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# Receptionist (Alpharetta)



11800 Amber Park Dr Suite 250, Alpharetta, GA 30009

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## **Qualifications:**

1-2 years of prior customer service experience

Previous experience as a receptionist (Preferred)

Microsoft Office: 1 year (Required)

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

Source: Indeed

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# Receptionist (Sandy Springs)

**INSPIRE**



## Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

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### Responsibilities:

- Open and close Reception every day , following established guidelines and principles to achieve business goals
- Answer phone calls with a positive and helpful attitude, and transfer to the correct department
- Greet visitors and alert team members of arrivals, assisting in answering all questions and prepare for anticipated needs
- Maintain active business records pertaining to reception desk
- Guide and manage the reserving of conference rooms
- Support the Administrative Services team by managing payments for personal shipments, ordering business cards, and serving as first contact for placing service requests into property management software within defined window of time

### Qualifications:

- Minimum education of High School degree required
- 2 year degree program preferred
- 1 year in a corporate environment preferred

Apply Online at: <https://bit.ly/2UeRC5V>

Source: Employer Website

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# School Receptionist (Alpharetta)



1675 Hembree Rd, Alpharetta, GA 30009

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## **Responsibilities:**

- Opens, reads, and routes all mail; maintains files of correspondence and records.
- Answers telephone and screens, refers, records and follows through on messages.
- Acts as receptionist for the school, setting a positive tone for pupils, parents and visitors; assists students, parents and visitors entering the office area.
- Maintains employee's attendance information, time entry and pay records.
- Monitors emergency communication system.
- Types correspondence, reports, purchase orders and other materials for the principal; proofreads typed materials for grammar, spelling, punctuation, and word usage to avoid errors.
- Utilizes student information system to access information as needed.
- Assists in updating office procedures.
- Utilizes technological resources to facilitate workload and enhance office operation; operates various office machines, including a computer.

## **Qualifications:**

- Three years of responsible clerical experience
- Bachelor's or associates degree preferred

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

Source: Indeed

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# Administrative Assistant (Sandy Springs)

RonaldBlueTrust

1600 RiverEdge Parkway,Suite 310,Atlanta,GA 30328, Atlanta, GA 30328

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## Responsibilities:

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

## Qualifications:

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

Apply Online at: <https://indeedhi.re/2VI8QJd>

Source: Indeed

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# Concierge (Roswell)



100 Willow Run, Roswell, GA 30075

[No MARTA Service to this Location]

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## Responsibilities:

- Direct Members and Guest to their destinations within the Club, provide business and concierge services to our Members, and be proactive in creating Magic Moments
- Inform Members and guests of Club services, features, upcoming events, room locations, and amenities both in person and over the phone
- Assist Members in providing information for and scheduling appointments and reservations for Club programs and services in accordance with Club standards
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris. Ensure supplies that may be needed by Members/Guests are stocked such as pens, notepads, etc.
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish
- Assist Member Experience initiatives such as, but not limited to, Club Newsletter, Message on hold and the website calendar and various other projects including event announcements, outbound calls to Members other marketing collateral to promote Member Services at the Club, always keeping materials current
- Seat guests

## Qualifications:

- Minimum of one-year experience in hospitality business or a similar role
- Competent working with Microsoft Office Suite, including Word, Outlook, and Excel

Apply Online at: <https://bit.ly/3ipA8fn>

Source: Employer Website

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# Administrative Assistant (Alpharetta)



**North American Properties Atlanta, Ltd.**

Avalon, Alpharetta, GA 30009

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## **Responsibilities:**

- Direct report to the General Manager and Asst. General Manager
- Maintain schedule, appointments and deadlines of the General Manager as well as Asst. General Manager.
- Works closely and effectively with both the General Manager and Assistant General Manager to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Assist in identifying, building and maintaining relationships with key vendors and contractors ensuring flawless execution and maintenance of NAP brand standards
- Code and process all invoices in a timely manner and effectively communicate with the accounting team.
- Expense the General Manager and Assistant General Managers expenses in a timely manner.
- Handle all requests and queries from the operations team.
- Effectively prepare all tenant correspondence and vendor Service contracts.
- File all lease related documents in the appropriate folders
- Plan meetings by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments

## **Qualifications:**

- Excellent knowledge of MS Office

Apply Online at: <https://bit.ly/3evUh21>

Source: Employer Website

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# Executive Assistant II (Perimeter)



6305 Peachtree Dunwoody Rd, Atlanta, GA, USA

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Cox Communications is searching for an Executive Assistant to the Senior Vice President of Construction.

- Types letters, memoranda and reports from drafts and proofreads and reviews documents for grammatical and numerical errors
- Interacts daily with C-level executives, leadership team, and their assistants
- Manages a complex, changing calendar: schedules and prioritizes meetings, appointments, rooms, equipment, catering and other resources
- Arranges travel (air, hotel, transportation) and coordinates agenda with Regional staff when required
- Coordinates Senior Leadership Staff Meetings and all department meetings: efficient in securing the venue/meeting room, audiovisual needs, transportation and catering, as appropriate and plans any off-site activities; provides administrative support on-site during meetings; to include meeting agenda, minutes, etc
- Responsible for managing and facilitating senior team staff meetings.
- Prepares executive presentations, and other documents using word processing, spreadsheet and presentation software for staff meetings and conferences
- Prepares executive briefs for internal field visits and external-facing meetings.

## Qualifications:

- 5 years of experience directly supporting C-level executive and their respective teams
- Advanced knowledge of MS Office, PowerPoint, Outlook and MS Word

### Preferred:

- BS/BA degree in related discipline (i.e. Business, etc.)
- Experience in telecommunications industry
- Experience and understanding of Oracle

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

Source: Employer Website

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# Concierge/Receptionist PT (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

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## **Responsibilities:**

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties

## **Qualifications:**

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training
- Working efficiency with Microsoft Office applications, including Word, Excel and Outlook.

8a-3p/ 3p-9p

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

Source: Employer Website

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Posted 7/18/2021



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# Office Assistant PT (Buckhead)

The logo for Pearl Meyer, featuring the company name in white, bold, sans-serif font centered within a dark blue rectangular background.

3500 Lenox Rd NE # 1708, Atlanta, GA 30326

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## **Responsibilities:**

- 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:**

- High School diploma or equivalent required
- Clerical experience (preferred)
- Proficiency in Microsoft Office Suite

30 hours per week

Apply Online at: <https://bit.ly/2Ta54Yd>

Source: Employer Website

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# Executive Assistant (Buckhead)

# Novelis

3560 Lenox Rd NE #2000, Atlanta, GA 30326

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Novelis has an opportunity for an Executive Assistant supporting our VP, Novelis North America Operations.

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly, or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Plan and organize team calls, all hands, off-sites, and large meetings.

## **Qualifications:**

- Bachelor's Degree in Business or related field preferred
- 3 – 5 years of administrative experience, preferably in a manufacturing environment
- Strong analytical skills with advanced proficiency in Excel.

Apply Online at: <https://bit.ly/3yRo8ts>

Source: Employer Website

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# HR Associate - FMLA Leave and Claims Administrator (Sandy Springs)



Sandy Springs, GA 30328

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This is an entry level, non-exempt hourly full time job that is perfect for a recent graduate. We are in the process of expanding to the Atlanta area, so this position will be considered temporarily remote until we secure an adequate office space.

- Review documentation and approve FMLA leave of absences and short term disability claims
- Explain leave policies to our clients' employees via email and phone call
- Draft and send letters to clients' employees regarding FMLA eligibility
- Accurately calculate client employees' disability payments and ensure that the payments are disbursed in a timely manner
- Generate and distribute reports to clients
- Carry out weekly self-audits

## **Qualifications:**

- Must have a 4-year college degree
- Must have administrative skills such as the ability to draft letters, communicate through email and phone

Training to FMLA and other state leave laws will be provided.

