
Legal Receptionist (Perimeter)



200 Ashford Center N Suite 350, Dunwoody, GA 30338

You will be responsible for answering phones, filing, updating client information in electronic files and case management system, scheduling new client appointments, and other related tasks. You will be a point of contact for potential and existing clients and must be able to maintain client relationships.

- Greet and screen visitors – assist as necessary
- Receive and screen telephone calls – responding to inquiries on a variety of matters from the status of a pending case to upcoming court dates
- Add/update contacts into Daylite
- Update Daylite with proper client and case information
- Assist attorneys throughout consultations (i.e. make copies, draft Employment Agreement)
- Assemble new client packets to distribute
- Ensure integrity and organization of physical files
- Keep work space and conference rooms clean and clutter free
- Maintain organization and integrity of electronic data
- Make and communicate appointment changes as necessary
- Track inventory for all office items and place orders when necessary
- Put appointments and court dates into calendar
- Take payments from clients and maintain running balance sheet

Qualifications:

- High school degree (minimum)
- One-three years front office experience
- Law firm experience, particularly in criminal defense, is ideal but not required.

\$12 - \$16 an hour

Apply Online at: <https://indeedhi.re/3yaTtH8>

Source: Indeed

Posted 7/4/2021

Receptionist / Office Assistant

(Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Greet customers with a smile and maintain a tidy work area
- Ensure a smooth and seamless employee and guest experience by communicating warmly, clearly and effectively to meet the request at hand
- Answer phone calls promptly and professionally, including external and internal calls
- Transfer calls as required, familiar with the roster of approximately 190 employees and their positions
- Coordinate conference room scheduling and set-up as well as vendor lunch and learns
- Perform general office duties, as required, including sorting and delivering mail, perform outgoing shipping, and errands
- Assist with onboarding and training of new employees, processing paperwork and getting compute, phone and desk setup.
- Assist internal clients/ teams with logistics, needs, events and outings

Qualifications:

- High School diploma or general education degree (GED)
- College degree and/or related experience and training preferred
- Previous receptionist or administrative support experience preferred but not required
- Strong proficiency in MS Office Suite
- Motor valid driver's license and insurance

\$16-20 per hour

Apply Online at: <https://bit.ly/361NPem>

Source: Employer Website

Posted 7/4/2021

Receptionist (Buckhead)



5750 Long Island Dr, Atlanta, GA 30327

Responsibilities include greeting parents, visitors, and late students upon arrival, directing each appropriately while maintaining security procedures; answering and directing phone calls; supporting 5 administrators; processing incoming and outgoing mail and deliveries; placing office supply and other orders; maintaining student records; keeping areas clean and orderly; and other general office duties.

Qualifications:

- Proficient in Microsoft Office, comfortable with technology, and experienced in an office setting

Mon. - Fri. 7:30 a.m. - 3:30 p.m.

\$16 - \$20 an hour

Apply Online at: <https://indeedhi.re/2Ty27Rn>

Source: Indeed

Posted 7/4/2021

Salon Receptionist / Front Desk (Sandy Springs)



8540 Roswell Rd #700, Sandy Springs, GA 30350

Qualifications:

High School Diploma/ GED

New and Experience Front Desk are welcome

\$11 - \$15 an hour

Apply Online at: <https://indeedhi.re/3jtYg2h>

Source: Indeed

Front Desk Receptionist (Alpharetta)



12870 Arnold Mill Rd, Alpharetta, GA 30004

Customer-facing position answering phones, managing client bookings and intake process for boutique kennel, grooming, and inboard training. Handling dogs if needed.

Qualifications:

- Filing, basic computer data entry skills are required
- Experience: customer service: 2 years (Required)

\$13 - \$16 an hour

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

Source: Indeed

Posted 7/4/2021

Part-Time Personal Flight Concierge (Chamblee)



Jet Linx Aviation

1 Corsair Dr #100, Atlanta, GA 30341

The Personal Flight Concierge is a point of contact to aircraft owners, business partners and Jet Card clientele. The position is responsible for the care and comfort of clients, providing a unique, attentive and luxurious client experience tailored to individual preference. This includes showing detailed attention and anticipatory gestures in all correspondence and arrangements to each request, trip and experience that Jet Linx has in its service offerings. The Personal Flight Concierge will engage in face-to-face, telephonic and written exchanges throughout the course of their responsibilities.

