  
Room Attendants  
Houseperson  
Public Areas Attendant  
Line Cooks  
Night Auditor  
Starbucks Barista  
Starbucks Supervisor  
Server Support**

View all available positions and apply online at  
[www.thehotelatavalon.com/careers](http://www.thehotelatavalon.com/careers)

Apply Online at: <https://indeedhi.re/3hkaIk6>

Source: Indeed

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# Customer Service Rep I (Alpharetta)



**Avanos Medical**

5405 Windward Pkwy, Alpharetta, GA 30004

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A Customer Service Representative's (CSR) primary responsibilities include order fulfillment via email and fax, serving as the second tier of support for product and technical questions. Additionally, the CSR assists with Order Fulfillment issues including order and shipping errors.

## **Qualifications:**

- High school degree. Associates degree or equivalent preferred.
- 3-5 Years of Relevant Work Experience
- 1-3 Years of Experience Customer Service
- Basic Microsoft Suite Competency (Outlook, Word, Power Point)
- Previous SAP experience or other Order Management Systems a plus but not necessary
- Salesforce.com knowledge a plus but not necessary

Apply Online at: <https://bit.ly/3okDX7Z>

Source: Employer Website

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# Office Coordinator/Admin Assistant

## (Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

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### Responsibilities:

- Provide administrative support to including calendar management, travel arrangements, expenses, etc.
- Serve as a liaison to office suppliers, order office and kitchen supplies
- Scheduled, plan and execute in-office events (including but not limited to daily birthday/anniversaries, employee appreciation events, company lunches, etc.)
- Responsible for the organization and presentation of shared offices spaces (conference, supply, and break rooms)
- Produce and distribute company-wide correspondence
- Handle general mail pick up and drop off; prepare and receive shipments
- Greet clients and vendors upon arrival to the office and direct them appropriately
- Answer incoming calls and professionally re-direct the call to the appropriate individual/department

### Qualifications:

- Minimum 3 years of previous experience in a corporate environment
- High school diploma or equivalent
- Proven office management, administrative or assistant experience
- Proficient in MS Office

Apply Online at: <https://bit.ly/3yjaY9k>

Source: Employer Website

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# Data Entry Clerk – Temporary (Sandy Springs)



## MyEggBank®

1100 Johnson Ferry Rd NE Suite 460, Atlanta, GA 30342

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We are seeking an individual to enter information into a spreadsheet after data gathering. This position will also have administrative responsibilities including coordinating shipments, answering phones and greeting patients.

### **Qualifications:**

- High School Diploma
- Previous Data Entry experience

Approximately 20-25 hours, during normal business hours.

Apply Online at: <https://bit.ly/3bos7nU>

Source: Employer Website

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# HR Generalist PT (Sandy Springs)



5665 New Northside Dr UNIT 540, Atlanta, GA 30328

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## **Responsibilities:**

- Talent acquisition / recruitment
- Develop and maintain job descriptions
- Conduct employee onboarding and schedule / coordinate trainings
- Assist in development and implementation of company policies / updates to Employee Handbook
- Support quarterly / annual performance evaluation and performance management processes
- Gather and analyze data producing useful HR metrics (e.g. turnover rates, time to hire, etc.)
- Maintain employee files
- Respond to requests for information including employment verification and unemployment claim filings
- Assist in administration of benefits programs and annual open enrollment process
- Ensure compliance with all labor laws
- Administer employee recognition programs

## **Qualifications:**

- Experience using major job sites and social media to attract a diverse pool of candidates

\$16 - \$21 an hour

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

Source: Indeed

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# Volunteer Coordinator PT (Roswell)



9135 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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Reporting to the Senior Director of Development & Marketing, the Volunteer Coordinator will be responsible for leading volunteer projects, recruitment, management, and all reporting associated with the volunteer program.