\$47,500 a year

Apply Online at: <https://indeedhi.re/2VBY0V3>

Source: Indeed

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# Executive Assistant (Alpharetta)



2900 Westside Pkwy, Alpharetta, GA 30004

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We are seeking a highly skilled and efficient Executive Assistant to support the SVP of the Client Operations' leadership team.

- Maximize the Client Operations' leadership team's efficiency through effective meeting/conference call scheduling, planning and management
- Schedule appointments, meetings, marketing presentations, conferences, and various company events, and make arrangements for all needed facilities, equipment, food and/or refreshments.
- Arrange travel schedules and cost-effective reservations, including accurate and timely preparation of expense reports
- Receive and screen executive phone calls, assuring prompt response to client needs and information requests
- Prompt communication of telephone messages and information to facilitate timely response to clients' needs
- Review and route incoming mail; prepare outgoing mail; copy and distribute correspondence or other printed matter
- Process and assist with onboarding of new hires; manage the purchasing of computer equipment, phones, supplies, etc.
- Accurate and timely compilation of information and report preparation for prompt distribution of necessary information

## **Qualifications:**

- Education: Bachelor's degree or equivalent experience required
- 7+ years of relevant experience required
- Executive administrative experience with a Fortune 500 company supporting senior leaders preferred.

Apply Online at: <https://fisv.co/3i6pmdO>

Source: Employer Website

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# Administrative Assistant (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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## Responsibilities:

- Answers telephone and provides information to callers or routes calls to appropriate associate; places outgoing calls. Greets visitors, determines nature of business, and refers visitors to appropriate individual.
- Types, edits, produces, and distributes a variety of documents including general correspondence, memorandums, statistical reports, presentation materials or other documents as requested.
- Routes incoming mail. Uses courier, U.S. mail, overnight mail, e-mail or facsimile machines to send documents as directed.
- Files correspondence and other records. Makes copies of correspondence or other printed material.
- Takes minutes at staff meetings.
- Orders office supplies and forms for associates and communities.
- Assists in the preparation and coding of invoices for payment.
- Assists in obtaining and/or completing new hire documentation for new associates.

## Qualifications:

- High school diploma or general education degree (GED); and minimum of one year related experience and/or training; or equivalent combination of education and experience.
- Basic typing skills essential along with basic knowledge of PC's and word processing software, preferably in a Microsoft Windows environment.

Apply Online at: <https://bit.ly/3yTKnz5>

Source: Employer Website

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# Consumer Advocacy Rep 1 (Alpharetta)



1000 Alderman Drive, Alpharetta GA 30005

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This position is a part of our Consumer Center which responds to inquiries from consumers requesting information. We provide public records to companies to help mitigate risk. Inquiries may come from internal support queues, inbound phone, email, and fax and/or written correspondence. The objective is to minimize risk of litigation being filed against LexisNexis Risk Solutions.

- Reviews claims and analyzes if disputes should be handled internally or sent externally to Fair Information Practice (FIP), Credit Bureau, or internal colleagues.
- Utilizes databases (MBSI, DOST, Bugzilla) to enter disputes and Personal Identifiable Information (PII) and ensures timely completion of disputes meeting or exceeding the SLA set forth by FTC/FCRA.
- Transcribes consumer data from electronic and paper requests as well as inbound phone calls from customers into the appropriate database/support tool.
- Searches consumer profile and initiates disputes based on details found on consumers reports.
- Reviews reports for accuracy and correct disclosure making final decision on which reports are sent to consumers.
- Follows strict guidelines and SOP regarding various disputes.
- Provide technical support and/ or training to data providers who utilize the Data Quality Center.

