
Administrative Assistant (Perimeter)



1040 Crown Pointe Pkwy # 400, Atlanta, GA 30338

Responsibilities:

- Provides administrative support to all partners.
- Assists with organizing departmental activities, meetings, conferences & travel, to include coordinating catering for department.
- Answers phone calls promptly and efficiently.
- Greets clients and others who visit the office.
- Assists Office Manager with planning firm events.
- Submits remote bank deposits and processes foreign bank deposits.
- Handles firm related errands such as going to the bank, post office, etc. as needed.
- Assists Client Accounting Service Department by processing client disbursements and related duties.
- Provides weekly and semi-monthly Axxess reports to partners.
- Sets up new clients in Outlook and Axxess.
- Maintains Outlook contacts.
- Prepares conference rooms for internal meetings and client meetings. Includes ordering food, ensuring beverages are available, setting up and breaking down meetings.

Qualifications:

- Must have reliable transportation to complete firm errands
- Must have strong skills in Word and Excel. Experience with PowerPoint preferred.
- Must have strong Outlook skills such as emailing correspondence, tracking appointments, maintaining mailing lists, etc.
- Prior experience in a CPA or law firm is a plus.

Apply Online at: <https://indeedhi.re/3CjTH1G>

Source: Indeed

Front Desk Receptionist (Dunwoody)

Riley Salon

5484 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Receptionist duties include: Answering phones, replying to e-mails, booking appointments, excellent customer service, point-of-sale, restocking product and light administrative work.

Qualifications:

- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)

The work schedule is Tuesday through Saturday. Part Time or Full Time considered.
Approximately 30-35 hours/week

\$10 - \$14 an hour

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

Source: Indeed

Posted 8/8/2021

Call Center Representative (Roswell)



1015 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Answers all incoming calls in a timely and professional manner, transfers calls appropriately, maintains confidentiality (i.e. quiet and confidential are usually the manner for all phone calls)
- Takes and relays messages in a timely and efficient manner. Checks voice mail when indicated
- Accurately enters personal, guarantor and insurance information into Software Program
- Creates patient registrations, Schedule/Reschedule appointments for new and returning patients, places appointment reminder calls
- Addresses patient inquiries and provides support as needed

Qualifications:

- Must have a High School Diploma or an equivalent degree
- Experience in call center environment or medical office setting preferred
- Strong data entry skills, general clerical aptitude and basic knowledge of record keeping
- Skilled in Microsoft Word and Excel

\$12.50 - \$14.00 an hour

Apply Online at: <https://indeedhi.re/2VDTtoO8>

Source: Indeed

Posted 8/8/2021

Concierge PT (Roswell)



1070 Hardscrabble Rd, Roswell, GA 30075

[No MARTA Service to this Location]

Responsibilities:

- Assist with admissions paperwork.
- Process employment applications.
- Maintain personnel records and daily resident census.
- Receive and separate incoming mail.
- Distribute incoming and outgoing mail.
- Assist in ordering supplies.
- Receive Community guests and act as liaison for the Executive Director, department heads and others.
- Run errands outside the Community, especially the post office and bank as assigned.
- Set up and maintain files.
- Answer phones and keep log as directed.
- Assist bookkeeper with billing.
- Maintain receipts register and cash receipt book.

Qualifications:

- At least six months experience in a clerical position or receptionist position. One-year experience preferred.

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

Source: Indeed

Customer Service Representative (Alpharetta)



Southern Insurance Underwriters Inc

4500 Mansell Rd, Alpharetta, GA 30022

We are seeking a professional with high level customer service functions to interface with our customers via telephone and email.

- Provide customer support accurately and timely and prepare information necessary in order to make corrections and adjustments to accounts.
- Process correspondence and returned mail. Obtain correct addresses and input corrections in system.
- Process Image Right indexing and One, Inc payments from phone calls.
- Assist agents in the application of Electronic Fund Transfer (EFT) payments.

Qualifications:

- 1-2 years of Call Center experience required
- Premium Finance or Insurance experience a plus
- Familiar with standard concepts, practices and procedures within the insurance industry
- High School Diploma or equivalent
- Proficient in Microsoft Office products to include Word, Excel (intermediate) and Outlook

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

Source: Indeed

Marketing Assistant (Buckhead)



3343 Peachtree Rd NE #1600, Atlanta, GA 30326

The Marketing Assistant will provide entry-level support to the Marketing and Business Development Department. This individual will perform various support functions related to Business Development and Client Event activities.