- Provide quotes for travel and other services, schedule trips for clients and Owners. Arrange and confirm trip itineraries for approval as well as arrange all trip logistics such as catering, ground transportation, etc. for clients & owners.
- Field and resolve client and owner complaints.
- Conduct a pre and post-flight calls to ensure complete satisfaction of clients and owners.
- Operate client and owner vehicles cautiously around property including around aircraft/ground equipment as needed.

Qualifications:

- High school diploma or equivalent required;
- 1 year of professional customer service experience in an environment with elevated service standards preferred;
- Proficiency with Microsoft Office Suite Applications (Outlook, Excel, Word) required;
- Aviation industry experience or interest preferred;

Apply Online at: <https://bit.ly/3qBs52w>

Source: Employer Website

Human Resources Generalist

(Alpharetta)

Kimley»»Horn

11720 Amber Park Dr #600, Alpharetta, GA 30009

This role provides support to multiple offices in the Atlanta metro area, in collaboration with other HR partners. Additionally, this role will work with the firmwide/nationwide HR team.

- Propose solutions and engage partners in the areas of retention efforts, general ER concerns, performance management, terminations, teambuilding, complaint/conflict resolution, and career development
- Conduct new hire orientations and lead the integration planning for mid-level new hires
- Serve as a benefits point-of-contact by responding to questions and educating employees on company benefit programs
- Manage leaves of absence, including FMLA and workers' compensation
- Develop and facilitate multiple training programs
- Manage special projects that have region-wide and/or company-wide impact
- Recruit for administrative, and business support positions, and assist recruiters with interview logistics

Qualifications:

- Bachelor's (or Master's degree) in Human Resources or related field
- 4 or more years of related experience including employee relations experience
- Valid driver's license and ability to travel within the metro Atlanta area to support the needs of the region, overnight travel required occasionally
- PHR/SPHR or SHRM-CP/SCP strongly preferred

Apply Online at: <https://bit.ly/367FyWg>

Source: Employer Website

Office Assistant (Sandy Springs)



2000 Riveredge Pkwy #925, Atlanta, GA 30328

The Office Assistant assists Admin | DON | BM and Office Manager with routine clerical | office and computer related tasks to include but limited to filing, shredding and data entry, including processing workflow tasks as assigned.

Qualifications:

- Must possess general clerical skills

Apply Online at: <https://bit.ly/3y0USAa>

Source: Employer Website

Claims Assistant (Sandy Springs)



AssuranceAmerica

5500 Interstate N Pkwy Suite 600, Atlanta, GA 30328

Responsible for providing support and expertise as needed while assisting the Claims Management in overseeing all operations and functions; for assisting Claims Adjusters in sending mail ordering supplies and other duties as assigned.

- General filing of claims mail
- Sending Certified Mail for the Claims Department
- Maintain and organize Claims Area printers
- Assist Litigation Manager in preparing reproductions of documents

Qualifications:

- High School Diploma or general education degree (GED) required.
- 2-3 years' experience working mailroom equipment required; experience supervising others beneficial

Apply Online at: <https://indeedhi.re/2TfgLx2>

Source: Indeed

Front Office Coordinator / Receptionist (Roswell)



1250 Upper Hembree Rd Suite B, Roswell, GA 30076

Responsibilities:

- Interacts professionally with patients and provides a welcoming environment
- Restock waiting room and bathrooms
- Maintains office cleanliness at all times
- Turns off call-forwarding
- Checks voicemails throughout the day
- Scanning/faxing/filing
- Insurance and account balance verification
- Payment processing of co-pays, balances, payment plans, cash-pay services, supplements, memberships
- Politely handles a high volume of calls and assigns messages to providers accordingly
- Scheduling patient appointments and following-up on no-shows
- Monitors kyruus/patient pop/portal messages and response appropriately
- Checking patients in/out
- Coordinate medical record requests and prior authorizations for Nexclin Medicine patients

Qualifications:

- High school or equivalent (Preferred)
- Medical receptionist: 2 years (Preferred)
- Must have a basic understanding of medical terminology

Apply Online at: <https://indeedhi.re/3x77CFe>

Source: Indeed

Receptionist (Alpharetta)



3700 Brookside Pkwy, Alpharetta, GA 30022

Responsibilities:

- Respectfully meet and greet all visitors to the community and direct them to the appropriate person/area
- Handle incoming telephone calls in a professional and courteous manner and direct them accordingly
- Clerical duties such as filing, typing, mail sorting
- Support the Business Office Manager with various projects such as pulling resumes and setting up interviews, data entry, and auditing charts

