
Admin Assistant (Alpharetta)



EOC1 - Technical Safety Services

1360 Union Hill Road Suite 4G, Alpharetta, GA 30004

Responsibilities:

- Answer phones and respond to customer requests.
- General administrative and clerical support
- Review daily field service orders for technicians
- Provide customers with product and service information.
- Identify, research, and resolve customer issues
- Follow-up on customer inquiries and repair requests
- Creating quote and opportunities

Qualifications:

- Computer skills including Microsoft office suite
- AA degree or better
- Experience in the medical or biotech field a plus

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

Source: Employer Website

Client Care Receptionist (Dunwoody)



900 Ashwood Pkwy #120, Atlanta, GA 30338

Responsibilities:

- Interacting with clients in a friendly and professional manner.
- Checking clients in and out of their appointments, pulling charts and filing.
- Answer phones and schedule client appointments.
- Master a basic understanding of each service offering.
- Upsell new areas/services to current clients in order to hit individual monthly target.
- Assist with local marketing events as needed.
- Act as liaison between face skin and body specialists and treatment providers.
- Collecting and handling payments.
- Confirmation and follow up calls.

Qualifications:

- High School Diploma/GED or Bachelor's degree from an accredited institution. Successful sales experience may be substituted for academic credential.
- 1-2 years of customer service experience, preferably in a spa or high-end retail environment.
- Proficient with personal computers and contemporary software applications (MS Office Suite, Internet Explorer, etc.)

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

Source: Employer Website

Unit Clerk, FT 7a-7:30p (Sandy Springs)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member.
- May page staff member if necessary. Receives and transcribes physicians' orders according to established guidelines. Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information.
- Operates standard office equipment including telephones, copiers, fax machines, and computers.
- Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies.
- Responds to patient requests via patient intercom system. Relays information to appropriate staff for immediate attention.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician.
- Enters and retrieves data related to patient charges and supply orders to include daily reconciliation of patient charges to ensure accurate patient billing process.

Qualifications:

- A high school diploma or equivalent.
- One year previous clerical experience and experience with various personal computer software

Apply Online at: <https://bit.ly/3pJB41m>

Source: Employer Website

Front Office Receptionist (Dunwoody)



2150 Peachford Rd suite Q, Atlanta, GA 30338

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Associate degree (Required)

\$11 - \$15 an hour

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

Source: Indeed

Posted 6/13/2021

Office Coordinator/Admin Assistant

(Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

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; sort and distribute daily, prepare and receive shipments from mail carriers
- 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
- Manage the process for building/suite access cards which includes maintaining a master list of badges, track changes, distribute as necessary, request additional badges
- Manage UPS account, including resetting passwords, setting up new locations and user as well as order necessary supplies

Qualifications:

- Minimum 3 years of previous experience in a corporate environment
- High school diploma or equivalent
- Proficient in MS Office

Apply Online at: <https://bit.ly/3pCx8iI>

Source: Employer Website

Administrative Assistant (Chamblee)



4991 Peachtree Rd, Chamblee, GA 30341

Our family-owned Pet Funeral Home in Chamblee is seeking an Administrative Assistant to assist our clients in finalizing their pet's aftercare arrangements.

Qualifications:

- 5 - 7 years in Administrative Services
- Some College preferred

Pay: \$17.00 - \$20.00 per hour

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

Source: Indeed

Posted 6/13/2021

Overnight Stocking (Buckhead)



Publix

We are now hiring Overnight Stockers in select Publix stores (listed below).

The Peach Publix (#282)

2900 Peachtree Road

Atlanta, GA 30305

Lenox Marketplace Publix (#664)

3535 Peachtree Road

Atlanta, GA 30326

Chastain Square Publix (#718)

4279 Roswell Road

Atlanta, GA 30342

Peachtree Battle Shopping Center Publix (#719)

2365 Peachtree Road

Atlanta, GA 30305

Town Brookhaven Publix (#1363)

104 Town Boulevard

Brookhaven, GA 30319

\$12.60 - \$18.45 an hour

Apply Online at: <https://indeedhi.re/3wa8Mzg>

Source: Indeed

Administrative Assistant (Alpharetta)



3035 Fanfare Way, Alpharetta, GA 30009

Fulton Science Academy Private School is hiring an administrative assistant to help the school on several duties as follows:

- Morning News Crew Coordinator
- Yearbook Coordinator
- Media Center Supervision
- Social Media Posts
- School Weekly Newsletter Preparation

Qualifications:

- Education: Bachelor's (Preferred)
- Candidates with great writing skills and graphic design/photography skills are preferred.