- Liaise and collaborate with other marketing team members on department and industry projects, events, requests for proposals and presentations, media relations, internal communications and lawyer training
- Manage and assist with a variety of short and long term projects and day to day requests
- Provide ongoing business development support to key firm practices, partners and associates
- Assist with tracking firm-wide BD activities and industry best practices

Qualifications:

- Bachelor's degree required, a focus on marketing or business administration is preferred
- 1-2 years of administrative experience is preferred
- Experience in a client-facing role strongly preferred
- Strong proficiency in Microsoft Word, Excel and PowerPoint

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

Source: Employer Website

Part Time Donor Services Specialist (Dunwoody)

The logo for LifeSouth, featuring the word "LIFESOUTH" in a bold, red, sans-serif font. The letter "O" in "SOUTH" is replaced by a red heart symbol. The text is set against a light blue rectangular background.

LifeSouth Community Blood Centers

4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

The primary purpose of the position is related to the recruitment, intake and processing of blood donors but excludes responsibilities related to actual phlebotomy.

- Greet potential blood donors and make donors aware of daily blood needs
- Register donors for blood collection in the LifeSouth computer system (IBBIS)
- Determine donor eligibility based on the results of the donor interview and physical process
- Accurately identify donors in every step of the donation process
- Actively assist in recruitment, telerecruitment and rescheduling of donors
- Work shifts include weekends, holidays, evenings and nights. Employees are expected to work both in the center and on a bloodmobile
- Construct and deconstruct mobile collections equipment for blood drives

Qualifications:

- High school diploma or GED
- Must be able to work a varied schedule including nights, weekends and holidays
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Basic computer skills and experience with computer programs such as MS Office

\$12.00 - \$13.20 an hour

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

Source: Employer Website

Claims Assistant (Buckhead)



945 East Paces Ferry Rd NE, Atlanta, GA 30326

Responsibilities:

- Assists adjusters by obtaining information necessary to properly handle claims
- Complete data entry transactions for claims processing
- Send appropriate notification and documentation to reinsurers
- Send acknowledgement to agents, brokers and insureds, as required
- Maintenance and organization of imaged files
- Process letters
- Telephone and mail responsibilities
- Photocopying, scanning, faxing, e-mailing, etc.
- Complete outside assignments to independent adjusters and attorneys, as required

Qualifications:

- One or more years claims clerical experience preferred
- High school graduate
- Word and Excel skills

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

Source: Employer Website

Unit Secretary - Nights & Weekends (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Road 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.

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/37p8sCe>

Source: Employer Website

Part-Time Receptionist (Roswell)



I N F I N I T I .

Roswell INFINITI

11405 Alpharetta Hwy, Roswell, GA 30076

Qualifications:

High school diploma or equivalent.

Prior receptionist experience preferred.

Weekly Saturday shift from 9AM-6PM.

Pay: \$13.00 per hour

Apply Online at: <https://indeedhi.re/3s69iNP>

Source: Indeed

Corporate Administrative Assistant (Sandy Springs)



5671 Peachtree Dunwoody Rd #900, Atlanta, GA 30342

Responsibilities:

- Manages the CEO, COO & CFO Office administrative affairs on a daily basis; organizes responsibilities and manage calendars; prepare and/or copy documents as required for administration and distribute/file as appropriate; provides internal and external communications on behalf of the CEO, COO & CFO; drafts correspondence; maintains close contact with the executive team to ensure resolution of various issues; interprets procedures and applies discretion.
- Facilitates organization of meetings and leadership activities for members of the Executive Team; assist with memos, documents and correspondence; provide administrative support as needed.
- Support Resurgens Board of Directors and Resurgens Charitable Foundation by handling time-consuming tasks such as compiling and organizing Board packet information, developing reports, maintaining confidential files, disseminating information relative to administrative policies, researching data for presentations, and composing and transcribing letters. Performs special projects and other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience and education.

