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# Corporate Receptionist / Administrative Assistant (Perimeter)



1040 Crown Pointe Pkwy Suite 600, Atlanta, GA 30338

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## **Responsibilities:**

- Facilitating Visitor Check-In and Check-Out
- Scheduling Appointments and Communication
- Receive or direct general deliveries.
- Process incoming and outgoing mail to include FEDEX, UPS, USPS, etc.
- Pick up mail daily from post office boxes and take mail to local USPS center at the end of each day.
- Photocopy, fax, and scan documents for scheduled meetings and as requested.
- Provide clerical / administrative support and perform special projects as assigned by Corporate Office Manager.
- Coordinate and arrange meetings as directed by Corporate Office Manager. Provide set up for conference rooms by providing equipment, supplies and other needed arrangements.

## **Qualifications:**

- Secondary Education Diploma or GED equivalent and previous experience.
- Must possess at least one year experience.

Apply Online at: <https://bit.ly/3ACaBI5>

Source: Employer Website

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# Purchasing Assistant – Entry-Level (Alpharetta)



9950 Jones Bridge Rd Suite 900, Alpharetta, GA 30022

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This is an ENTRY-LEVEL junior position and would report to the Purchasing Agent. Training is available.

- Follow up on existing purchase orders and update orders in our buy program.
- Correspond with vendors as needed.
- Place purchase orders.
- Interact with other departments to obtain necessary information.
- Reconcile receiving and accounting issues.
- Assist with expediting orders.
- Maintain inventory levels.

## **Qualifications:**

- Comfortable with office technology (MS Office Suite, Buy Program).
- Solid math skills
- Microsoft Excel: 1 year (Preferred)
- Purchasing: 1 year (Preferred)
- College (Preferred)

Apply Online at: <https://indeedhi.re/3AKXu7e>

Source: Indeed

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# Customer Care Specialist (Alpharetta)



2575 Northwinds Pkwy, Alpharetta, GA 30009

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LocumTenens.com, is a growth leader in the healthcare staffing industry nationally. When hospitals are understaffed, they rely on us to find them the right temporary physicians on demand.

Responsible for logistics of provider assignments once booked and credentialed. Job responsibilities include coordinating travel arrangements, managing provider preferences and needs, payroll and timesheet questions, problem solving when issues arise and provides ongoing communication with internal and external customers throughout duration of assignment. Documents information pertaining to assignment in Salesforce. Consistently provides hospitality-oriented customer service to clinicians and clients.

## **Qualifications:**

- Bachelor's degree preferred or 3 years of relevant work experience.
- Proficient Knowledge of Microsoft Word, Excel and Outlook

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

Source: Employer Website

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Posted 7/11/2021

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# Receptionist PT (Roswell)



1109 Green St, Roswell, GA 30075

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## **Qualifications:**

- A minimum of one year experience working as a Receptionist, Front Office Representative or similar role
- Experience working with in a Healthcare setting is preferred
- Proficiency in Microsoft Office
- High school diploma

Mon-Fri- 3:30pm-8:00pm

Every Other Weekend -7:30am - 6:00pm

Apply Online at: <https://bit.ly/3qS4kmS>

Source: Employer Website

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Posted 7/11/2021

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# Hiring Event - Building Custodian I



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**Date: Tuesday, July 13, 2021**

**Time: 9:00 am - 1:00 pm**

**Location: Fulton South Learning Center 4025 Flat Shoals Road**

Join us at our Fast Track to Hire Event where candidates will interview, receive a job offer, complete pre-employment forms, and even onboard in one day!

Registration Required by copy and pasting link below:

<https://forms.office.com/r/z3B30TMRXt>

**Responsibilities:**

Performs custodial maintenance and cleaning within the school building; Performs semi-skilled work in cleaning and maintenance of school buildings. This posting is for multiple custodian positions at various school locations and rotates to various schools based on assignment in South or North County locations. Shift schedule may vary.