- Consult with leadership and staff to determine organization needs for various volunteer services throughout CNC's six divisions.
- Develop a recruitment plan to include the marketing, interviewing and screening of potential volunteers, and placement in roles. oversee orientation and initial training requirements of all volunteers.
- Prepare and maintain all documents related to volunteer management
- Network with and speak to community groups
- Lead and participate in volunteer projects on CNC's campus (some weekend hours will be required) Note: must be willing to work in an outdoor environment for 12 months/year with varying terrain, hills, non-paved woodland paths, near ponds, and the river.
- Maintain accurate records (both hard copy and digital).
- Analyze, prepare, and present outcome reports on volunteers.

## Qualifications:

- Experience with project management, budget management
- Knowledge of Microsoft Office/Constant Contact or MailChimp a plus
- Previous experience in a formal volunteer manager/coordinator position a plus
- Horticulture, forestry, construction background a plus, but not required

Apply Online at: <https://indeedhi.re/2QkARo4>

Source: Indeed



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# Front Desk Clerk (Alpharetta)



5455 Windward Pkwy W, Alpharetta, GA 30004

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## **Qualifications:**

- Customer Service: 1 year (Preferred).
- Hotel: 1 year (Preferred).
- Office administration: 1 year (Preferred).

Shifts:

Evening (Required).

Graveyard (Required).

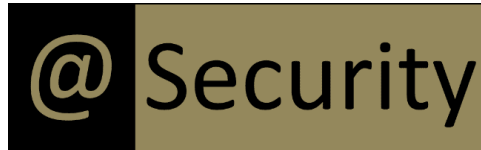
\$10.00to \$11.00 Per Hour.

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

Source: Employer Website

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# HR Recruiter / Operations Assistant (Sandy Springs)



1132 Hightower Trail Suite 200, Atlanta, GA 30350

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## **Responsibilities:**

- Call new, pending applicants and prescreen.
- Coordinate the interview and orientation process.
- Keep a candidate pool of qualified applicants.
- Ensure all screening, selection, hiring, and training is done in accordance with employment laws and regulations.
- Manage the overall interview, selection, training, and job placement process.
- Handle and maintain all incoming documents with sensitivity and confidentiality.
- Recruit on various platforms to include but not limited to job boards, social media and employee/applicant referrals.

## **Qualifications:**

- 1 years of verifiable experience as a Recruiter, HR assistant or manager that included staffing responsibilities. The ideal candidate will have experience in the security industry, temporary staffing industry or other service-related industries.
- Strong computer skills to include Microsoft Word, Excel, PowerPoint and Outlook

\$33,000 - \$38,000 a year

Apply Online at: <https://indeedhi.re/3uItIg9>

Source: Indeed

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# Administrative Assistant (Sandy Springs)



6849 Peachtree Dunwoody Rd building a1, Atlanta, GA

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## **Responsibilities:**

- Manages incoming call flow and directs to appropriate team members
- Welcomes and provides general support to clients, visitors and candidates
- Manages maintenance of office condition and arranges necessary repairs or maintenance
- Supports the work of the chief executive officer include scheduling and generating and reviewing reports
- Work independently and within a team on special nonrecurring and ongoing projects
- Monitors all ordering of supplies, inventory control and verification of shipments
- Establish, develop, maintain, and update filing system as assigned
- Assist with managing human resource task items
- Schedule and organize complex activities such as meetings, travel, and conferences
- Prepare for training and workshops hosted by the company locally and state wide
- Performs ancillary duties to include office support as mandated by patient flow and/or clinic needs
- Records and distributes minutes or other records for meetings.
- Maintains and coordinates maintenance of office equipment.
- Maintains a system for recording expenses for each center.

