
Administrative Assistant (Sandy Springs)



8200 Roberts Drive, Sandy Springs, GA 30350

Responsibilities:

- Schedules appointments and arranges meetings, conferences and appointments for the assigned management group.
- Assists in some administrative details, usually of a confidential nature.
- Anticipates and prepares materials needed for conferences, correspondences, appointments, meetings, and telephone calls.
- Prepares and coordinates events for company events, including internal company-wide meetings as well as events, which are client/patient facing.
- Manages a variety of matters involving contact with various internal and external parties.
- Records minutes and notes and commitments made by supervisor or staff during meetings and arranges for implementation and/or staff follow-up.
- Prepares special or one-time reports, including simple data analysis, summaries or replies to inquiries, selecting relevant information from a variety of sources.
- Monitors current status of assigned tasks and department work to resolve issues within scope of authority and/or notify appropriate party for resolution, and informs supervisor of operational problems.
- Composes letters and memoranda from verbal direction, dictation or from knowledge of company policies and procedures; as well as composes, types and disseminates routine correspondence.
- Answers telephone.

Qualifications:

- High school diploma or equivalent
- College degree strongly preferred
- 3-5 years directly related job experience.

\$50,000 - \$63,000 a year

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

Source: Employer Website

Posted 6/20/2021

Office Coordinator (Brookhaven)

INFINITY

— FINANCIAL PARTNERS LLC —

2002 Summit Blvd NE #950, Atlanta, GA 30319

The Infinity family of companies include a financial planning firm, a tax firm, and a divorce financial planning firm. We have been in business in the Atlanta area for 15 years.

- Provide day to day general office duties and support to the staff in overseeing operations of our businesses
- Provide excellent customer service in all aspects of communication
- Sets up and maintains physical and electronic files, client - facing documents, and related data
- Create workflow systems to ensure all projects are moving forward
- Organize and facilitate meetings and collaborations among staff to keep business moving forward
- Coordinate incoming and outgoing mail, including deliveries

Qualifications:

- Minimum two years administrative experience
- Bachelor's degree preferred
- Computer skills required: Microsoft Office Suite including Word and Excel
- Computer skills preferred: QuickBooks, PowerPoint, Adobe Acrobat

\$40,000 - \$45,000 a year

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

Source: Indeed

Executive Assistant (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

The job will report directly to the General Manager, Global Scientific but work collaboratively with other leaders and other administrative assistants.

- Update, organize, and coordinate meetings
- Manage and book travel for the General Manager
- Work with Scientific / PPE leadership team on key customer meetings and events
- Arrange and schedule meetings including reserving and setting up conference rooms – including videoconferencing. Some meetings are at KC office and some are remote.
- Manage procurement process for Scientific team
- Help with hiring requisitions for new team members
- Provide systems support (e.g. running reports, data entry) in standard K-C systems (e.g. DANA, SAP, Workday)
- Assist with events including finding a location, ordering food, meeting with location on details, attending the events to provide support, prepare materials, and other needs for a successful event
- Assist with travel arrangements including booking of flights, hotels and car reservations, and other documents
- Support on-boarding activities of new hires and/or team members
- Complete and submit expense reports for yourself and General Manager, Global Scientific

Qualifications:

- High School Diploma or GED. College diploma preferred.
- 4-6 years of administrative work experience
- Must be able to use Outlook at an expert level
- Advanced computer skills using Windows, Word, Excel, and PowerPoint

Apply Online at: <https://bit.ly/2S0HjBk>

Source: Employer Website

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

The Receptionist provides reception and conference center coverage as well as other administrative duties assigned. Candidates must be able to answer phones and transfer calls on a multi-line phone system promptly in a professional, courteous and helpful manner. Screen phone calls and take messages as required or direct callers to their destination. Communicate effectively and professionally with clients and with others in the Firm. Meet and greet visitors, assist visiting attorneys with conference room and office reservations, set up conference rooms with necessary supplies, maintain client files and electronic database.