Qualifications:

- A high school diploma or GED is preferred

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

Source: Employer Website

General Office Assistant (Chamblee)



5647 Peachtree Blvd, Chamblee, GA 30341

Responsibilities:

- Answer the phone in a professional and courteous manner
- Scan paperwork
- File paperwork
- Order supplies

Qualifications:

- General office, clerical, telephone experience is preferred
- Switchboard and filing, scanning experience is helpful

Monday - Friday, 7:30 am to 1:00 pm, and Saturdays from 8 am to 7 pm

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

Source: Employer Website

Executive Assistant (Perimeter)



6205-B Peachtree Dunwoody Rd, Atlanta, GA

We currently have an exciting opportunity for an Executive Assistant I to provide support to our two Group Vice Presidents.

- Manages complex, changing calendars: schedule and prioritize meetings, appointments, rooms, equipment, catering and other resources.
- Arranges travel (air, hotel, transportation) and coordinates agenda with Regional staff
- Prepares presentations and other documents using MS Office with an emphasis on PowerPoint.
- Screens all telephone calls, takes messages, responds to questions, and directs callers to appropriate parties.
- Maintains confidential information and secure access to sensitive personnel and company information.
- Maintains, updates or creates databases and/or database information.
- Codes, compiles and files correspondences, records, documents and reports according to an established system.
- Takes and prepares notes of meetings, conferences, and similar proceedings; attends conferences to provide administrative support.

Qualifications:

- 5+ years of experience in a related area of responsibility
- Advanced knowledge of MS Office software (Word, PowerPoint, Excel, and Outlook) and Oracle required

Preferred:

- BS/BA degree in related discipline strongly desired (i.e. Business, etc.)
- 3-5 years experience supporting multiple VP-level executives and their teams
- Experience in the advertising sales industry would be beneficial

Apply Online at: <https://bit.ly/36aMBOi>

Source: Employer Website

Office Assistant (Buckhead)



Baker, Donelson, Bearman, Caldwell, and Berkowitz, PC

3414 Peachtree Rd NE Suite 1500, Atlanta, GA 30326

Responsibilities include answering phones; greeting clients and other visitors; maintaining neatness of the lobby/reception area and conference center; scheduling conference rooms, including verification of technology and catering needs; daily client check deposit and issuing of needed operating account checks; assistance with maintaining client files, including indexing litigation files for hard copy files as well as online; create hyperlinks for case documents; type memoranda, correspondence and other documents as back-up to legal secretaries as needed; save documents into document management system; assist with other clerical duties as assigned; assist with special projects.

Qualifications:

- Office administrative experience (law firm experience preferred but not required)
- Must be proficient in Microsoft office, most specifically Word and Excel

Apply Online at: <https://bit.ly/3dBRRi0>

Source: Employer Website

Concierge/Receptionist (Buckhead)



Lenbrook

3747 Peachtree Rd NE, Atlanta, GA 30319

Qualifications:

High school diploma or equivalent

Basic computer skills – must be proficient in Microsoft products (primarily Word, Excel, & Outlook)

Experience in upscale, service-oriented position, preferably with seniors

Apply Online at: <https://bit.ly/3hwW6we>

Source: Employer Website

Administrative Assistant (Sandy Springs)



5 Concourse Pkwy Atlanta, GA 30328

Responsibilities:

- Responsible for administrative support include editing spreadsheets, preparing tenant email blasts, enter maintenance requests, granting access as needed, attend community meetings and responding to emergencies
- Responsible for receiving move in funds from tenants
- Deposits and tracks initial move in funds for assigned area of responsibility
- Assists Customer Care Rep marketing of available homes to the Company website and local MLS as applicable
- Answers incoming calls from tenants and helps guide them to the appropriate staff member
- Performs documentation and auditing activity related to commission invoices.
- Prepares, stores, and manages tenant and property files including electronic records in Yardi, SharePoint and CRM.
- Prepares and sends move out correspondence to tenants in accordance to local and state regulations as directed by the Property Manager.
- Assists Property Managers with the preparation of operating, marketing and inventory management reports
- Maintains audit logs for move-outs, move-ins and incoming mail

Qualifications:

- High school diploma or GED required
- 2 years of administrative experience and/or related background required
- Knowledge of property management, real estate or related industry preferred
- Advanced PC skills

Apply Online at: <https://bit.ly/3AmdQ65>

Source: Employer Website

Human Resources Administrator

(Alpharetta)



1150 Sanctuary Pkwy Suite 300, Alpharetta, GA 30009

The HR Administrator position is responsible for several HR and general office-related functions, including maintaining confidential records and information, scheduling appointments, assisting with weekly New Hire Orientation, visitor and guest procedures, incoming mail distribution, snack management, parking and badge administration, office assignment and emergency evacuation procedures. This position is also responsible for assisting with a variety of facilities management activities, including coordination of repairs, upgrades and cleaning as needed.