Apply Online at: <https://indeedhi.re/3g6V3DR>

Source: Indeed

Front Desk Agent (Alpharetta)



2715 Old Milton Pkwy, Alpharetta, GA 30009

Responsibilities:

- Responds appropriately to guest complaints and implements appropriate service recovery guidelines in order to ensure total guest satisfaction.
- Demonstrates Brandheartedness by putting the brand at the center of all activities.
- Remains current on brand, wellness, nutrition and industry information required to deliver the EVEN Hotels programs and services.
- Seeks and uses guest feedback to build relationships with guests, and drives continuous improvement in guest satisfaction.
- Ensures that special needs and requests of guests, VIPs, and IHG Rewards Club Members are fulfilled.

[No qualifications specified in ad.]

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

Source: Indeed

Posted 6/13/2021

Executive Assistant/Office Manager

(Alpharetta)



Securities Compliance Management

6250 Shiloh Rd, Alpharetta, GA 30005

This vital role provides project management, office and administrative support to our CEO as well as our team.

- Project Management - Help oversee company wide projects and programs. Join calls to help determine and track action items. Report status of tasks/projects. Monitor hours used for projects. Provide project updates and on a consistent basis to CEO.
- Administrative Support - Coordinate all aspects of business and sales meetings for the CEO. Provide calendar coordination to keep the CEO well informed of upcoming commitments. Review and respond to correspondence and draft appropriate responses. Provide a bridge for smooth communication between the CEO's office and internal departments and remote employees and contractors.
- Office Management - Oversee and support all administrative duties in the office and ensure the office is operating smoothly, including phone management, mailing, basic equipment maintenance, managing and maintaining office supply inventory, and more.
- Help manage onboarding and off boarding of employees. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, benefits and employee leaves of absence. Explain company personnel policies, benefits, and procedures to team members.

Qualifications:

- Associate's Degree in business related courses or extensive Executive Assistant and/or Project Manager experience accepted.
- 3 years in Executive Assistant role with excellent computer skills (MS Office: Word, Excel, PowerPoint, Outlook).

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

Source: Indeed

Receptionist (Roswell)

ASBURY

AUTOMOTIVE GROUP

Nalley Lexus Roswell

980 Mansell Rd, Roswell, GA 30076

Qualifications:

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

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

Source: Employer Website

Executive Administrative Assistant (Peachtree Corners)



125 Technology Pkwy, Peachtree Corners, GA 30092

Responsibilities:

- Proactively manage dynamic calendars and independently schedule appointments
- Manage international and domestic travel arrangements and proactively coordinate the planning of trips with various internal and external functions.
- Process and maintain expenses.
- Resolve incoming inquiries with the appropriate level of attention and discretion; respond with courtesy and professionalism on behalf of the leaders.
- Independently and effectively plan, coordinate and execute onsite and offsite meetings and events; arrange for facilities, menu planning and catering; provide coherent and up to the minute details to attendees by issuing information or invitations; oversee accommodations and extraordinary requests, as needed, and ensure smooth execution; be prepared to respond to unforeseen changes.

Qualifications:

- High School Degree required; Bachelor's Degree preferred.
- Must have a minimum of 8-10 years of experience supporting C-level executives, preferably in a global environment.
- Highly proficient with Outlook, MS Office Tools, Zoom, Teams.

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

Source: Employer Website

Human Resources Generalist (Buckhead)



3500 Lenox Rd NE #1650, Atlanta, GA 30326

Responsibilities:

- Support management by providing HR direction, advice and counsel, and oversees all HR initiatives, systems, and tactics
- Serve as the point of contact for employee relations
- Processes payroll for corporate and on-site staff
- Implements HR strategies by establishing department standards, including talent acquisition and employee on-boarding
- Develop corporate plans for a variety of HR matters such as compensation, benefits, and health and safety
- Process the on-boarding and termination of all candidates and employees
- Review employee timecards and other job-related functions
- Deal with grievances and violations, invoking disciplinary action when required
- Communicate compensation, benefits, and other facets of employment with employees and candidates
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Lead company's compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA)

Qualifications:

- Bachelor's degree in Business Administration, Human Resources, or other related field required
- 1+ years of HR experience required

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

Source: Employer Website

Claims Coordinator I Part Time (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

Responsibilities:

- Collect and compile data received from various sources
- Analyze and consolidate data quickly to create accurate written reports
- Provide complete published report to the customer within specified deadlines
- Communicate with customer by telephone and/or email to resolve problems

Qualifications:

- 1 to 3 years experience in administrative assistant role or claims processing
- Basic functional user of MS Excel
- Typing speed of 45 words per minute or better

\$15 an hour

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

Source: Employer Website

PT Customer Service Desk Associate

(Alpharetta)

VON MAUR®

4000 North Point Cir, Alpharetta, GA 30022

Responsibilities:

- Answers a multi-line telephone and handles the telephone call, or directs callers to the appropriate person or area.
- Provides customer charge account services, including opening instant accounts, accepting payments, answering customer questions, and giving approvals as requested.
- Prepares and wraps gifts with attention to detail, accuracy, and in a timely manner.
- Completes customer tickets for gift wrap orders and verifies customer tickets at pick-up for order accuracy.
- Completes necessary cash work, including balancing the service desk drawer, balancing sales floor cash reports, and preparing the bank deposit.

