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# Administrative Assistant (Dunwoody)



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## Responsibilities:

- Collaborate with Minister of Congregational Care to support families in the death of a church member or their family to include memorial service arrangements and ongoing grief support.
- Schedule and support volunteers for church and community outreach and events
- Manage holiday gift deliveries to homebound members
- Coordinate educational small group studies and Sunday School class details: book facilities, manage rosters and record attendance, order resources, send correspondence
- Liaise between Minister of Discipleship and groups and classes.
- Submit and edit information for church publications, bulletins, website, etc.
- Maintain and ensure the integrity of the database content. Serve as resident database platform resource and trainer to staff and appropriate volunteers.
- Assist Minister of Congregational Care and Older Adults with activities of Older Adult Council including scheduling of events, managing correspondence, and coordinating with members.
- Assist the Director of Missions by scheduling events, providing organizational support, and coordinating with volunteers.

## Qualifications:

- Associate/Bachelor Degree or 2 years of executive administrative experience
- Proficiency in Microsoft Office (MS Word, Excel, Outlook, PowerPoint, and Publisher) and ability to learn church database software (CCB)

From \$37,000 a year

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

Source: Indeed

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# Customer Service Representative

## (Sandy Springs)



500 Northridge Rd Suite 120, Atlanta, GA 30350

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### Responsibilities:

- Answering all calls in a timely manner, with the goal of providing an exceptional customer experience for every caller
- Collaborating with customers, supply partners, and others at Espri to provide quality resolutions to customer concerns
- Keeping current on our business and Espri best practices
- Managing daily workload, establishing priorities, and meeting deadlines to ensure high quality service
- Responding to all incoming e-mail and chat requests
- Processing incoming customer requests for deliveries
- Educating customers on services and ordering channels available
- Maintaining accuracy of the Espri database (such as up to date contact information, medical licenses on file are up to date, etc.)

### Qualifications:

- At least 2-4 + years of customer service experience
- Preferred:**
- Experience in a call center environment
  - Experience within one of the industries we service (beverage, medical, or industrial)
  - College degree preferred, but not required.

Apply Online at: <https://bit.ly/3rEp8ic>

Source: Employer Website

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# Administrative Assistant (Roswell)



1868 Independence Square #A, Atlanta, GA 30338

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## **Responsibilities:**

- Answer all phone calls on main office phone lines including needs for operator assistance, provide system administrator support for telephone systems including voicemail, automated attendant and scheduling assistance of telephone programming, changes and trouble reporting.
- Provide all general administrative support to include mail processing support, interoffice packets and overnight/courier service to area office and Milwaukee, maintain postage meter where applicable, and fax distribution, routine filing with adherence to record retention policies, maintenance of office supply stock levels. Provide shipping/receiving support for office, including UPS/courier duties. Arrangements for special meetings/training on an as required basis.
- Provide a professionally-maintained office environment. Assist with coordination for repairs and maintenance of building and office equipment. Responsible for assets safekeeping, asset tagging and annual physical count. IN addition, directly supervises and coordinates service providers to include: janitorial, lawn, snow removal, vending, etc...
- Provide support for location staff requests, i.e. letters, memos, short proposals.

## **Qualifications:**

- Minimum of five plus year's administrative experience preferred.
- Associate degree in Business preferred.

Apply Online at: <https://bit.ly/3fj7ueX>

Source: Employer Website

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# Receptionist/Office Assistant (Sandy Springs)



**Dwell Design Studio**

1280 Hightower Trail, Atlanta, GA 30350

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## **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
- Strong proficiency in MS Office Suite
- Minimum 2 years of office administration or reception experience (or an equivalent combination of education and experience, sufficient to successfully perform the essential duties of the job)
- Valid driver's license and insurance
- Familiar with basic bookkeeping procedures

\$15 - \$20 an hour

Apply Online at: <https://bit.ly/3j0rLqE>

Source: Employer Website

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Posted 8/1/2021

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# Front Desk Associate PT

## (Alpharetta, Roswell)



Multiple Locations

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### Responsibilities:

- Provide an exceptional Aqua-Tots experience from the first point of contact and throughout a family's entire journey.
- Build trust and sense of community/family, help parents understand the importance of lessons and the process we use, and connect them to our belief that swimming creates opportunities.
- Collaborate with the entire staff team to ensure school is show ready before, during, and after all operating hours.
- Ensure knowledge of the school EAP by reviewing often & report any safety concerns to AM/GM.

