
Receptionist (Alpharetta)



HANKINPACK

11800 Amber Park Dr, Alpharetta

Responsibilities:

- Welcome clients to our office and coordinate scheduling / movement between conference rooms
- Notify attorneys when their client arrives
- Receive mail / packages and follow firm distribution processes
- Answer phones and provide answers to frequently asked questions

Qualifications:

- 1-2 years of prior customer service experience

Apply Online at: <https://bit.ly/3sr8naP>

Source: Employer Website

Front Desk Receptionist (Sandy Springs)



5673 Peachtree Dunwoody Rd, Sandy Springs, GA 30342

Responsibilities:

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival, reviewing service delivery compared to schedule, and reminding providers of service delays.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Obtains revenue by recording and updating financial information, recording and collecting patient charges, controlling credit extended to patients, and filing, collecting, and expediting third-party claims.

Qualifications:

- High school degree needed. University/college degree is an asset but not required.
- Previous experience with Microsoft Office software preferred.

Monday through Friday 8:00 am to 5:00 pm.

\$18 - \$22 an hour

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

Source: Indeed

Posted 8/22/2021

HR Coordinator (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

The Human Resources Coordinator will work alongside the HR Manager in the day-to-day operations of the HR Department to implement, improve, and develop HR systems and procedures for the betterment of the agency and its employees. The HR Coordinator will assist in guiding employees through all human resources procedures and answer questions about policies.

- Conduct employee file audits to ensure compliance with company policies, Federal, State, and local laws, and regulations.
- Provide support to Department Managers with the selection of new talent.
- Submit online investigation requests & assists with new employee background checks.
- Assists with performance review tracking.
- Assist the HR Manager with the onboarding of new employees by collecting pre-employment documents, submitting pertinent requests, and completing employee orientation.
- Utilize company HRIS to manage talent acquisition, employee benefits, time and attendance, and onboarding.
- Work with the Fiscal Department to process payroll on a semi-monthly basis.

Qualifications:

- Bachelor's degree in Human Resources or a related discipline
- SHRM/PHR certification preferred
- A Minimum of 2 years' experience in HR
- Current/Valid State of Georgia driver's license with a good driving record

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

Source: Employer Website

Conference Coordinator (Alpharetta)



1145 Sanctuary Parkway, Alpharetta, GA 30009

The Conference Coordinator supports the Conference Management team in all aspects of conference management, including speaker logistics, travel logistics, onsite needs, and vendor support.

- Create, send, and track status of speaker agreements
- Collect speaker bios and photos for use in marketing materials
- Create and maintain speaker database for each event
- Assist with coordination of speaker travel including air and hotel reservations
- Keep conference websites up-to-date with speakers and session information including speaker's, bio, headshots and company information
- Track speaker's audio/visual requirements
- Provide assistance to conference management in proofing conference brochures, show directories and signage
- Assist conference management in development, distribution and analysis of speaker evaluations
- Upload speaker handouts to conference websites
- Create online call for presentations for all conferences
- Send out call for presentations; assists potential speakers with any challenges with their submissions
- Compile all speaker submissions; submit to education partner for review

Qualifications:

- 2-3 years of event operations experience
- Understanding of meeting and event planning principles, requirements, and procedures
- Well versed in all Microsoft platforms, including Word, Excel and PowerPoint
- Ability to travel as needed

\$48,000 - \$50,000 a year

Apply Online at: <https://indeedhi.re/2W7TMoX>

Source: Indeed

Customer Service Representative (Work from Home)



Responsibilities:

- Performs activities relating to inbound calls and/or emails from tenants, vendors, potential tenants regarding company rental information, questions and concerns daily
- Provides accurate and timely assistance to the caller and documents activity in CRM database, ensuring proper call handling and follow up as needed
- Places outbound calls to follow up with customers & property management regarding actionable items and/or provide additional information
- Supports department by performing administrative assistance such as filing, faxing and report generation

Qualifications:

- High school diploma or GED required; some college preferred
- Minimum 2 years' experience within an inbound call center setting
- Knowledge of Real Estate or Property Management industry preferred
- Proficient in MS Office Suite

\$17 an hour

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

Source: Employer Website

Onboarding Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

Responsibilities:

- Request, collect, and/or map client applications
- Connect with the healthcare provider regarding discrepancies and missing information
- Assist and develop contact sheets for previous work history and insurance coverage
- Communicate with clients in order to determine preferences and maintain database checklists
- Communicate with provider or group regarding onboarding status
- Review and understand trends to maintain the department's success
- Develop and implement Customer Care strategies, working with all specialty teams in the company

Qualifications:

- Bachelor's Degree in business administration/management preferred
- No medical experience is required.