[No qualifications specified in ad.]

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

Source: Employer Website

Lot Coordinator (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Maintain accounting of all vehicles on dealership property
- Compare serial numbers of incoming cars against invoice and barcodes vehicles
- Catalog and stores keys
- Assign stock control numbers to vehicles
- Run reports to identify location of vehicles
- Setup auction lineup on a weekly basis as needed
- Protect dealership and customer information
- Assist with clerical duties as requested and any other duties assigned

Qualifications:

- Must have a valid Driver's License

Apply Online at: <https://bit.ly/2U0i82z>

Source: Employer Website

Front Desk/Receptionist (Roswell)



Capable hands. Welcoming hearts.

550 Barrington Dr, Roswell, GA 30075

As a Concierge with Cedarhurst, you will be responsible for welcoming residents, guests and staff into the community, answering phones and directing calls, as well as assisting with a variety of clerical duties.

Qualifications:

- High School diploma or equivalent required and 1+ years of related experience, preferably in a senior living setting
- Basic knowledge in computer applications such as: Microsoft Office (Word, Excel, Outlook, etc)

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

Source: Employer Website

Human Resources Coordinator (Buckhead)



3438 Peachtree Rd NE #1800, Atlanta, GA 30326

Responsibilities:

- 30%: Recruitment & Candidate Experience
- 30%: New Hire & Contingent Workforce Onboarding
- 30%: Administrative Support and HR Reporting
- 10%: Special HR Projects

Qualifications:

- Bachelor's Degree required
- 2-4 years of previous HR or related experience required
- Must have exceptional skills in MSOffice (Word, Excel, PowerPoint)
- Experience with HR information systems is a plus

Apply Online at: <https://bit.ly/3wjL83m>

Source: Employer Website

Customer Service Associate (Buckhead)



CoStar Group – Apartments.com

CoStar Group, Inc. (NASDAQ: CSGP) is the number one provider of mission-critical information, analytics and online marketplaces for the commercial real estate industry. The role of Customer Service Associate is responsible for providing best-in-class customer experience to Apartments Network clients, customers and consumers.

- Receive inbound customer service calls and cases ensuring the timely resolution of issues resulting in minimal brand impact and maximum customer satisfaction
- Be the person who delivers first time resolution with quality and professionalism
- Improve listing coverage through proactive customer service, including effective questioning, listening, probing, building rapport and objection handling
- Maintain an accurate directory of customer contact details and company information for assigned customers and communities as well as proactively seek out opportunities to obtain electronic data feeds and websites
- Proactively seek out opportunities to obtain electronic data feeds
- Support sales colleagues to ensure the highest standard of customer service
- Build and update listing ads as required ensuring correct lead destinations and property, user and contact information is correctly represented in the Customer Portal
- Solicit feedback and ideas from customers as to how we can improve Apartment Network products and features or data they would find valuable
- Monitor user entered ratings and reviews to ensure the website Ratings & Reviews Terms of Use are upheld
- Review user entered content to ensure the legitimacy of the listing by conducting outbound calls

Qualifications:

- Associates degree required
- Experience of customer service, building rapport over the telephone and overcoming objections
- Must be open to working on the weekends

Apply Online at: <https://bit.ly/2Rka4SG>

Source: Employer Website

Recruiting Coordinator (Sandy Springs)



Responsibilities:

- Offer administrative support to our Field and Corporate Recruiters as they work to attract top talent for Americold's corporate office and 140+ warehouse locations across North America.
- Serve as a single-point of contact for candidates during their post-offer process, with a focus on providing exceptional customer service to ensure a high quality candidate experience.
- Book candidate travel for in-person interviews and facilitate the candidate reimbursement process for expenses incurred while interviewing.
- Offer scheduling assistance for interviews conducted with hiring managers.
- Initiate all pre-screening requirements for candidates, including background checks and drug screens.
- Provide support to candidates during the post-offer process, including both technical support and reminders of upcoming deadlines.
- Work with candidates and hiring managers to finalize start dates with the organization and initiate pre-hire steps in our applicant tracking system.
- Assist with job advertising and marketing efforts to post our jobs in various markets and attract top talent for our open positions.
- Offer administrative support on upcoming hiring events and job fairs.