**Qualifications:**

High School Diploma or GED preferred  
Minimum of 1 year custodial experience preferred

\$22,864 - \$26,985 a year

Apply Online at: <https://indeedhi.re/3hWt2i3>

Source: Indeed

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# Customer Service Representative (Sandy Springs)



8601 Dunwoody Pl Suite 700, Sandy Springs, GA 30350

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Based in Orlando, Florida, Massey Services is the nation's fifth largest pest prevention company. Answering incoming customer calls in a courteous & professional manner; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

## **Qualifications:**

- High School Diploma or GED at a minimum
- Previous experience with customer service on the phone
- Excellent computer, typing, and 10-key skills

\$14 an hour

Apply Online at: <https://indeedhi.re/2Vj1EDh>

Source: Indeed

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# Staffing Coordinator (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Road NE, Atlanta, GA 30342

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Coordinates the scheduling of assigned department/group (e.g. Central Staffing Office, PICU, NICU) staff resources in a timely and efficient manner. Interacts with staff and system departments via phone, fax, and email. Ensures accurate and effective scheduling of staff for both long- and short-term assignments. Handles a wide range of scheduling duties in a fast-paced environment, using standard guidelines and computerized scheduling software efficiently and without direct supervision. Provides administrative support to management for the activities of the department/group.

## **Qualifications:**

- 4 years of experience in administrative, secretarial, or business operations
- Experience in using computers with a high degree of accuracy
- Bachelor's degree in Business, Healthcare, or related field preferred

Apply Online at: <https://bit.ly/3ywR4H7>

Source: Employer Website

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# Front Desk Agent (Roswell)



575 Old Holcomb Bridge Rd, Roswell, GA 30076

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## Responsibilities:

- Provide personalized, friendly service to every guest and associate
- Have knowledge of all hotel systems including PBX phone system, key card system, PMS reservation systems, and general office machines
- Check the credit of guest accounts daily and follow up if action is required
- Be responsible for security of guests, fellow employees, and hotel assets
- Keep cash drawer secure and in balance throughout the shift
- Communicate with housekeeping department in order to ensure an ample supply of clean rooms
- Sell and up-sell rooms to walk-ins and phone reservations
- Have general knowledge of housekeeping, bed making, vacuuming, etc.

## Qualifications:

- Education: High school or equivalent (Preferred)
- Hotel Experience: 1 year (Preferred)
- Front Desk: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3Azz4xz>

Source: Indeed

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# Recruiting Coordinator - Contract (Buckhead)



950 East Paces Ferry Rd NE #2800, Atlanta, GA 30326

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## **Responsibilities:**

- Schedule and coordinate complex phone, virtual, onsite and presentation interviews
- Manage logistics for the recruiting process, including travel arrangement, expense reimbursements, generating offer letters and ensuring background checks are 100% completed
- Build strong partnerships with multiple recruiters, the hiring managers they support, and their candidates to drive an efficient process for providing a positive candidate experience, as well as handle any challenges that may occur
- Strong ability to manage and prioritize multiple tasks in a high-demand environment while demonstrating professionalism and good judgment
- Master our applicant tracking system, scheduling tools and organizational products including Workday, Quip and Google Suite
- Pitch, lead, and drive team projects, often working interdepartmentally
- Track and analyze data to deliver to stakeholders and reduce interview rescheduling

## **Preferred Qualifications:**

- 1-2 years of experience in a customer/client facing industry
- 1-2 years of experience in an operational or administrative role

Contract Length: 6 months

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

Source: Employer Website

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# Client Coordinator (Sandy Springs)



2 Concourse Pkwy UNIT 300, Atlanta, GA 30328

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## **Responsibilities:**

- Provider inquiry entry and tracking within department SLA's.
- Enters manual claims into the system, ensuring accuracy and completion of all batches as received by the clients.
- Work closely with internal staff/ departments and respond to claim related inquiries.
- Provides copying and mailing support as well as accurate distribution of paper records.
- Supports re-pricing process, completes data entry.
- Prepares client spreadsheets per client service level agreement (SLA).
- Processes claim data in compliance with departmental production standards and client-level SLA's.
- Generate and send out client reporting as needed.
- Retrieve and upload important information from client systems.
- Demonstrates ability to learn and subsequently utilize Zelis Healthcare proprietary systems.
- Communicates process flows and make recommendations for improvement.
- Completes miscellaneous tasks as assigned by supervisor, manager, or other members of the leadership team.

