
Administrative Assistant (Sandy Springs)



Clark Richardson & Biskup Consulting Engineers

5901 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

This role will work closely with the Team Leaders, Project Managers, and Project Coordinators to manage all general office support.

- Process expense reports for office
- Complete monthly American Express reconciliations for the office card holders
- Schedule and coordinate travel arrangements as needed
- Manage and coordinate Professional Engineer state registration renewals and professional organization memberships
- Maintain production room organization
- Serve as backup and support for office Receptionist as needed.
- Process Accounts Payable for Office

Qualifications:

- High School Diploma or higher
- Minimum of 1 year of administrative experience, in an Engineering / Architecture / Construction environment a plus
- Intermediate to advanced working knowledge of all Microsoft Office applications required, particularly Excel

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

Source: Employer Website

Part-Time Administrative Associate (Buckhead)



3340 Peachtree Rd NE Suite 1545, Atlanta, GA 30326

Responsibilities:

- Preparing correspondence for mailing
- Answering telephones
- Scanning and filing investment and tax documents
- Coordinating travel arrangements
- Word processing and data entry
- Research projects

Qualifications:

- Comfort with computers and knowledge of Excel and Word
- Strong quantitative skills
- High school or equivalent (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

\$15 an hour

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

Source: Indeed

Front Desk Coordinator/Receptionist

(Sandy Springs)



LifeStance Health

FORMERLY GEORGIA BEHAVIORAL
HEALTH PROFESSIONALS

5775 Peachtree Dunwoody Rd C-200, Atlanta, GA 30342

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
- Knowledge of Advanced MD operations is preferred
- High school degree; additional certification in Office Management is a plus

From \$15.00 per hour

Apply Online at: <https://indeedhi.re/3if492T>

Source: Indeed

Posted 6/6/2021

Intake Specialist (Sandy Springs)



5665 New Northside Dr #400, Atlanta, GA 30328

Actec Systems is a leading provider of FNOL reporting, Day 1 Absence, FMLA, and other data intake for the insurance industry. Actec provides full-service contact center support, with a proprietary system built specifically for FNOL intake.

Qualifications:

- Have at least 1 year of customer service experience **call center experience preferred**

2pm-10:30pm OFF DAYS Thursday and Friday

Work from home option available. (Fully remote after 90 day probationary period)

\$14.00 - \$14.25 an hour

Apply Online at: <https://indeedhi.re/2Tx9h89>

Source: Indeed

Administrative Assistant II (Alpharetta)



Alpharetta 30009

Responsibilities:

- Skilled and proficient in various software applications in support of department generation of reports and documents. Focus on improving skills to learn new applications and advance knowledge and capabilities.
- Initiate own work to accomplish routine and some assigned standard administrative tasks including, but not limited to, communications flow, document handling, tracking, scheduling, prioritizing, follow up, and follow through.
- Perform standard, advanced, and confidential administrative duties requiring broad experience, skill, and knowledge of the organization's policies and procedures.

Qualifications:

- Minimum High School diploma or equivalent in related field
- Minimum 3-5 years prior general clerical/receptionist experience

Apply Online at: <https://bit.ly/34Fkmq7>

Source: Employer Website

Receptionist/Front Desk Coordinator (Dunwoody)



4512 Chamblee Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Greeting and check in clients
- Promote membership sales for additional commission
- Check out clients and collecting payments
- Confirming appointments, taking calls and scheduling clients
- Follow and manage opening or closing procedure

Qualifications:

- Experienced with customer service

Apply Online at: <https://bit.ly/3yZ53Gw>

Source: Employer Website

Administrative Associate I (Alpharetta)



193 N Main St, Alpharetta, GA 30004

Responsibilities:

- Receive all inbound calls and emails to assist customers per their needs including, but not limited to, payments, scheduling, conflict resolution, and selling of additional residential services
- Appropriately notate all accounts and complete all necessary paperwork in a timely fashion
- Create monthly route based upon service professional's assigned territory and ensure accuracy and readiness of daily schedule
- Complete additional tasks and projects as needed
- Problem solves customer accounts for current and future needs
- Ability to describe and sell residential pest services to new and existing customers resulting in monthly commissions

Qualifications:

- High School/GED or better

Apply Online at: <https://bit.ly/2SO7dse>

Source: Employer Website

Graduation Data Clerk (Brookhaven)



Cross Keys High School

1626 N. Druid Hills Road, NE, Atlanta, 30319

Under direct supervision, performs a variety of support duties, including compiling, sorting, verifying accuracy, and disaggregating of student achievement data.

- Compiles, sorts, and verifies accuracy of student transcript data to be entered, scanned, or requested.
- Maintains an effective and efficient management system by developing structures for supporting counseling offices.
- Communicates with counselors to resolve questions, inconsistencies, or missing student data.
- Maintains student instructional reports and confidential information.
- Maintains graduation cohort data.
- Maintains student scholarship database.

Qualifications:

- High school or GED equivalent is required.
- Minimum of three (3) years office/administrative support or closely related experience is preferred.

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

Source: Employer Website

Conference Coordinator (Alpharetta)



1145 Sanctuary Parkway Suite 355, Alpharetta, GA 30009

Responsibilities:

- Create, send, and track status of speaker agreements
- Collect speaker bios and photos for use in marketing materials
- Create and maintain speaker database for each event to include contact/badge info, AV and housing requirements and other special requests
- Assist with coordination of speaker travel including air and hotel reservations
- Keep conference websites up-to-date with speakers and session information including speaker's, bio, headshots and company information
- Track speaker's audio/visual requirements
- Provide assistance to conference management in proofing conference brochures, show directories and signage
- Assist conference management in development, distribution and analysis of speaker evaluations
- Send evaluation results to speakers and association committee members
- Upload speaker handouts to conference websites
- Create online call for presentations for all conferences
- Send out call for presentations; assists potential speakers with any challenges with their submissions
- Compile all speaker submissions; submit to education partner for review and session selection

Qualifications:

- Bachelor's degree preferred or equivalent experience in event operations
- Understanding of meeting and event planning principles, requirements, and procedures
- Well versed in all Microsoft platforms, including Word, Excel and PowerPoint
- Ability to travel as needed

Apply Online at: <https://bit.ly/3g4p6eh>

Source: Employer Website

Orthodontic Front Office Coordinator (Sandy Springs)



The Orthodontic Front Office Coordinator is responsible for handling all front office duties for the assigned orthodontic office.

- Answers incoming calls promptly, communicates in a courteous and respectful manner, and addresses caller's needs to ensure patient satisfaction.
- Greets the patient with a smile and ensures the patient has a long lasting positive impression of the practice.
- Assists the patient, based on the patient's reason for the visit. This includes, answering questions, checking the patient in/out, scheduling, completing the necessary paperwork, etc.
- Collects the necessary paperwork, ensures payment methods are gathered, and enters/scans all of the data into the Practice Management software.
- Schedules patients as needed based on the Company's scheduling guidelines.
- Provides any necessary documents to the patient (e.g., receipts, school notes, appointment reminder cards).
- Ensures that all information, as well as procedure codes, is accurately entered into the Practice Management software.
- Calls patients to reschedule all missed appointments, as well as works on the recall lists to schedule appointments that may be needed.
- Collects patient's referral source and records it in the patients' chart.

Qualifications:

- A minimum of a high school degree or equivalent is required.
- Experience working in a professional, medical, or dental environment with direct customer service is desired.
- Strong computer skills

Apply Online at: <https://bit.ly/3g7lece>

Source: Employer Website

Contact Center Representatives (Chamblee)



1871 Chamblee Tucker Rd, Chamblee, GA 30341

As a Resolution Specialist, you will manage a high volume of incoming calls from customers, stores, and associates while navigating multiple systems to aid in answering questions and resolving issues.