32 to 40 hours per week

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

Source: Employer Website

Posted 8/8/2021

Front Desk Assistant PT (Perimeter)



41 Perimeter Center East, Suite 400, Dunwoody, Georgia

Veritas Collaborative is a national healthcare system for the treatment of eating disorders.

- Maintain appropriate, therapeutic boundaries with patients and families at all times.
- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitors
- Cordially and professionally greet all visitors and phone callers
- Ensure patients and visitors who arrive are escorted to correct locations
- Assist in the check in process for medical appointments
- Assist in the creation of badges for staff
- Manage front desk check-in process through LobbyGuard system

Qualifications:

- High School diploma or GED required
- Must be proficient in all MS suite products, including Outlook

Apply Online at: <https://bit.ly/3xt5RSa>

Source: Employer Website

Community Associate (Alpharetta)



At Regus, we've built the world's largest workspace network so that our customers can work better, faster, happier. Join us in one of our Regus centre teams. As a Community Associate, you'll work closely with new and existing customers, solving problems for them and making sure they have everything they need.

Qualifications:

- Confident using MS Office and other basic IT packages

Apply Online at: <https://bit.ly/3s1lgIs>

Source: Employer Website

Bakery/Admin Assistant – PT Contract (Sandy Springs)



1026 Jefferson Dr, Atlanta, GA 30350

Responsibilities:

- Work closely with owner on custom orders
- Mix ingredients for cake and icing batters
- Ice, Stack, and Decorate Cakes
- Build and create safe foundations for cake structures
- Assist in administrative work
- Deliver orders to customers (mileage will be compensated)

Qualifications:

- Reliable source of transportation
- Previous decorating experience is preferred but willing to provide necessary training

15-20 hours/week

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/37ldlvS>

Source: Indeed

Posted 8/8/2021

Administrative Assistant II (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Researches and verifies information pertaining to reports; prepares/tracks budgets; creates databases and analyzes moderately complex data.
- Supports projects by assisting manager/department, builds and maintains project plans, schedules and contributes to meetings to ensure project deliverables are met.
- Prepares correspondence and reviews documentation for conformance with internal policies and procedures.
- May maintain files, orders supplies, coordinates meetings and compiles and distributes meeting minutes. Handles travel arrangements and expense reports.
- May screen, handle or distribute incoming calls and complaints.

Qualifications:

- Requires a HS diploma or GED; 4 + years administrative experience, or any combination of education and experience
- BA/BS degree preferred.
- Experience with budgets is an asset.

Apply Online at: <https://bit.ly/3AdAnB9>

Source: Employer Website

Weekday Nursery Caregiver (Dunwoody)



1548 Mt Vernon Rd, Dunwoody, GA 30338

Dunwoody United Methodist Church is seeking a part-time/flexible caregiver with a loving, nurturing heart for our weekday nursery program. Make a difference in the lives of our youngest children by providing age-appropriate guidance as they learn about Jesus' love and grow in their faith.

[No qualifications specified in ad.]

Contact:

Debbie Lowrey

(770) 394-0675

debbie.lowrey@dunwoodyumc.org

Apply Online at: <https://bit.ly/3CoBnV5>

Source: theahaconnection.com

Posted 8/8/2021

Real Estate Administrative Assistant (Roswell)



Method Real Estate Advisors

Responsibilities:

- Provide concierge-level customer service to clients and customers
- Have excellent attention to detail and high-level accuracy with documents
- Oversee all listing files and listing marketing (brochures, flyers, online marketing, etc.)
- Be the first point of contact in handling customer inquiries and complaints
- Coordinate marketing events and client activities
- Work with all preferred vendors, including professional photographers, contractors, etc.

Qualifications:

- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, PowerPoint, Outlook, and Internet skills

\$14.50 an hour

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

Source: Employer Website

Posted 8/8/2021

Front Office Administrative Assistant (Johns Creek)



2750 Old Alabama Rd #200, Johns Creek, GA 30022

Support all clients, clinical and admin staff with administrative, receptionist and billing duties.