Qualifications:

- Requires a bachelor's degree in a related area (Human Resources, Communications or Business) or relevant work experience.
- Minimum 1+ year of experience in the Talent Acquisition and Recruiting space is preferred.
- Prior experience working in an Applicant Tracking System is preferred; prior experience with iCIMS is a plus.

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

Source: Employer Website

Human Resources Coordinator

(Buckhead)



3550 Lenox Rd NE Ste 1525, Atlanta, GA 30326

The Human Resource Coordinator will perform HR Generalist responsibilities and administrative support required to administer and execute human resource programs including but not limited to payroll, benefits administration and other HR related activities.

- Assists with payroll functions including processing, answering employee questions, and correcting processing errors.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Collects and maintains data and information required for benefits administration and carrier quotes.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions relative to standard policies, benefits, hiring processes, etc.
- Maintains the integrity and confidentiality of human resource department.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings and communications, and other celebrations.
- Assists with recruiting activities on an as-needed basis.
- Conducts or assists with new hire onboarding.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or related field required.
- At least one year of human resource experience required, two to four preferred.
- Ability to travel, with occasional overnight travel

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

Source: Employer Website

HR Generalist (Sandy Springs)



1500 Riveredge Pkwy Suite 100, Atlanta, GA 30328

Responsibilities:

- Partner with hiring managers and talent acquisition partners to recruit top talent
- Work with managers and employees to create development plans
- Identify high potential internal candidates through the talent review process
- Support company diversity and inclusion objectives, activities and initiatives
- Partner with managers to identify opportunities and develop plans to increase and support employee engagement
- Provide HR policy and process guidance and support to employees
- Manage global recognition programs
- Prepare monthly reports, including headcount
- Prepare reports on key HR metrics and budgets

Qualifications:

- Bachelor's Degree in Business, Human Resources or related field preferred
- PHR certification preferred
- Minimum 4 years of Human Resources experience; previous experience in a manufacturing environment a plus
- Previous experience in HRIS ERP systems (SAP, Oracle, etc)
- Previous experience with Applicant Tracking Systems, ATS, (SuccessFactors, SilkRoad, etc.) preferred
- Ability to travel on occasion within North America

Apply Online at: <https://bit.ly/2Sxjb9N>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 6/13/21

Lobby Attendant (Perimeter)

Le Méridien Atlanta / 111 Perimeter Center West, Atlanta, Georgia 30346

<https://bit.ly/3vmp07g>

Gameroom Attendant (Alpharetta)

Chuck E. Cheese / 925 North Point Dr, Alpharetta, GA 30022

<https://bit.ly/3widi7q8>

Cashier PT (Buckhead)

\$11 - \$13 an hour

Chicken Salad Chick / 4365 Roswell Rd NE Suite 4367, Atlanta, GA 30342

<https://bit.ly/3gpc4YK>

Server Assistant (Buckhead)

Iron Hill Brewery / 3535 Peachtree Rd NE, Atlanta, GA 30326

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

Dishwasher / Cleaner (Perimeter)

\$11 - \$13 an hour

Corner Bakery Café / 4585 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

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

Housekeeper/Room Care (Alpharetta)

Hilton Garden Inn Atlanta Northpoint / 10975 Georgia Ln, Alpharetta, GA 30022

<https://bit.ly/3g48fcy>

Customer Service Associate / Cashier (Sandy Springs)

From \$12 an hour

Chipotle / 5920 Roswell Rd Ste B101, Sandy Springs, GA 30328

<https://indeedhi.re/3gnw51U>

Laundry Attendant (Buckhead)

Hyatt Place Atlanta/Buckhead / 3242 Peachtree Rd NE, Atlanta, GA 30305

<https://bit.ly/3v8bfcM>

Food Service, Housekeeping, & Other Now Hiring – Week of 6/13/21

Kitchen Helpers (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

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

Cashier/Customer Service PT (Roswell)

\$10 - \$15 an hour

Sarah Donuts / 663 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3woxc8c>

Cashier (Alpharetta)

Peace Love and Pizza / 4055 Old Milton Pkwy #14, Alpharetta, GA 30005

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

Dishwasher/Utility (Alpharetta)

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

<https://bit.ly/3zmFsI3>

Car Wash (Roswell)

Nalley Collision Center / 1000 Sun Valley Dr, Roswell, GA 30076

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

Utility Worker - Food Service (Roswell)

\$12.50+

North Fulton Hospital / 3000 Hospital Blvd, Roswell, GA 30076

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

Kitchen Staff PT (Sandy Springs)

Grub Kitchen + Bar / 1110 Hammond Drive/Sandy Springs, GA 30328

<https://bit.ly/3vliLR4>