Qualifications:

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required.
- Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

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

Source: Employer Website

Admin Associate (Roswell)



1007 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Communicate with vendors & packaging services
- Answer phone calls, answer basic questions, and handle walk-in customers
- Organize and packaging web/QVC orders

Qualifications:

- Experience:
 - E-mails & Phone Skills: 1 year (Preferred)
 - Excel & Vendor portals: 1 year (Preferred)
- High school or equivalent (Preferred)

From \$15 an hour

Apply Online at: <https://indeedhi.re/3q5N0KO>

Source: Indeed

Posted 6/20/2021

Administrative Support Assistant (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Performs customer service functions; greets and directs visitors, answers and directs calls, provides information/assistance regarding department/division services, activities, distributes forms/documentation as requested; responds to routine questions or complaints and relays messages; researches problems/complaints and initiates problem resolution.
- Performs general clerical duties to include, but not limited to, photocopying, receptionist, data entry, mail distribution, and filing.
- Types, prepares, or completes various forms, reports, correspondence, lists, or other documents within designated timeframes and per established procedures.
- Coordinates meetings, classes, and other events as required, including identifying needed resources and arranging for required support.
- Copies and distributes forms, reports, correspondence, and other documentation.
- Review files, records, and other documents to obtain information to respond to requests.
- Maintains accurate and timely documentation within applicable logs, forms, records, etc.
- Collects records and tracks data on daily and weekly reports.

Qualifications:

- High school diploma or equivalent. Bachelor's degree in business or related field preferred
- Two years' experience in administrative role

Apply Online at: <https://bit.ly/3xwi6hg>

Source: Employer Website

Customer Service Representative

(Dunwoody)



5591 Chamblee Dunwoody Rd, Dunwoody, GA 30338

With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid.

Qualifications:

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

\$15 an hour

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

Source: Employer Website

Human Resources Administrative Assistant (Perimeter)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The HR Products Administrative Assistant is responsible for answering inbound phone calls using a multi-line system and providing clients with necessary support, as well as answering emails through a shared folder. The Employee Help Desk Representative is also responsible for performing general clerical duties including but not limited to copying, faxing, scanning, mailing, shipping, and filing.

- Ensures the daily support of clients and their employees by answering employee questions regarding Employee Self Service and Bswift enrollments.
- Researches various Employee Self Service issues for clients' employees and internal teammates.
- Professionally services clients and collaborates with other representatives.
- Proactively identifies issues and solutions for clients to quickly address their needs.
- Excels in customer service to ensure all clients are highly satisfied.
- Answers incoming calls on the multiple Employee Help Desk line telephone.
- Sends employee termination packets to clients' terminated employees when requested. Sends by certified mail when required.

Qualifications:

- Bachelor's Degree preferred
- Up to 2 years of administrative and/or customer service experience

\$13 - \$15 an hour

Apply Online at: <https://bit.ly/3pYgXg1>

Source: Employer Website

Office Coordinator - Entry-Level (Alpharetta)



5815 Windward Pkwy #208, Alpharetta, GA 30005

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 and ability learn new computer programs.

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

Source: Employer Website

Office Assistant PT (Buckhead)

Pearl Meyer

3500 Lenox Rd NE # 1708, Atlanta, GA 30326

Pearl Meyer is the leading advisor to Boards and senior management on the alignment of executive compensation with business and leadership strategy

- Performs clerical duties including typing, filing, printing, shredding and binding
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment
- Serves as the receptionist for the office, greeting visitors and applicants
- Answers phones, directs calls to appropriate individuals, and prepares messages
- Sorts incoming mail and processes outgoing mail
- Monitors office supplies, food and beverage levels and places replenishment orders
- Interfaces with landlord on building and office suite matters
- Interfaces with internal Pearl Meyer IT department as needed
- Coordinates payments of vendor invoices
- Periodic cleaning/tidying up of common areas

Qualifications:

- Prior administrative experience preferred
- High School diploma or equivalent required
- Proficiency in Microsoft Office Suite