Qualifications:

- Must type a minimum of 25 WPM
- Proficient with Microsoft Office programs (Outlook, Word)
- High school diploma or GED
- Customer service experience

Hours: We provide 24/7 customer care with a variety of shift opportunities.

Number of hires for this role: 5

\$12.50 - \$14.50 an hour

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

Source: Indeed

Office Coordinator - Entry-Level (Roswell)



540 W Crossville Rd #203, Roswell, GA 30075

[No MARTA Service to this Location]

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.

Qualifications:

- High School Diploma or equivalent.
- A strong level of comfort navigating a computer

Apply Online at: <https://bit.ly/3if5PJC>

Source: Employer Website

Customer Service Representative

(Roswell)



11200 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- WOW every customer through all phases of the repair process
- Ensure insurance partners and customers are supported in a timely and professional manner
- Build relationships with customers by effectively responding to calls, text messages, walk-in business, and written correspondence
- Communicate and coordinate estimate appointments, repair appointments, rental cars, deductible payments, etc.
- Facilitate all administrative aspects of the repair process

Qualifications:

- 1-3+ years of customer service and administrative experience
- Above average computer skills

Apply Online at: <https://bit.ly/2TIsT9H>

Source: Employer Website

Preschool Receptionist/Admin Assistant (Sandy Springs)



4669 Roswell Rd, Sandy Springs, GA 30342

Responsibilities:

- Assist Directors in the development of all children and Team Member files.
- Receive and distribute all incoming deliveries and mail.
- File documents and paperwork in appropriate files as needed.
- Answer telephone in a gracious and friendly manner.
- Receive and insure delivery of messages and faxes.
- Always exhibit a positive and professional image of Crème de la Crème.
- Greet and aid all visitors.
- Greet and say goodbye to all parents and children.
- Receive special instructions from parents and deliver to the right Team Member.
- Order all office supplies and responsible for budget line item.
- Set appointments and conduct tours as necessary.
- Collate and distribute all enrollment packets, new employee packets, and all other forms as assigned by a Director.
- Maintain appropriate inventory of all required Crème de la Crème forms, Parent Guidebooks, and Team Member Manuals.

Qualifications:

- Prior experience working as a Receptionist in a school or child care center
- High school diploma or higher

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

Source: Employer Website

Customer Service Specialist - Call Center (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company ecomm site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners

Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus

Apply Online at: <https://bit.ly/3vUa5CA>

Source: Employer Website

Floor Ambassador II (Buckhead)



CANON BUSINESS PROCESS SERVICES, INC.

Atlanta, GA 30326

Maintain an extensive floor presence while acting as the point of contact providing high level hospitality and customer services to our client, client guests and vendors, greeting customers and visitors with a high degree of professionalism and courtesy.

- Receive, sort, and deliver all incoming mail & packages to assigned floors and within established time frames
- Log outgoing and incoming items as required and review for accuracy/completeness
- Organize and distribute supplies to client employees as detailed in job requests; Verify and log orders upon delivery
- Monitor inventory of supplies, stock paper and toner and keep Floor Ambassador offices and copy areas neat and organized
- Perform document scanning
- Maintain files
- Retrieve files from Records Center for client use
- Manages status reports, productivity reports, and other source documents to ensure optimal performance is met by staff

Qualifications:

- High school Diploma or equivalent
- 2+ years' experience working in a mailroom or professional office environment
- Previous supervisory experience a plus
- Thorough knowledge of all metering, weighting, logging and other shipping procedures

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

Source: Employer Website

Receptionist (Roswell)



Audi North Atlanta

Nalley Audi of North Atlanta

11505 Alpharetta Hwy, Roswell, GA 30076

Qualifications:

Advanced computer & phone skills (Internet, MS Outlook) a must

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

Source: Employer Website

Executive Assistant (Sandy Springs)



5671 Peachtree Dunwoody Rd #900, Atlanta, GA 30342

Position manages the administrative affairs of the CEO, COO, CFO & CMO and the organization of the activities for the Executive Team Members, Resurgens Board of Directors and the Resurgens Charitable Foundation.