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

Source: Employer Website

Administrative Assistant (Roswell)



80 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Greets visitors and provides tours of the center.
- Serves as liaison between the center manager and center staff, general public and outside representatives.
- Accurately and clearly convey directives, assignments, and instructions and other information from the Center Manager to the center staff as directed.
- Assists center management with scheduling substitute teaching staff.
- Prepares routine correspondences.
- Assist in set up for meetings and conferences.
- Efficiently operates phone system, copier, computer and fax (all office equipment).
- Prepares center newsletter.
- Proofreads and edits reports and other documentation to ensure accuracy and completeness.
- Records and prepares meeting minutes
- Maintains accurate organized and accessible center files for staff, children and appropriate documents for licensing, accreditation, etc.

Qualifications:

- High School Diploma or equivalent and four (4) years of professional, administrative experience required or Bachelor's degree in Business Administration or a related field from an accredited college or university and one (1) year of administrative experience

Apply Online at: <https://bit.ly/3iUhE7Y>

Source: Employer Website

HR Coordinator - Talent Development (Buckhead)



3438 Peachtree Rd NE #1800, Atlanta, GA 30326

HR Coordinator, Talent Development is responsible for supporting company-wide Learning & Development and Talent.

- Support the development and delivery of Learning & Development programs and events
- Support development programs (e.g., Mentor Partnerships program, team development workshops, Toastmasters, leadership development programs) through research, logistics, project planning, and administrative support
- Support College Program (EDP and Intern) activities
- Market and develop communications for employees regarding available resources and programs
- Organize learning classes, schedules and events in our Carter's University system
- Manage, track, and report all Carter's Cares related metrics

Responsibilities:

- Bachelor's degree required
- 1-2 years of HR or related experience

Apply Online at: <https://bit.ly/3D8ebei>

Source: Employer Website

Hospitality Coordinator PT (Chamblee & Johns Creek)



Consumer Insights. Delivered.

5238 Peachtree Rd, Chamblee, GA 30341

Within the Facilities team, the Hospitality Coordinator is the primary person who hosts on-site clients to provide exceptional hospitality services.

- Greet and seat clients upon arrival
- Handle client special requests
- Provide and serve all meals and refreshments to clients.
- Clear/clean all dishes from client meals.
- Provide clients with office supplies/services as requested.
- Submit all receipts to the Operations Manager
- Maintain housekeeping and restocking of client lounges.
- Maintain overall facility cleanliness.

Qualifications:

- Bachelor's (Preferred)
- Customer service: 2 years (Preferred)

This is a long-term, ongoing, part time position, on-site 2-3 days a week depending on when clients are on-site. Most shifts vary in hours, and support both our Johns Creek and Chamblee locations.

\$10 - \$12 an hour

Apply Online at: <https://indeedhi.re/3yXTO0I>

Source: Indeed

Posted 8/22/2021

Front Desk Concierge PT (Brookhaven)



1634 Afton Ln NE, Atlanta, GA 30329

Responsibilities:

- Serves visitors by greeting, welcoming, directing, and announcing them appropriately
- Manages schedule for front desk team, ensuring the position is covered during scheduled hours
- Demonstrates proficiency in responding to inquiries
- Answers, screens, and forwards any incoming phone calls in a professional manner
- Maintains security by following procedures and controlling access (monitor logbook, issue visitor badges, provide name tags to employees following name tag process)
- Keeps office areas (lobby, consult room, front desk) neat and stocked; ensures doors are free of finger/hand prints
- Serves as a liaison between all departments
- Assists in employee onboarding as necessary

Qualifications:

- Proficiency in Microsoft Office and database input
- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)

\$12 - \$15 an hour

Apply Online at: <https://indeedhi.re/3CW0cId>

Source: Indeed

Human Resources and Talent Acquisition Coordinator – Entry-level (Alpharetta)



4550 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- Responsibility for US HR administration supporting the employee lifecycle, including new hire on-boarding and employee offboarding, job and pay changes, and employee programs.
- Responsibility for Global Recruiting Coordination, supporting the Internship recruiting efforts, including sourcing and screening candidates for hire as needed.
- Support new hire onboarding process by managing system profiles, new hire paperwork, and conducting benefits and payroll orientation.
- Explain and provide information on employee benefit programs.
- Assist with projects including employee engagement, global company culture, and office event planning.
- Administer electronic benefits and human resources information systems as required.
- Utilize recruiting platform tools to build a pipeline of talent for key Stonebranch positions within the Talent Acquisition program.
- Coordinate interview activities for candidates.