### Preferred Qualifications:

- Some basic swimming knowledge
- Experience handling challenging customer concerns

\$12 - \$18 an hour

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

Source: Indeed

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Posted 8/1/2021

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# Administrative Assistant / Program Analyst (Chamblee)



CDC: 4770 Buford Highway, Chamblee, GA 30341

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ASRT, Inc. provides scientific, information management, management consulting, bioinformatics, and administrative program support to the Centers for Disease Control and Prevention (CDC) and other Federal and private sector clients. The successful candidate will be a full-time employee of ASRT, Inc., and will be assigned to the Division for Heart Disease and Stroke Prevention (DHDSP), National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP), CDC located at 4770 Buford Highway, Chamblee, GA 30341

- Maintain manager's appointment calendar
- Make reservations, arranges for audiovisual equipment, prepares, and distributes meeting handouts
- Respond to telephone requests; refers calls and visitors to appropriate staff.
- Escort badged visitors from the security office to appropriate meeting room or staff.
- Control mail and assure timely staff response.
- Review materials prepared for manager's approval for typographical accuracy and proper format.
- Prepare and maintain recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, and training plans.
- Prepare office supply requests and keep inventory of supplies needed.
- Maintain office files.

## **Qualifications:**

- High School diploma with at least 5 years of experience performing similar duties, or Associate's degree, from an accredited academic institution, with at least 3 years of experience performing similar duties.
- Prior experience providing both domestic and international travel support

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

Source: Employer Website

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# HR Specialist (Dunwoody)



## Krystal Corporate

1455 Lincoln Pkwy Suite 600 Dunwoody, GA - 30346

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Partner and support People Services Team, Restaurant Support Center (RSC) and Field operations that may involve: ADP Workforce Now system maintenance and user support , Manager and Employee Self Service processes, program administration and analysis for key People Services projects. Lead all facets of background check process for the company leveraging various systems and tools. Facilitate and lead RSC full recruiting cycle for in partnership with Hiring Managers.

- Coach and support field operations in the use of the talentReef system for recruiting, applicant tracking, background check, and onboarding. Perform administrative duties such as talentReef access. Manage any issues with talentReef.
- Own and manage the entire process for background check completion within the talentReef and Employment Screening Services systems. Monitor results, review and clear flagged reports against our HR matrix and communicate results and progress to operations.
- Maintain and update employee data in ADP WorkForce Now.
- Manage employee file maintenance.

### Qualifications:

- Bachelors Degree in business, Human Resources, or equivalent. Minimum of 5+ years HR experience.
- 5+ years previous HR Coordinator/Specialist in Corporate environment supporting non-management and management workforce, HR and Food & Beverage Industry experience preferred
- Knowledge of Applicant Tracking System talentReef preferred
- ADP Workforce Now experience a plus

Apply Online at: <https://bit.ly/3BP3IUm>

Source: Employer Website

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# Administrative Assistant 3 (Alpharetta)



2520 Northwinds Pkwy - Alpharetta, GA

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Duties include: compiling information and preparing moderately complex reports using appropriate software; balancing routine general ledger lines and/or expense accounts; assisting with personnel/payroll processing and record keeping; assisting, screening and/or selectively referring callers; answering questions regarding business unit policies and procedures. May work closely with both internal and external customers to meet their service needs. May be responsible for providing support to the business line staff in the areas of reporting, customer/business documentation, sales and service goals. May monitor and assist with forecasting monthly budget.

## **Qualifications:**

- 2+ years of clerical experience demonstrated through work or military experience  
**Preferred:**
- Financial services industry experience
- Experience supporting senior level leaders/executives
- Advanced Microsoft Office (Word, Excel, Outlook and PowerPoint) skills

Apply Online at: <https://bit.ly/3yeR2nt>

Source: Employer Website



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# Administrative Assistant Part-Time (Buckhead)



3500 Peachtree Rd NE G-1, Atlanta, Georgia, 30326

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## Responsibilities:

- Support the attraction management team in various administrative and office support activities.
- Create, implement and maintain support functions for back of house.
- Work with site & HR contacts to support Recruitment through activities including job fairs, phone screenings, interview scheduling, and candidate management via Indeed and internal Merlin job sites.
- Support delivery of onboarding through activities including but not limited to induction, orientation scheduling, I-9 set up, uniform and resource distribution.
- Assist attraction management team in driving team Reward & Recognition initiatives, including coordinating and championing events, social and staff welfare committees.
- Perform clerical tasks, such as filing and arranging documents, employee files, invoices and other indexed documents
- Create, receipt, and maintain blanket PO's for general Office vendors, including Amazon, Staples, Xerox, etc.

## Qualifications:

- Minimum of 1 year of relevant experience.
- Strong computer skills.
- Must be flexible and able to work a variety of shifts, including days, nights, weekends, holidays and special events.
- High School Diploma or GED required.  
Associate's degree or combined work and education that demonstrate the knowledge, skills, and abilities to perform the required duties preferred.