## **Qualifications:**

- Knowledge of MS Office and related applications.
- Knowledge of insurance and medical terminology is helpful but not required.
- High School diploma or 1-2 years related experience and/or training; or equivalent combination of education and experience.

\$15 - \$16 an hour

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

Source: Indeed

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# Customer Experience Associate (Roswell)

**FIRST ESTATE FREIGHT**

10882 CRABAPPLE RD STE 1, Roswell, GA, 30075

[No MARTA Service to this Location]

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## Responsibilities:

- Communicate with customers and brokers about pickup and delivery times, details, and specifications
- Track shipments to ensure that pickups and deliveries occur on time.
- Prepare paperwork such as invoices and rate confirmations.
- Support carriers by remaining in contact to troubleshoot issues that may arise during the shipment process
- Ensure that shipments do not conflict with drivers' DOT-mandated hours of service (HOS)
- Keep detailed, accurate records in the computer system and maintain logs and records of calls, activities, and other information.

## Qualifications:

- High school diploma/GED required
- Previous experience in a customer service related position
- Knowledge of Microsoft Office (Excel, Word, and Outlook)
- Must be able to work a flexible schedule that includes occasional evenings, weekends, and holidays

\$40,000 a year

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

Source: Indeed

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Posted 7/11/2021

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# Receptionist (Roswell)

**ASBURY**

AUTOMOTIVE GROUP

980 Mansell Rd, Roswell, GA 30076

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**Qualifications:**

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

Apply Online at: <https://bit.ly/2Us2ME9>

Source: Employer Website

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# Catering Production Assistant (Dunwoody)



4505 Ashford Dunwoody Road. Dunwoody, GA 30346

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## **Responsibilities:**

- Answer phones and assist customers with placing orders over the phone.
- Input orders into the catering system.
- Work with the chefs' team to ensure that they are aware of all upcoming orders.
- Help pack out catering orders in the kitchen/production area.
- Coordinate/schedule catering deliveries with courier team.

## **Qualifications:**

- Previous office administration experience.
- High school diploma required, associate's or bachelor's degree preferred.
- Ability to work weekends and holidays.
- Customer Service: 1 year (Preferred)
- Catering: 1 year (Preferred)

\$16 - \$20 an hour

Apply Online at: <https://indeedhi.re/3hr1TY8>

Source: Indeed

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# Front Office Coordinator (Dunwoody)



DENTAL BRANDS

*Raising the standard in children's oral healthcare*

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## **Responsibilities:**

- Checks-in patients upon arrival at the office, as well as obtains necessary financial, personal, and or medical updates. Enters all information accurately into the patients' chart.
- Checks-out patients upon completion of the appointment, schedules the next appointment(s) as needed and provides patients with any necessary documents, including treatment plans, receipts, school excuse notes, or appointment reminder cards.
- Ensures that the procedure codes are accurately entered into the ledger and that they match the patient's router.
- Provides patients with a high level of customer service by answering the telephone promptly, communicating in a courteous and friendly manner and addressing patients' needs and questions.
- Schedules appointments based on the Company's scheduling guidelines and in accordance with the Business Unit rules. Makes outbound calls to patients to confirm appointments.
- Makes sure to confirm with the parents or guardians, whether on the phone or in office, where they heard about us to enter the appropriate referral information in the patient's chart.
- Understands insurance benefits to effectively communicate to the patient. Follows the Company policies pertaining to collections and financial protocols.