Qualifications:

- Bachelor's degree or 2+ years of equivalent work experience.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint).

Apply Online at: <https://indeedhi.re/2Tswj0c>

Source: Indeed

Customer Service Representative

(Alpharetta)



4005 Old Milton Pkwy, Alpharetta, GA 30005

With incoming phone calls, you will 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 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/3qJPUoV>

Source: Employer Website

Posted 7/4/2021

Unit Secretary (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, careboards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.
- Collects daily line day data.

Qualifications:

- High school diploma or equivalent
 - 2 years of experience in a clerical role
- PREFERRED:**
- Experience in a medical setting
 - Experience in medical terminology

Apply Online at: <https://bit.ly/3h9FkEx>

Source: Employer Website

Mailroom Clerk (Sandy Springs)



Sandy Springs 30350

Responsibilities:

- Receives, sorts, delivers, picks up and processes courier items, interoffice mail, magazines and all classes of United States Postal Services (USPS) mail.
- Tracks courier and accountable items (FedEx, UPS, Certified Mail, etc.).
- Researches and routes unidentified and generic mail.
- Coordinates, stages, and transports bulk mail items.
- Receives, logs, delivers and tracks messenger items.
- Coordinates and processes customized packaging and other customer special requests.
- Follows all processes established in the client standard operating procedures (SOPs).
- Monitors packages for hazardous and suspicious materials.
- Follows established customer inquiry processes and responds to customer needs and requests.
- Promptly informs supervisor of potential problems or customer concerns.
- Maintains accurate records of customer inquiries and fulfillment of requests.

Qualifications:

- Prior office experience is a plus

F/T schedule; Monday through Friday, shifts will vary. Must have flexible availability.

Apply Online at: <https://bit.ly/36d3rfa>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 7/4/21

Landscape Maintenance Crew Member (Alpharetta)

\$14 - \$16 an hour

Absolute Lawn Pros, Inc.

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

Assembly Line Production Worker (Roswell)

\$12 an hour

Amerifiber Inc / 200 Hembree Park Dr Suite D, Roswell, GA 30076

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

Dishwasher PT (Buckhead)

Up to \$14 an hour

Flower Child / 3400 Around Lenox Rd, Atlanta, GA 30326

<https://indeedhi.re/3w5VeEb>

Custodian / Janitor (Roswell)

Nalley Lexus Roswell / 980 Mansell Rd, Roswell, GA 30076

<https://bit.ly/3qA31ZI>

Car Washer (Roswell)

\$12 per Hour

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

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

Dishwasher/Utility (Alpharetta)

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

<https://bit.ly/3ymf2ot>

Dishwasher (Alpharetta)

Colletta / 900 3rd St, Alpharetta, GA 30009

<https://bit.ly/3hvkHS5>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/4/21

Stocking Associate (Perimeter)

\$14.60/hr

Harbor Freight Tools / 4776 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://bit.ly/3xjR1hO>

Room Attendant (Perimeter)

La Quinta Inn / 6260 Peachtree Dunwoody, Atlanta, Georgia 30328

<https://bit.ly/36bVVkK>

Server Assistant (Brookhaven)

PURE Taqueria / 3589 Durden Dr NE, Atlanta, GA 30319

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

Park Maintenance Worker (Brookhaven)

\$18 an hour

City of Brookhaven

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

Movers / Helpers (Roswell)

\$13 - \$14 an hour

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

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

Wait Staff / Server (Roswell)

Nancy's Pizza / 900 Mansell Rd Suite 1, Roswell, GA 30076

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

Bell / Luggage Attendant (Perimeter)

The Westin Atlanta Perimeter North / 7 Concourse Pkwy NE, Atlanta, GA 30328

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

Server (Dunwoody)

Iron Hill Brewery / 1224 Hammond Dr, Dunwoody, GA 30346

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