- Facilitates organization of meetings and leadership activities for members of the Executive Team; assist with memos, documents and correspondence; provide administrative support as needed.
- Compiling and organizing Board packet information, developing reports, maintaining confidential files, disseminating information relative to administrative policies, researching data for presentations, and composing and transcribing letters. Performs special projects and other duties as assigned.
- Responsible for coordinating and managing logistics (to include but not limited to; negotiating venue contracts, sending out meeting invitation, tracking attendance, room set up, ordering food and beverage, assistance in coordinating any documentation, maintaining accurate files and documentation) for meetings
- Accurately records minutes for Board Meetings

Qualifications:

- Bachelor's degree or equivalent experience and education.

Apply Online at: <https://bit.ly/3z1jq0>

Source: Employer Website

Front Desk Clerk (Alpharetta)



5455 Windward Pkwy W, Alpharetta, GA 30004

Qualifications:

Customer Service: 1 year (Preferred).

Hotel: 1 year (Preferred).

Office administration: 1 year (Preferred).

\$10.00to \$11.00 Per Hour.

Apply Online at: <https://bit.ly/3x3fmrD>

Source: Employer Website

Front Desk Receptionist (Dunwoody)



4675 N Shallowford Rd Ste 209, Atlanta, GA 30338

Handling all incoming & outgoing calls, Scheduling, Client check out, Product sales assistance, Weekly product inventory tracking, Office opening & closing duties, Client intake management. Weekly office upkeep & cleaning.

Qualifications:

- High school or equivalent (Preferred)
- Medical Spa/Spa industry: 2 years (Preferred)
- Customer Service: 2 years (Preferred)

\$12 - \$15 an hour

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

Source: Indeed

Posted 6/6/2021

HR Recruiter / Operations Assistant (Sandy Springs)



1132 Hightower Trail Suite 200, Atlanta, GA 30350

This role requires being proactive, creative and persistence in recruiting to attract and obtain the right fit candidate. You are also responsible for assisting all new applicants with the hiring and onboarding process, qualifying potential associates for eligibility to work & select associates for job assignments.

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
- Social Media Savvy; for the purpose of marketing and posting jobs.

\$40,000 - \$50,000 a year

Apply Online at: <https://indeedhi.re/3cguw12>

Source: Indeed

Posted 6/6/2021

Patient Administrative Coordinator

(Sandy Springs)



206 Johnson Ferry Rd B, Atlanta, GA 30328

Responsibilities:

- Greet patients in a friendly, outgoing manner; ideal candidate would be empathetic to patient conditions and do whatever is needed to help, accommodate and support the patient's success in therapy
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care - including any necessary follow-ups
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate amount of visits which may include working with other staff members to accommodate patient needs
- Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed
- Accurate data entry into electronic medical and billing record system, including billing changes and follow-up
- Collect Co-pays in an accurate, timely and professional manner
- Input data collected from in-house research; information provided will assist in determining clinic performance
- Assist in clinic performance by preparing management information, imputing data from in-house research and assuming basic maintenance of clinic supplies and equipment

Qualifications:

- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage, but is not necessary
- Experience in other positions requiring customer contact and service is also useful
- Must possess solid basic computer skills

Apply Online at: <https://bit.ly/3z4IY9S>

Source: Employer Website

Front Desk Receptionist (Buckhead)



a Swiss Post company
Atlanta, GA 30305

This position has primary job functions of: professionally greeting/assisting employees and clients, administrative functions, managing reservations of conference rooms and meetings, and providing office service and hospitality.