## **Qualifications:**

- High School Diploma required. College Degree preferred
- 2 Years' experience required
- Proficient knowledge of computer-based software such as Windows, Internet Explorer and Microsoft Office and Microsoft Excel.

Apply Online at: <https://bit.ly/3xHXLG6>

Source: Employer Website

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# Receptionist- Global Events and Business Intelligence (Sandy Springs)



1000 Abernathy Rd NE # 600, Atlanta, GA 30328

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AJC is a world leader in frozen and refrigerated food products, marketing poultry, pork, meat, seafood, vegetables and fruits around the globe.

- First point of contact; answer all incoming calls promptly and professionally, maintaining a positive attitude. Welcome visitors before determining the reason for their visit and directing them accordingly.
- Manage conference room schedule, meeting rooms, and welcome screen
- Responsible for handling incoming and outgoing courier packages with UPS/FedEx/DHL
- Provide general clerical and administrative support for other departments as assigned
- Process internal requests for office or equipment maintenance and coordinate with vendors or facilities staff
- Generate Business Intelligence reports for the commercial team using Power BI and other analytics tools

## **Qualifications:**

- Previous international experience or exposure is required
- Bachelor's Degree or equivalent experience preferred
- Minimum two years of receptionist/administrative experience in a fast-paced office environment is required
- Advanced Microsoft Office knowledge especially in Excel is required

From \$15.00 per hour

Apply Online at: <https://indeedhi.re/36zlJHE>

Source: Indeed

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# Inbound Contact Representative (Work from Home)



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The Inbound Contacts Representative 2 represents Humana by addressing incoming telephone, digital, or written inquiries from Medicare members.

- Handle 30-40 inbound calls daily from members in a fast-paced inbound call center environment
- Records details of inquiries, comments or complaints, transactions or interactions and takes action in accordance to it.
- Escalates unresolved and pending customer grievances. Decisions are typically focused on interpretation of area/department policy and methods for completing assignments.

## Qualifications:

- 3 years of customer service experience
- Must be available to work any shift between the hours of 7:45 am - 8:00 pm EST (M-F) as well as weekends and overtime, especially during our peak season of October-March and as needed by the business.
- Prior experience managing multiple or competing priorities, including use of multiple computer applications simultaneously
- Must have the ability to provide a high speed DSL or cable modem for a home office

### Preferred:

- Associate's or Bachelor's Degree
- Prior Healthcare experience

Apply Online at: <https://humana/3i6CsYc>

Source: Employer Website



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# Customer Service Representative

(Sandy Springs)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

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The WOTC Customer Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

**Qualifications:**

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 8:30am- 5:30pm or 9am-6pm

\$13-15/hr

Apply Online at: <https://bit.ly/3xKs8Ma>

Source: Employer Website

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# Receptionist (Sandy Springs)



990 Hammond Dr Suite 900, Atlanta, GA 30328

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## **Responsibilities:**

- Answers telephones and directs the caller to the appropriate associate.
- Greets and directs visitors to the company and takes care of the common areas
- Will take and retrieve messages for various personnel.
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information.
- Receive, sorts and forwards incoming mail. Maintains and routes publications.
- Coordinates the pick-up and delivery of express mail services and courier (FedEx, UPS, etc.)
- Assists in scheduling, confirming and/or ordering meals for meetings for assigned personnel.
- Assists in making travel, conference and seminar arrangements.
- Prepares miscellaneous spreadsheets, charts and graphs as needed for project assistance.
- Maintains electronic file keeping, logging of project scans.
- Assists in the ordering, receiving, stocking and distribution of office supplies, safety equipment, and various marketing supplies.

## **Qualifications:**

- Proficient in Microsoft Office and Adobe

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

Source: Employer Website

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



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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## **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 applications.

Apply Online at: <https://bit.ly/3xL1V01>

Source: Employer Website

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# Data Entry Temp PT (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

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Temporary data entry assistance to research and download from external sites, then catalog and upload physician CVs into company Sharepoint site.