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

Source: Indeed

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# Office Administrator (Sandy Springs)



6075 Barfield Road, Sandy Springs, GA, 30328

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Launchpad Real Estate Investments is a fast-growing real estate investment company located in Sandy Springs, GA. Responsibilities include administrative duties such as keeping track of transaction documents in the client database, monitoring and notifying clients of important deadlines, scheduling appointments, data entry, and other administrative tasks.

- Complete paperwork for real estate transactions in a timely manner to ensure a deal is closed as quickly as possible
- Monitor deadlines and provide notices to appropriate parties when necessary
- Schedule necessary appointments with all parties
- Compile and distribute weekly/monthly reports and communicate key results to the rest of the team to ensure company goals are being met
- Deliver concierge-level customer service to sellers, buyers, and lenders to improve customer satisfaction ratings

## **Qualifications:**

- Data entry and strong computer skills are required.

\$13.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/3i5DdCe>

Source: Indeed

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Posted 8/1/2021

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# Communications Operator (Sandy Springs)



## Northside Hospital

6105 Peachtree Dunwoody Rd #155, Atlanta, GA 30328

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Operates the telephone switchboard to relay incoming telephone calls to appropriate personnel.

### Qualifications:

- Six (6) months prior experience as Communications Systems Operator or Call Center, Customer Service, Switchboard, Receptionist.
- PREFERRED: One (1) year hospital based experience as a Communications Systems Operator.

Apply Online at: <https://bit.ly/3rI2ghP>

Source: Employer Website

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# Human Resources Specialist (Buckhead)

# IHG<sup>®</sup>

HOTELS & RESORTS

3315 Peachtree Rd NE, Atlanta, GA 30326

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This position is responsible for ensuring the correct management of HR platform and practices, including compliance with laws and implementation of IHG's human resources policies and procedures. Incumbent creates and maintains key HR metrics and reports: Provides support with employee relations, compensation, benefit, training/development, diversity, performance management, and recognition and employee orientation.

## **Qualifications:**

- Bachelor's Degree in a relevant field of work or an equivalent combination of education and work related experience.
- 5 or more years progressive experience in HR or related field. Demonstrated experience in successfully owning or managing medium to large scale projects, programs or initiatives.

Apply Online at: <https://bit.ly/37bXDDk>

Source: Employer Website

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# HR Coordinator (Sandy Springs)



1000 Abernathy Rd, NE, Atlanta, Georgia, 30328

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## Responsibilities:

- Manages on-boarding process for new hires and all other related administrative processes in the hiring and termination process.
- Supports third party benefit administration (FMLA, STD, Unemployment claims, and Benefit Service Center)
- Supports performance management and merit review processes
- Contributes to a wide variety of tasks relating to employee relations.
- Supports employee training, on-boarding, employee development initiatives
- Prepares monthly/quarterly attrition & headcount reports
- Process invoices & provide support with expenses
- Assists with recruiting process by scheduling interviews & conducting phone prescreens with candidates

## Qualifications:

- Bachelor's Degree in Human Resources, or Business
- 2+ years of related professional experience
- Experience with HRIS systems (PeopleSoft and CornerStone) as plus
- Strong skills in Microsoft Office Suite with an emphasis on Excel and PowerPoint
- PHR/SPHR certifications preferred

Apply Online at: <https://bit.ly/3l9flQb>

Source: Employer Website

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# Front Desk Receptionist (Buckhead)



980 Johnson Ferry Rd NE, Atlanta, GA 30342

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Our Atlanta, GA clinic has an opening for 2 full-time front desk receptionists. This is an entry-level position into the healthcare field and will allow you to gain experience and grow within the healthcare arena.

- Answering Inbound Calls
- Scheduling Appointments
- Taking messages for the care team
- Check-In and Check-Out

**Qualifications:**

- Prior medical / clinical setting experience is a plus

Apply Online at: <https://bit.ly/3l8M340>

Source: Employer Website

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# Front Office Dental Coordinator Admin (Sandy Springs)



290 Hilderbrand Dr Suite A9, Atlanta, GA 30328

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## **Qualifications:**

- Customer Service: 3 years (Required)
- Computer Skills: 1 year (Preferred)
- High school or equivalent (Required)
- We do not require prior dental knowledge

40 hours per week Mon- Fri

\$16 - \$22 an hour

Apply Online at: <https://indeedhi.re/2Vj8uIS>

Source: Indeed

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Posted 8/1/2021

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# Administrative Assistant (Buckhead)



3490 Piedmont Rd NE # 600, Atlanta, GA 30305

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## **Qualifications:**

High school or equivalent (Required)

Administrative assistant: 2 years (Required)

Proficient with MS Word, Excel, and other online applications.