Qualifications:

- Bachelor's degree in Human Resources or Business Administration is required.
- Entry level candidates with a strong interest in Human Resources will be considered. 2+ years relevant experience in HR or Talent Acquisition is preferred.

Apply Online at: <https://bit.ly/3iVRjq8>

Source: Employer Website

Executive Assistant (Doraville)



2911 Northeast Pkwy, Atlanta, GA 30360

We are looking for an Executive Assistant to perform a variety of administrative tasks and support our company's CEO/President.

- Act as an office manager and manage sales team and client service managers.
- Act as the point of contact among executive, employees, clients and other external partners
- Pay executive bills
- Manage information flow in a timely and accurate manner and making sure all employee assigned task are completed in a timely manner.
- Manage CEO calendar and set up meetings
- Make travel and accommodation arrangements
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Organize and maintain the office filing system

Qualifications:

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- College degree a plus

From \$13 an hour

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

Source: Indeed

Posted 8/22/2021

Customer Service Representative

(Alpharetta)



4005 Old Milton Pkwy, Alpharetta, GA 30005

With incoming phone calls, you will determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid.

Qualifications:

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

\$15 an hour

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

Source: Employer Website

Posted 8/22/2021

Customer Service Representative (Roswell)



1 Royal Oak Ave, Roswell, GA 30076

Responsibilities:

- Investigating and resolving customer concerns.
- Order entry.
- Research, gather, and document all pertinent facts pertaining to issues and complaints.
- Contact departments as appropriate to secure information and/or refer issues and complaints for a response.

Qualifications:

- High school diploma. (College degree preferred)
- 2 plus years of work experience in customer service
- Excellent computer skills, with a high level of proficiency in Microsoft Word and Excel.
- Previous experience working with EDI (Electronic Data Interchange) a plus.

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

Source: Indeed

Storeroom Clerk (Buckhead)



Cherokee Town & Country Club Inc.

155 West Paces Ferry Rd NW, Atlanta, GA 30305

In this inventory control position, you assist in maintaining our storeroom's cleanliness and organization. As you receive deliveries, you review invoices, inspect items, and place stock in the appropriate storage area. You also perform deliveries and pick-ups of your own between the country club and town club. You keep a close eye on stock levels and ensure that requisitions include a note of any out-of-stock materials.

Qualifications:

- Valid driver's license
- Ability to operate inventory management software

Apply Online at: <https://bit.ly/3yWJzK9>

Source: Employer Website

FT Manager of Operations (Sandy Springs)



6700 Riverside Dr, Atlanta, GA 30328

We're seeking a leader with a background in hospitality management to oversee Culinary, Housekeeping, Grounds and Maintenance.

Includes 100% employer-paid medical and other benefits.

Contact mcessler@ignatiushouse.org

Source: Referral

Posted 8/22/2021

Administrative Assistant (Alpharetta)



Cady Studios

2555 Westside Pkwy Ste 500, Alpharetta, GA, 30004

Responsibilities:

- Overseeing all departmental tasks and ensuring they run on time.
- Executing specific tasks associated with various product lines.
- Creating tickets for escalations and monitoring that they have been handled.
- Proofreading of departmental documents.
- Aligning data files to make sure they match up in different systems.
- Ensuring our images have been uploaded to the appropriate system.
- Give administrative support to our School Experience Director and Reps.

Qualifications:

- Experience in departmental support is preferred, but not required.

Apply Online at: <https://indeedhi.re/3mhjh1N>

Source: Indeed

Greeter- Service Department (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

Qualifications:

- Must have a high school diploma or military equivalent experience
- Asbury requires that all new hires be fully vaccinated against COVID-19

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

Source: Employer Website

Front Desk Receptionist PT

(Sandy Springs)



5600 Roswell Rd NE Suite 9, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Data entry
- Processing orders & transactions
- Document research

Qualifications:

- A minimum of 2 years office administration/customer service experience
- Proficient in Microsoft Office and other computer related skills

\$16 an hour

Apply Online at: <https://indeedhi.re/3y3RaW3>

Source: Indeed

Office Coordinator / Admin Assistant

(Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

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
- 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

Qualifications:

- Minimum 3 years of previous experience in a corporate environment
- High school diploma or equivalent
- Proven office management, administrative or assistant experience
- Proficient in MS Office

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

Source: Employer Website

Human Resources Coordinator / Generalist (Alpharetta)



11720 Amber Park Dr #600, Alpharetta, GA 30009

Kimley-Horn is looking for a Human Resources Generalist for our Southeast region, based in our Alpharetta, GA office. This role provides support to multiple offices in the Atlanta metro area, in collaboration with other HR partners. Additionally, this role will work with the firmwide/nationwide HR team.