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

Source: Employer Website

Customer Care Representative (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

Responsibilities:

- Request, collect, and/or map client applications
- Connect with the healthcare provider regarding discrepancies and missing information
- Assist and develop contact sheets for previous work history and insurance coverage
- Communicate with clients in order to determine preferences and maintain database checklists
- Communicate with provider or group regarding onboarding status
- Review and understand trends to maintain the department's success
- Develop and implement Customer Care strategies, working with all specialty teams in the company

Qualifications:

- Bachelor's Degree in business administration/management preferred

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

Source: Employer Website

Area Sales Coordinator (Alpharetta)



5595 Windward Pkwy, Alpharetta, GA 30004

Responsibilities:

- Maintains Sales files in an organized fashion and as per specified standards.
- Maintains Accounts Coverage Program as applicable.
- Demonstrates awareness of established goals for each department and the role played in Sales process to achieve and/or exceed these goals.
- Answers phones; qualifies incoming inquiry calls and ensures all inquiries are dealt with accurately timely and in a professional manner.
- Types sales contracts BEO's correspondence reports forms directs mail pieces etc. as needed by sales team.
- Maintains lead log and lead statistics to be used for strategic outbound sales.
- Maintains Sales system (i.e. Delphi SalesPro etc.) docs and ensures consistent accurate and working properly.
- Assists managers on creative projects including proposals direct mail pieces invitations special events etc.
- Maintains flow of sales contracts
- Quotes prices for meeting inquiries and works with respective Sales leadership at the property to handle small groups of less than 10 rooms and small meetings
- Works with Sales leadership to detail upcoming functions as needed obtain guarantees confirm arrangements etc.

Qualifications:

- High School diploma or equivalent is required with College course work in related field preferred. Experience in a hotel or a related field is also preferred.
- Ability to type 55 wpm
- Proficient with Microsoft operating Systems OnQ and Sales Pro Enterprise

Apply Online at: <https://bit.ly/3iNN3cO>

Source: Employer Website

HR Coordinator (Roswell)



Responsibilities:

- Collaborate with department managers to help onboard and offboard employees to create a positive employee experience. Processes new-hire paperwork, including verifying I-9 documents and ensuring documents are properly completed.
- Serve as a point of contact for employees, management, and external individuals regarding a variety of HR inquiries through various communication channels.
- Manage sensitive and confidential information to include maintaining records and files, including employee personnel files, medical files, and I-9 documents.
- Analyze data from various daily activities and projects to identify patterns and trends that can help create and improve processes or identify areas of concern.
- Enter and maintain data of new hires and employees in the HRIS, as needed.

Qualifications:

- Minimum of a High school diploma required.
- 2 years' experience in an administrative capacity; preferably supporting a high-volume company.
- Proficient with Microsoft Office applications (Excel, Word, PowerPoint) including Excel formulas.

Preferred:

- Bachelor's degree in Human Resources, Business or related field preferred.
- HRIS experience a plus, specifically Paylocity.
- Exposure to employee relations and understanding of the investigation process is a plus.

Apply Online at: <https://bit.ly/35siFN8>

Source: Employer Website

HR Generalist (Alpharetta)



3650 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Schedules and organizes interviews for recruiter, interview panel and hiring managers
- Schedules background and drug testing for new hires
- Administers communication with candidates to complete Caliper assessment
- Supports planning, coordination, and execution of onboarding for new hires, to include communication and scheduling sessions
- Helps maintain completion of required onboarding and training
- Inputs new hires, terminations, transfers, manager changes, etc. in ADP, 15Five and any other related system
- Works with FP&A and Accounting team to maintain employee data in ADP

Qualifications:

- Bachelor's Degree required.