## **Qualifications:**

- Minimum high school diploma, or equivalent.
- Experience working in a professional, medical, or dental environment with direct customer service is desired.
- Strong PC skills

Apply Online at: <https://bit.ly/3xwW4ez>

Source: Employer Website

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# Executive Assistant (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

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## **Responsibilities:**

- General Office Duties (associated with executive administration)
- Prepare reports and correspondence with exceptional detail
- Coordinate travel arrangements with Corporate office and/or Travel website
- Assist in preparation of expense reports and investigates issues when necessary
- Order supplies and tracks cost while looking for opportunities for savings

## **Qualifications:**

- High School Diploma or GED required
- Four year degree is a plus
- Competence with Microsoft Office products to support management team strong Excel and Powerpoint
- A minimum of 5 years of administrative experience in a service environment

Apply Online at: <https://bit.ly/3hO5z2u>

Source: Employer Website

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# Office Coordinator / Admin Assistant

## (Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

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### Responsibilities:

- Provide administrative support to including calendar management, travel arrangements, expenses, etc.
- Serve as a liaison to office suppliers, order office and kitchen supplies
- Scheduled, plan and execute in-office events (including but not limited to daily birthday/anniversaries, employee appreciation events, company lunches, etc.)
- Responsible for the organization and presentation of shared offices spaces (conference, supply, and break rooms)
- Produce and distribute company-wide correspondence
- Handle general mail pick up and drop off; 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

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

Source: Employer Website

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# HR Generalist (Roswell)



1000 Holcomb Woods Pkwy #342, Roswell, GA 30076

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This position will provide support to the HR team in areas such as Recruitment, Benefits Administration, Onboarding, Immigration, Relocation, HRIS, Performance Management, and more.

- Coordinates the recruitment, pre-offer, post-offer, and onboarding processes for new hires.
- Aids in the facilitation of the organization's Relocation Program
- Manages off-boarding/exit process to include system termination and exit interviews
- Supports all phases of Immigration process
- Assists with employee benefit programs as well as leaves of absence and worker's compensation.
- Monitors compliance with applicable Federal, State, and local laws as well as company policies (EEO, FLSA, OSHA, AODA, etc.)
- Assists with administering compliance training to all internal stakeholders
- Support monthly reporting efforts including census, key HR dashboard metrics and other miscellaneous reporting
- May research, analyze, and integrate data to provide information on human resources programs

## Qualifications:

- Bachelor's Degree in Human Resources, Psychology, or other related field required
- 5-7 years of experience supporting a Human Resources department; preferably in a manufacturing environment
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- HRIS experience; UKG Pro preferred
- Ability to travel (5-10% estimated)

Apply Online at: <https://bit.ly/2TT2beM>

Source: Employer Website

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# Executive Assistant (Sandy Springs)



1200 Abernathy Rd NE #900, Sandy Springs, GA 30328

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The Executive Assistant (EA) provides dedicated support to our Founder/CEO and COO.

- Complete a broad variety of tasks which include managing extremely active calendars, ensuring schedules are organized efficiently, prioritizing most important items and resolving all conflicts in advance.
- Preparing correspondence and presentations confidentially.
- Arranging detailed travel including international travel, itineraries, and agendas.
- Researching, prioritizing, and following up on incoming issues and concerns, including those of a sensitive or confidential nature and determine appropriate next steps.
- Be well informed of upcoming commitments and responsibilities, following up appropriately.

## Qualifications:

- Bachelor's degree preferred
- Minimum of 3 years experience supporting C-Suite Executives
- Start-up experience a plus and/or experience in lean and growing organizations, where roles evolve, sometimes swiftly

Apply Online at: <https://bit.ly/3jYS9Dp>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



8601 Dunwoody Pl Suite 775, Sandy Springs, GA 30350

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We are seeking a dynamic and dedicated Administrative Assistant to provide administrative and project coordination support for the department in which he/she works.