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

Qualifications:

- Bachelor's (or Master's degree) in Human Resources or related field
- 3-6 years of related experience including some employee relations experience
- Valid driver's license and ability to travel within the metro Atlanta area to support the needs of the region, overnight travel required occasionally
- Knowledge of federal and state labor and employment law
- Proficiency in Word, Excel, PowerPoint, Outlook and HRIS systems
- PHR/SPHR or SHRM-CP/SCP strongly preferred

Apply Online at: <https://bit.ly/3zdBC3y>

Source: Employer Website

FULTON COUNTY NOW HIRING POLL WORKERS FOR THE 2021 GENERAL MUNICIPAL AND SPECIAL ELECTION



Fulton County is now hiring poll workers for the November 2, 2021 General Municipal and Special Election. A total of more than 2,052 poll workers will be needed for this election, which will include municipal and school board elections, as well as elections for E-SPLOST and

TSPLOST. Fulton County will need 300 to 400 Poll Workers to work at its 259 polling locations on Election Day.

To be a poll worker you must:

- Have a willingness to serve
- Be at least 16 years of age.
- Be willing to work from 5 a.m. to 8:30 p.m. on Election Day (9:30 p.m. in the City of Atlanta)
- Read and write English
- Have reliable transportation
- All poll workers will attend in-person training. Training begins August 24.

Poll workers will receive the following rate of pay for their Election Day service as well as an additional \$30 to attend training:

- Duel Managers - \$275
- Chief Managers - \$250
- Assistant Managers - \$200
- Clerks - \$175

To apply to be a Fulton County poll worker, **please complete the online application**. For more information, contact 404-612-5090.

[I can't imagine what a "Duel Manager" does. But it sounds dangerous. -- Doug]

Apply Online at: <https://bit.ly/3j79dX4>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/22/21

Car Wash (Alpharetta)

\$12 hr

Mammoth Detail Salons / 2145 Old Milton Parkway, Alpharetta GA 30009

<https://bit.ly/3xYm9mc>

Dishwasher (Alpharetta)

\$11 - \$12 an hour

Mansions Senior Living / 3700 Brookside Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3gg52X0>

Housekeeper (Roswell)

7:30 am – 4:00 pm and rotating weekends

St. George Village / 11350 Woodstock Rd, Roswell, GA 30075

[No MARTA Service to this Location]

<https://bit.ly/3k8dE30>

Dishwasher (Sandy Springs)

\$500 SIGN-ON BONUS

Mount Vernon Towers / 300 Johnson Ferry Rd, Atlanta, GA 30328

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

Banquet Server FT/PT (Brookhaven)

\$14 - \$15 an hour; Non-tipping

Capital City Club / 53 W Brookhaven Dr NE, Atlanta, GA 30319

<https://indeedhi.re/2W9oDBn>

Movers/Helpers (Roswell)

\$13 - \$17 an hour + Tips

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

<https://bit.ly/3CZ2Htd>

Housekeeping - Night (Alpharetta)

Hilton Garden Inn / 4025 Windward Plaza, Alpharetta, GA 30005

<https://bit.ly/2W7PLjN>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/22/21

Distribution Assistant - Shipping (Perimeter)

\$12.50-\$14/hour

Proliant / 1100 Abernathy Rd NE #1000, Atlanta, GA 30328

<https://indeedhi.re/3AXI5Bb>

Housekeeping Attendant (Buckhead)

JW Marriott Atlanta Buckhead / 3300 Lenox Road NE, Atlanta, Georgia

<https://bit.ly/3y4ump0>

Ladies Locker Room Attendant (Sandy Springs)

\$11.50 - \$12.00 an hour

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

<https://bit.ly/3k6NpKn>

Cashier (Buckhead)

Starting at \$13/hr, plus tips

Grand Lux Café / 3500 Peachtree Rd Ne, Atlanta, GA 30326

<https://indeedhi.re/3sxSI9q>

Custodian (Brookhaven)

\$10.71 - \$17.14 an hour

City of Brookhaven Park Operations

<https://bit.ly/3B3WCKB>

Cashier (Sandy Springs)

\$10 an hour

Wingstop / 8725 Roswell Rd, Sandy Springs, GA 30350

<https://bit.ly/3gf0rEH>

Cashier/Customer Service (Chamblee)

\$15 - \$18 an hour

Gu's Dumplings / 4897 Buford Hwy NE #104, Chamblee, GA 30341

[This place has the best Chinese food in all Atlanta. -- Doug]

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