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

Source: Employer Website

Driver (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

Responsibilities:

- Operates a motor vehicle to perform such duties as transporting clients, children and/or staff, delivering mail and messages, picking up and/or delivering a variety of supplies, products, or material, and miscellaneous errands, ensure that consumers and children are transported to day treatment and day care facilities.
- Operates a motor vehicle designed to transport 15 or more persons
- Transports clients to various internal/external functions and activities per agency initiative.
- Loads, unloads and performs necessary handling operations in connection with materials being transported. Verifies description and qualities of all items picked up or delivered
- Maintains all motor vehicles and related equipment by identifying, scheduling, and/or making needed repairs. Performs necessary clerical tasks incidental to the operation of a motor vehicle and related equipment

Qualifications:

- Good 3- year Motor Vehicle Report (MVR)
- 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

Apply Online at: <https://bit.ly/3zuD2qP>

Source: Employer Website

Receptionist (Sandy Springs)



Sandy Springs Health and Rehabilitation Center

1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

Qualifications:

Minimum high school diploma or equivalent.

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

Source: Employer Website

Front Desk Receptionist (Roswell)



1357 Hembree Rd Suite 220, Roswell, GA 30076

Responsibilities:

- Communicating directly with patients and their needs
- Greeting Patients: checking in, collecting copay, verifying insurance, preparing charts
- Checking out Patients: scheduling, referring, verifying prescription based on individual needs
- Assisting Patients to vehicle when necessary
- Effectively process messages between patients and administration or other medical offices

Qualifications:

- Experience using eClinicalWorks or other EHR system preferred
- 1 year clinical experience preferred
- Bachelor's Degree preferred, or equivalent combination of education, training and experience
- Must be willing to travel to other locations

Apply Online at: <https://bit.ly/2Sw0hAf>

Source: Employer Website

Management Trainee (Roswell)



11572 ALPHARETTA HWY, ROSWELL, GA 30076

As a Management Trainee, you'll start learning our business from day one while based out of one of our neighborhood branches. You will be entrusted to serve as both the face of Enterprise to customers and partners and the behind-the-scenes operational expert. In our structured program, you will master the knowledge and skills you need to eventually run your own branch, cultivate new business and develop your team.

In our hands-on learning environment, you will receive the guidance, mentoring, and support you need to be successful. You will also get out into the community and establish the relationships essential to building your own business.

We'll teach you how to excel at customer service, sales and marketing, finance, and operations.

Qualifications:

- Must have a Bachelors degree.
- Must have a valid driver's license in with no more than two moving violations and/or at fault accidents on driving record in the past three years.
- Must have at least 6 months of work experience in sales, customer service and/or leadership/management experience. Could include leadership experience in organizations/clubs, volunteer work/community service, athletics or military service.

\$45,078 a year

Apply Online at: <https://bit.ly/3vFGE6l>

Source: Employer Website

Front Desk Reception (Buckhead)



3324 Peachtree Rd NE suite d, Atlanta, GA 30326

Qualifications:

High school or equivalent (Preferred)

Customer Service: 1 year (Preferred)

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/3xI9AS6>

Source: Indeed

Service File Clerk Part Time (Roswell)



Audi North Atlanta

Nalley Audi

11505 Alpharetta Hwy, Roswell, GA 30076

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

Qualifications:

- High School Diploma or GED

Apply Online at: <https://bit.ly/2TEiKe7>

Source: Employer Website

Administrative Assistant (Sandy Springs)



MOORE STEPHENS TILLER LLC
CERTIFIED PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

780 Johnson Ferry Rd NE STE 325, Atlanta, GA 30342

Responsibilities:

- Providing administrative support to partners and staff - including, but not limited to: preparing engagement letters, tax processing, e-filing returns and sending returns to clients
- Typing correspondence, memos, e-mails, etc.
- Intake of client information - organizing information and entering in applicable software
- Copying, assembling and binding proposals, financial statements, tax returns, and various other reports
- Scanning & archiving - hard copy and electronic file maintenance
- Processing client mail merges and mailings
- Invoicing & billing

Qualifications:

- Proficient in MS Office suite, Email, Internet, and a fast learner for other applications
- Must be able to work overtime seasonally (January - April) including evenings and Saturdays.