Qualifications:

- 2+ years providing administrative, reception, or office coordination experience

Apply Online at: <https://indeedhi.re/3cnjaf8>

Source: Indeed

Office Assistant (Alpharetta)



Care and comfort at a moment's notice.
294 S Main St STE 500, Alpharetta, GA 30009

Responsibilities:

- Assist the Team with organization, scheduling, filing, reporting, special projects
- Assist with pre-employment paperwork and onboarding procedures
- Maintain files and records with effective filing systems
- Cross train in all positions

Qualifications:

- Efficient in computer skills

Salary \$35,000.00

Apply Online at: <https://bit.ly/3x1OEqA>

Source: Employer Website

Posted 6/6/2021

Part-Time Administrative Assistant

(Sandy Springs)

RonaldBlueTrust®

1600 RiverEdge Parkway, Suite 310, Atlanta, GA 30328

Responsibilities:

- Answers multiple-line telephone promptly and professionally.
- Greets and directs guests in a warm, welcoming manner.
- Manages booking and preparation of shared conference rooms (set-up, presentation, coffee station maintenance, etc.).
- Coordinates office services (copiers, postage machine, phones, building management, etc.).
- Orders and maintains office and kitchen supplies.
- Performs additional administrative services such as copying, scanning, typing, etc.
- Anticipates the needs of the other team members and lends support.
- Communicates with property management and various vendors to ensure office space is maintained attractively.
- Transcribes or composes routine correspondence and emails with speed and accuracy and in keeping with the highest business standards.

Qualifications:

- Bachelor's degree in a business-related field is preferred
- Minimum of two (2) years' prior experience in an administrative support, customer service, or human resources role in a financial, investment, banking, or accounting company strongly preferred

Apply Online at: <https://bit.ly/3gcz515>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 6/6/21

Janitorial (Perimeter)

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

<https://bit.ly/3ga2718>

Dishwasher (Buckhead)

\$12 to \$14/hr

St. Cecilia / 3455 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3g5iDzN>

Dishwasher and Food Prep (Alpharetta)

\$10 - \$12 an hour

Bocado Burger / 2820 Old Milton Pkwy, Alpharetta, GA 30009

<https://indeedhi.re/34XhXHD>

Facility Maintenance Assistant (Sandy Springs)

RBM Of Atlanta / 7640 Roswell Rd, Atlanta, GA 30350

<https://bit.ly/3g4pObr>

Dishwasher PT (Sandy Springs)

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

<https://bit.ly/3gbH2n8>

Crew Member (Alpharetta)

\$11 - \$13 an hour

Cook Out Restaurant / 11475 Haynes Bridge Rd, Alpharetta, GA 30009

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

Greeter (Buckhead)

South City Kitchen Buckhead / 3350 Peachtree Rd NE Suite 175, Atlanta, GA 30326

<https://bit.ly/2S51mig>

Breakfast Attendant PT (Sandy Springs)

From \$12 an hour

Fairfield Inn and Suites / 1145 Hammond Dr, Atlanta, GA 30328

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

Food Service, Housekeeping, & Other Now Hiring – Week of 6/6/21

Food Service Attendant 6:30a-2p (Sandy Springs)

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

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

Dishwasher PT (Roswell)

Noca Eatery / 1170 Canton St, Roswell, GA 30075

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

Stock Associate (Roswell)

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

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

Team Member (Alpharetta)

\$10.00/hr and up

Steak n Shake / 2355 North Point Ct, Alpharetta, GA 30022

<https://indeedhi.re/3iby2B7>

Helpers (Roswell)

\$13 - \$14 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

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

Custodian (Brookhaven)

Cross Keys High / 1626 N. Druid Hills Road, NE, Atlanta, 30319

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

Car Washer (Roswell)

\$12 per Hour

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

<https://bit.ly/3uDQcy4>

Dishwasher / Utility Worker (Dunwoody)

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

<https://bit.ly/3uI25Df>