Qualifications:

- Administrative Assistant: 1-3 years (Required)
- Customer Service: 3 years + (Required)
- Bachelor's (Preferred)
- Experience in a counseling or medical front office (Preferred)

From \$15 an hour

Apply Online at: <https://indeedhi.re/3rRmtC1>

Source: Indeed

Posted 8/8/2021

Client Service Coordinator (Alpharetta)



Provide general office support, administrative support to the branch manager and operations leader and other run the business support activities. Provide administrative support to advisors, which includes check scanning, mail handling, website updates, expense reports, etc.

- Provide general reception and office support; accountable for general office responsibilities. These duties include support to the Branch Manager and Operations Leader, processing invoices and expense reports, supply ordering, prepare reports, provide administrative support to the branch (check scanning, mail handling, etc.), compliance record keeping, etc.
- Provide support for marketing, client acquisition events & activities. Assist with logistics marketing and client acquisition events, including venue, RSVPs, supplies, etc. Prepare and submit marketing compliance documentation and marketing wholesaler reimbursement. Website updates.

Qualifications:

- Associate (2-year) degree or equivalent
- 1 -3 years Relevant Experience Required

Apply Online at: <https://bit.ly/2VvFw8K>

Source: Employer Website

Customer Relations Representative (Alpharetta)



1725 Windward Concourse # 200, Alpharetta, GA 30005

Berkshire Hathaway Homestate Companies is a workers compensation insurance company. Primarily responsible for providing professional and compassionate customer service for all incoming calls and emails such as status requests, grievances and other general inquiries. Conducts a high volume of calls, distributes or escalates calls as appropriate, accurately tracks inquiries, and enters relevant data into applicable fields in proprietary software.

Qualifications:

- Associate's degree in from an accredited college or technical school is preferred.
- Proficient on the Microsoft Office Suite

Apply Online at: <https://bit.ly/3inF0CR>

Source: Employer Website

Administrative Assistant (Roswell)

R. Daniel McNeely, CPA

875 Old Roswell Rd # F500, Roswell, GA 30076

This individual will support the office in all aspects including answering phones, scheduling appointments, greeting clients, responding to emails, and preparing client return documents.

Qualifications:

- High School Diploma or equivalent
- Experience dealing with the public or administrative positions
- Accounting and tax knowledge, as well as Office and Excel, are a plus but not required.

Normally 30 to 35 hours per week, additional hours needed during peak season. No insurance or other benefits provided.

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/37lAdeL>

Source: Indeed

Posted 8/8/2021

Receptionist PT (Sandy Springs)



1100 Hammond Dr Ste 210, Atlanta, GA 30328

Responsibilities:

- Check in all patients and complete patient registration under the direction of the Office Manager.
- Schedule patient appointments within operational standards.
- Confirm patient appointments two (2) business days prior to the patients' appointments.
- Complete insurance verifications two (2) business days prior to all (general and specialty) patients' visits to determine coverage and benefit limits and link insurance in EagleSoft, as directed by office manager and/or ortho supervisor. Ensure pre-authorizations are received prior to appointments, if required.
- Complete check out process with each patient by reviewing charts to ensure that all information is written properly and procedures are documented and match the signed routing slip that the general dentist or specialist has submitted.
- File patient charts on a daily basis.

Qualifications:

- Basic clerical and administrative skills.
- Basic knowledge of insurance and dental terminology helpful.
- Working knowledge of Internet Explorer and Microsoft Word required; knowledge of Microsoft Excel preferred.
- Previous insurance and/or dental office experience preferred.

Apply Online at: <https://bit.ly/3yuY9bG>

Source: Employer Website

HR Specialist (Sandy Springs)



6205 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Act as primary support for all employees and managers at all levels of the company to triage, guide, and give solutions to their inquiries regarding all aspects of HR including, but not limited to benefits, payroll, leaves of absence, HR policies, processes, programs, and technologies.
- Interpret and communicate HR policies and procedures, both verbally and in writing through all communication channels including telephone, chat, written inquiries, e-mail or other technological interfaces.
- Utilize case management and knowledge application to track, research, and resolve each inquiry to provide end to end guidance as a holistic approach to the request in a proactive and effective manner.
- Enter PeopleSoft data transactions into the system of record (e.g., changes to employee address, name, direct deposit, etc.) in a timely and accurate fashion to maintain the highest level of data integrity; and update the case management system with call/transaction specific information and appropriate documentation.