## **Qualifications:**

- High School Diploma or equivalent required. Associates Degree preferred
- Minimum 5 years' experience supporting senior executives, including handling confidential information.
- Advanced skills in corporate standard PC applications i.e.: Microsoft Word, PowerPoint and Excel, and Lotus Notes as well as knowledge of the internet
- Social Media experience a plus

Apply Online at: <https://indeedhi.re/2TKRM4V>

Source: Indeed

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# Driving Instructor – Contract (Sandy Springs)



325 Hammond Dr UNIT 103, Sandy Springs, GA 30328

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## **Responsibilities:**

- Instruct students on how to drive based on the student's skill level
- Maintain control of the school car at all times as the responsible driver in the car
- Give approval for students to take road test using our cars
- Escort students to driving tests at the Georgia Department of Driver Services
- Use diagrams and verbal demonstrations to effectively explain driving scenarios to students
- Stay up to date on current Georgia driving laws to completely inform students of driving laws

## **Qualifications:**

- DDS driver's training instructor certification (preferred, but not required)
- Minimum of high school education or equivalent
- Must be willing to work weekends and evenings until 7:30

\$18 - \$22 an hour

Apply Online at: <https://indeedhi.re/3qXq6po>

Source: Indeed

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Posted 7/11/2021

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# Part Time Spa Assistant (Roswell)



2650 Holcomb Bridge Rd #410, Alpharetta, GA 30022

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Responsibilities include answering the phone, taking bookings and payments, conducting tours of the spa, orienting clients to the float tank, preparing herbal tea for clients as well as cleaning and organizing.

**Qualifications:**

- One+ years experience as a receptionist (preferably in a spa/wellness environment)

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/3hUk9FG>

Source: Indeed

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Posted 7/11/2021

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# Receptionist (Buckhead)



3755 Peachtree Rd NE, Atlanta, GA 30319

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[No qualifications specified in ad.]

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

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 7/11/21

## **Dishwasher (Sandy Springs)**

**\$13 per hr**

Bridge Senior Living / 25 Glenlake Pkwy NE, Atlanta, GA 30328

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

## **Food Service Attendant 12:30p-8:30p (Sandy Springs)**

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

<https://bit.ly/3qT52QV>

## **Room Attendant (Perimeter)**

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

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

## **Cashier PT (Alpharetta)**

The Cheesecake Factory / 2075 North Point Cir, Alpharetta, GA 30022

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

## **Lot Associate (Sandy Springs)**

The Home Depot / 6400 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

<https://thd.co/3dRU4Ww>

## **Server Assistant PT (Sandy Springs)**

**\$13.50/hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/3dPQex2>

## **Front of House (Perimeter)**

Jason's Deli / 4705 Ashford Dunwoody Rd, Atlanta, GA 30338

<https://bit.ly/3qXRxQ3>

## **Custodian (Buckhead)**

LEGOLAND Discovery Center / 3500 Peachtree Rd NE G-1, Atlanta, Georgia, 30326

<https://bit.ly/3AGBf2o>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 7/11/21

**Custodian (Brookhaven)**

Montgomery Elementary / 3995 Ashford Dunwoody Road, Atlanta, 30319

<https://bit.ly/3dTS1RS>

**PT Ticket Taker / Usher (Buckhead)**

Chastain Park Amphitheatre

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

**Host/Hostess (Roswell)**

Brookdale Senior Living / 1000 Applewood Dr, Roswell, GA 30076

<https://indeedhi.re/3AHF5bL>

**Dishwasher (Buckhead)**

Grand Lux Café / Phipps Plaza

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

**Host and Server (Roswell)**

Canton St. Social / 14 Elizabeth Way, Roswell, GA 30075

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

**PM Laundry Attendant / Houseperson (Perimeter)**

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

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

**Dishwasher (Alpharetta)**

California Pizza Kitchen / 6301 North Point Pkwy, GA, US, 30022

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

**Team Member PT (Perimeter)**

Chipotle Mexican Grill / Perimeter Mall

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