\$36,000 - \$42,000 a year

Apply Online at: <https://indeedhi.re/2UU7qeU>

Source: Indeed



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# Benefits Administrative Assistant

## (Sandy Springs)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

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### **Responsibilities:**

- Assistant our Benefits Support and Implementation Reps on administrative duties as needed
- Loading employee elections via excel imports
- Data management and manipulation
- Auditing open enrollments
- Auditing benefits implementations
- Updating documents and rates

### **Qualifications:**

- Bachelor's Degree- Great opportunity for recent college graduates.
- Experience with Microsoft Products (Word, Excel, Powerpoint, Outlook)
- Previous HR or benefits experience preferred

\$16 - \$20 an hour

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

Source: Employer Website

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

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

Source: Employer Website

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# Command Center Associate (Roswell)



610 Holcomb Bridge Rd, Roswell, GA 30076

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This position is responsible for greeting customers and managing the customer storage pick-up process.

- Meet and greet storage buy customers.
- Manage the storage buy pick-up process with the company's car topper program.
- Demonstrate knowledge and comply with the company's phone answering standard operating procedures (SOP).
- Verify the identity of the person picking up the storage buy order(s) to ensure he/she is authorized to do so.
- Obtain the required customer information on all storage buy pick-ups.
- Deliver customer storage buy orders in POS.
- Comply with the company's safety standard operating procedures for lifting practices.
- Be an expert in all product knowledge and assist customers with product questions and selections.
- Clean and stock products according to Floor & Décor's brand standards.

## **Qualifications:**

- 1 year of retail sales experience required or an equivalent combination of education and experience
- Strong computer skills and internet project coordination experience.

Full-Time and Part-Time Positions Available.

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

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/1/21

## **Parks Ambassador PT (Sandy Springs)**

The City of Sandy Springs

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

## **Door Attendant/Valet (Buckhead)**

The Piedmont at Buckhead / 650 Phipps Blvd NE, Atlanta, GA 30326

<https://bit.ly/3x4L8Ed>

## **Dishwasher (Perimeter)**

Seasons 52 / 90 Perimeter Center West, Dunwoody 30346

<https://bit.ly/3rINk3b>

## **Cashier (Roswell)**

**\$12.04 an hour**

The Salvation Army / 10723 ALPHARETTA HIGHWAY 30076

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

## **Housekeepers (Dunwoody)**

Peachford Hospital / 2151 Peachford Rd, Atlanta, GA 30338

<https://bit.ly/3i7Us5H>

## **Service Porter (Sandy Springs)**

Rick Hendrick Toyota / 6475 Roswell Rd NE, Atlanta, Georgia 30328

<https://bit.ly/3xkm5wS>

## **Dishwasher (Roswell)**

Lola's Burger & Tequila Bar / 944 Canton St, Roswell, GA 30075

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

## **Housekeeping / Cleaning (Alpharetta)**

Laquinta Inn & Suites / 1350 North Point Dr, Alpharetta, GA 30022

<https://indeedhi.re/3l6Sa9a>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/1/21

## **Event Set-up & Break PT-Weekends (Roswell)**

**\$10.00 - \$15.00 per hour**

A Divine Event / 674 Mimosa Blvd, Roswell, GA 30075

<https://indeedhi.re/3ib3kaS>

## **Stock Team (Perimeter)**

**\$13.50 - \$14.05 an hour**

Nordstrom / 1201 Hammond Dr, Dunwoody, GA 30346

<https://indeedhi.re/3ycECN5>

## **AM Housekeeper (Perimeter)**

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

<https://indeedhi.re/2V5mIx8>

## **Restaurant Cleaner (Perimeter)**

Outback Steakhouse / 1220 Ashford Crossing, Atlanta, GA 30346

<https://bit.ly/2VkZu6c>

## **Part-time Driver (Roswell)**

Magnolia Place of Roswell / 655 Mansell Rd, Roswell, GA 30076

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

## **Stock Associate (Roswell)**

Ballard Designs / 1475 Holcomb Bridge Rd #131, Roswell, GA 30076

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

## **Custodian / Janitor (Roswell)**

Nalley Lexus / 980 Mansell Rd, Roswell, GA 30076

<https://bit.ly/3C0QP9A>

## **School Custodian (Alpharetta)**

Fulton Science Academy / 3035 Fanfare Way, Alpharetta, GA 30009

<https://indeedhi.re/3zV8my6>