Qualifications:

- Experience serving customers using multiple communication channels (phone, email, chat, blog, etc.)
- 3 years experience in multi-faceted customer service or call center environment
- 1-3 years Human resources, benefits, and/or payroll experience
- Microsoft Office Outlook, Word, and Excel Experience Required

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

Source: Employer Website

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

Dishwasher (Perimeter)

AC Hotel by Marriott / 40 Perimeter Center Pl, Dunwoody, GA 30346

<https://indeedhi.re/3jjX2VP>

HIRING EVENT 8/11 (Roswell)

Up to \$15 an hour

Bowlero / 785 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3irsO3O>

Houseperson (Perimeter)

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

<https://bit.ly/3lwRF8A>

Laundry Attendant (Alpharetta)

Even Hotel / 2715 Old Milton Pkwy, Alpharetta, GA 30009

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

PT Custodian/Set Up (Alpharetta)

\$12 an hour

Restoration Church / 410 Rucker Rd, Alpharetta, GA 30004

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

Stock Associate PT (Perimeter)

Cost Plus World Market / 4733 Ashford Dunwoody Rd.

<https://bit.ly/3lwqJ8U>

Server (Buckhead)

\$10 - \$12 an hour

Legacy Ridge at Buckhead / 4804 Roswell Rd, Atlanta, GA 30342

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

Dishwasher (Roswell)

IHOP / 10686 Alpharetta Highway Roswell, GA - 30076

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

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

Men's Locker Room Attendant (Sandy Springs)

\$11.50 an hour

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

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

Crew Member/Kitchen Staff (Sandy Springs)

\$14 an hour

Jet's Pizza / 6615 Roswell Rd, Sandy Springs, GA 30328

<https://bit.ly/3lBfAU3>

Host/Hostess PT (Roswell)

Zest Restaurant / 957 Canton Street Roswell, GA - 30075

<https://bit.ly/3jxXlE8>

Janitor (Perimeter)

Chuy's / 118 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/3xsS3XX>

Valet Parking Attendant (Buckhead)

\$8 - \$12 an hour

Access Parking Management / Atlanta 30326

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

Packer- 3rd Shift (Alpharetta)

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

[No MARTA Service to this Location]

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

Part-Time Servers (Roswell)

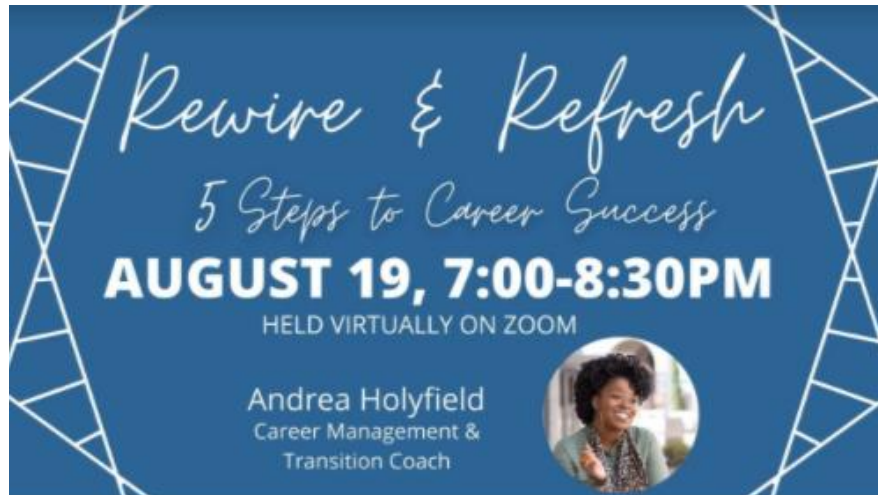
Sanford Estates / 500 Walton Way, Roswell, GA 30076

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

Cashier PT & FT (Alpharetta)

Chuck E. Cheese / 925 North Point Dr, Alpharetta, GA 30022

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



Concrete steps towards change

You'll learn:

- A 5-Step process to changing careers quickly
- The secret to transitioning without starting over
- How to create a productive personal change strategy
- A proven career transition branding plan



Register at: <https://www.jotform.com/form/211664284558160>