Apply Online at: <https://bit.ly/3q5dFr2>

Source: Employer Website

Human Resources Assistant

(Sandy Springs)



5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Maintains electronic files for the firms HRIS system.
- Manage employee Call-In Line.
- Completes Verification of Employment inquiries.
- Creates monthly calendar of firm events
- Coordinates, maintains timelines & communication in regards to the recruiting process which includes placement of ads for all open positions, screening resumes, conducting interview (ZOOM and in-person); and referring qualified candidates to Manager for interview.
- Coordinates the pre-interview process by scheduling interviews, and TalentQuest or other assessments. Completes all candidate reference inquiries.
- Calculates PTO accruals for year and maintains PTO spreadsheet. Creates weekly PTO reports.
- Serves as first point of contact for employees for time and attendance and payroll, and supports employees with navigation of HRIS system.

Qualifications:

- A minimum of two to three years in human resources
- Associate (Preferred)

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

Source: Indeed

Office Coordinator (Roswell)



1875 Old Alabama Road, Roswell, GA, 30076

As an ABLE Kids Team Member, you will be responsible for administrative duties including answering phones, checking in patients, accepting copays, scheduling, and working with Fusion Web Clinic Electronic Medical Records. This position is also responsible for coordinating all office day to day operations/repairs.

Qualifications:

- High School Diploma. Associates degree or higher preferred.
- Medical authorization experience a plus.
- Knowledge of EMR systems a plus.
- Must love to work with children.
- Medical office experience: 1 year (Preferred)
- Microsoft Office: 1 year (Required)

\$15 - \$18 an hour

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

Source: Indeed

Posted 6/20/2021

Food Service, Housekeeping, & Other Now Hiring – Week of 6/20/21

Dishwasher PT (Alpharetta)

P.F. Chang's / 7925 N Point Pkwy., Alpharetta, Georgia, 30022

<https://bit.ly/3pYhfU9>

Aircraft Cleaning (Chamblee)

\$18 an hour; Must have reliable transportation to and from work 24/7

Immaculate Flight / Dekalb-Peachtree Airport

<https://bit.ly/3iZysv1>

Breakfast Attendant (Perimeter)

Hampton Inn Atlanta Perimeter / 769 Hammond Dr, Atlanta, GA 30328

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

Housekeeper (Dunwoody)

Peachford Hospital / 2151 Peachford Rd, Atlanta, GA 30338

<https://bit.ly/3q00esA>

Dishwasher / Cleaner (Dunwoody)

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

<https://bit.ly/3vAy6NQ>

Cleaning Crew (Roswell)

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

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

Receiving Associate (Alpharetta)

Burlington Stores / 7731 North Point Parkway, Alpharetta 30022

<https://bit.ly/3pYP9bj>

Housekeeping Aide (Alpharetta)

Legacy Ridge At Alpharetta / 4125 North Point Pkwy, Alpharetta, GA 30022

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

Food Service, Housekeeping, & Other Now Hiring – Week of 6/20/21

Dishwasher (Perimeter)

\$13 - \$14 an hour

Olive Garden / 4749 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3gCt6D5>

Server Assistant (Sandy Springs)

IHOP / 6120 Roswell Rd Atlanta, GA - 30328

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

Front Counter Attendant (Sandy Springs)

\$15 an hour

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

<https://indeedhi.re/3cP2Jsm>

Stock Associate PT (Perimeter)

\$11 an hour

Forever 21 / Perimeter Mall

<https://indeedhi.re/3gBKg3q>

Part Time Sales Associate (Chamblee)

\$12.00 - \$13.50 an hour

St Vincent de Paul Georgia / 5463 Peachtree Rd # A, Atlanta, GA 30341

<https://indeedhi.re/3gCzE5R>

Dishwasher PT (Sandy Springs)

Up to \$15.00 per hour

Flower Child / 6400 Blue Stone Rd #170, Sandy Springs, GA 30328

<https://indeedhi.re/3gyEW25>

Housekeeper PT (Sandy Springs)

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

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