## **Qualifications:**

- Associate's degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role in a professional office setting.
- Expert skills in Microsoft Word, Excel, PowerPoint, and able to quickly learn new software systems

Apply Online at: <https://bit.ly/3y5yVAR>

Source: Employer Website

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# Admin Assistant (Chamblee)



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

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## **Responsibilities:**

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

## **Qualifications:**

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

\$15.00 / hr to \$18.00 / hr

Apply Online at: <https://bit.ly/3fdW3Ez>

Source: Employer Website

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# Administrative Assistant (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

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## Responsibilities:

- Welcomes and directs visitors and clients.
- Answers and transfers phone calls, screening when necessary.
- Provides administrative, technical, and logistical support.
- Coordination of complex activities such as meetings, travel, conferences, hotel bookings and other department activities.
- Formulates spreadsheets and produces statistical reports for management information.
- Proofreads various documentations for accuracy of information and presentation.
- Maintains accurate and up-to-date Field Operations files, records, and documentation.
- Maintains the integrity and confidentiality of Field Operations files and records.
- Performs audits of Field Operations files and records to ensure that all required documents are collected and filed appropriately.
- Maintains inventory of office, cleaning, and maintenance supplies.
- Locates, sources and schedules repair services as needed.
- Manages warehouse inventory and maintains database.

## Qualifications:

- 3+ years of administrative assistant experience or similar role (project management experience preferred).
- High School graduate (Some college education preferred).
- Intermediate skills in Microsoft Excel.
- Typing speed of 45 words per minute or better.

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

Source: Employer Website

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# Part Time Service File Clerk (Roswell)



11505 Alpharetta Hwy, Roswell, GA 30076

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## **Responsibilities:**

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis
- Operate office equipment and computer systems as needed

## **Qualifications:**

- High School Diploma or GED

Apply Online at: <https://bit.ly/3fj7tqz>

Source: Employer Website

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# Receptionist (Roswell)

**HENNESSY**  
AUTOMOBILE COMPANIES

**Hennessy Porsche**

990 Mansell Rd, Roswell, GA 30076

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## **Qualifications:**

High School Diploma

Previous Customer Service or administrative experience

Apply Online at: <https://bit.ly/33NEDco>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 5/16/21

## **Prep Staff and Salad Line (Alpharetta)**

**\$15 - \$17 an hour**

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

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

## **Cafe Crew Member PT (Sandy Springs)**

**\$14 - \$17 an hour**

Cubanos ATL / 6450 Roswell Rd Suite C, Sandy Springs, GA 30328

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

## **Dishwasher (Roswell)**

Another Broken Egg / 10800 Alpharetta Hwy Ste 120, Roswell, GA 30076

<https://bit.ly/2RNrb5I>

## **Janitor (Alpharetta)**

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

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

## **Custodian (Sandy Springs)**

**From \$15 an hour**

Fabricare Center Cleaners / 8611 Roswell Rd, Sandy Springs, GA 30350

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

## **Busser (Perimeter)**

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

<https://bit.ly/2RLtk1Z>

## **Bellperson (Perimeter)**

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

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



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# Food Service, Housekeeping, & Other Now Hiring – Week of 5/16/21

## **Service Valet (Roswell)**

Nalley Toyota Roswell / 11130 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3tI2Tas>

## **Dishwasher / Utility Worker (Dunwoody)**

Dogwood Forest Dunwoody / 7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://bit.ly/3ob4Ye6>

## **Crew (Alpharetta)**

Chipotle Mexican Grill / 10910 Haynes Bridge Road, Alpharetta 30022

<https://chip.tl/3yarjNu>

## **Cleaning Crew (Roswell)**

Sky Zone Roswell / 1425 Market Blvd Ste 100-A, Roswell, GA 30076

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

## **Salad Bar Attendant (Perimeter)**

Fogo de Chão / 4671 Ashford Dunwoody Rd, Dunwoody, GA 30346

<https://indeedhi.re/3v0Sjgx>

## **Food Service Attendant 7:30pm-4:30am (Sandy Springs)**

Scottish Rite / 1001 Johnson Ferry Road NE, Atlanta, GA 30342

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

## **Server (Roswell)**

Olive Garden / 905 Holcomb Bridge Rd, Roswell, GA 30076

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