**Qualifications:**

- Microsoft Office

Part-time work for 20 hrs. per week over 4-6 week period.

Apply Online at: <https://bit.ly/2VRs9Qw>

Source: Employer Website

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# Secretary (Chamblee)



## Chamblee High

3688 Chamblee Dunwoody Rd, Chamblee, GA 30341

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### Responsibilities:

- Obtains, compiles, organizes and prepares information and data for various reports, meetings; ensures that information packages are complete and meet guidelines for submissions; prepares meeting agendas, record minutes; prepares physical setting for meeting.
- Assist the immediate supervisor with the management of daily office operations, communications, meetings, schedules and events.
- Orders and maintains supplies and equipment, executes purchase orders, ensure timely payment of all purchases in accordance with the school district guideline.
- Respond to requests and inquiries from students, faculty, staff and parents.
- Manages incoming and outgoing mail, assembles mail.
- Receives and screens office visitors and telephone calls, identifies matters requiring priority handling and brings them to attention of supervisor; receives and refers concerns raised by students, parents, personnel or other constituents.

### Qualifications:

- Associate's degree or equivalent completed college course work relative to general office procedures, bookkeeping and computer entry from a Professional Standards Commission approved accredited college or university is preferred.
- High school diploma or GED equivalent required.
- Minimum three (3) years experience in general office procedures, bookkeeping and computer entry required or an equivalent combination of courses and responsible office/clerical experience required.

Apply Online at: <https://bit.ly/3er5ZL1>

Source: Employer Website

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# Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

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## **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/3rh3GiY>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 7/18/21

## **Dishwasher (Perimeter)**

Maggiano's Little Italy / 4400 Ashford-Dunwoody Rd., Dunwoody, GA 30346

<https://bit.ly/2U9ePXa>

## **Dishwasher (Roswell)**

IHOP / 10686 Alpharetta Highway Roswell, GA – 30076

<https://bit.ly/2U9iPXG>

## **School Cafeteria Worker (Roswell)**

**\$14 - \$15 an hour**

Saint Francis Day School / 9375 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

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

## **Room Attendant/Housekeeper (Alpharetta)**

**\$14 an hour**

Hilton Alpharetta Atlanta / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://bit.ly/3B3hClh>

## **Stock Associate (Buckhead)**

GUESS / Lenox Mall

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

## **Custodian (Dunwoody)**

Kingsley Elementary / 2051 Brendon Drive, Dunwoody, 30338

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

## **Dishwasher / Cleaner (Perimeter)**

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

<https://bit.ly/2VC22Nb>

## **Housekeeping Attendant (Dunwoody)**

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

<https://bit.ly/3khIbx7>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 7/18/21

## **Line Cooks (Roswell)**

**\$11 - \$16 an hour**

Taqueria Tsunami / 1570 Holcomb Bridge Rd #855, Roswell, GA 30076

<https://indeedhi.re/2VIK1go>

## **Hiring Event SERVER - COOKS - COUNTER ATTENDANTS (Roswell)**

**7/21/2021 from 2pm-5pm; Up to \$15.00 per hour**

Bowlero Roswell / 785 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3z18hIR>

## **Ticketing (Roswell)**

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

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

## **Car Washer (Roswell)**

Angela Krause Ford / 1575 Mansell Rd, Alpharetta, GA 30009

<https://bit.ly/3B5HWLC>

## **Kitchen Staff PT (Sandy Springs)**

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

<https://bit.ly/3wRXwY9>

## **Porter (Roswell)**

**From \$13.28 an hour**

Champions Green / 1001 Champions Green Pkwy, Roswell 30022

<https://indeedhi.re/3xM6Vla>

## **Food Runner (Perimeter)**

Del Frisco's Atlanta / 236 Perimeter Center Parkway NE, Suite 120, 30346

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

## **Dishwasher (Sandy Springs)**

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

<https://bit.ly/3erTK0U>