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# Team Assistant (Dunwoody)



1200 Ashwood Pkwy Suite 130, Atlanta, GA 30338

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## Responsibilities:

- Perform data entry following prescribed or established formats
- Assist in the development of documents for proposals and reports
- Compose and/or draft correspondences and reports
- Responsible for outgoing and incoming mail and faxes
- Track projects, proposals and any other related items

## Qualifications:

- Bachelor's degree preferred.
- 2-3 years of relevant office experience. Experience working in an engineering, construction or environmental field is a plus
- Advanced proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint and Adobe Acrobat & Reader

\$18 - \$20 an hour

Apply Online at: <https://bit.ly/3kqv0by>

Source: Employer Website

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Posted 8/29/2021

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# Administrative Assistant (Alpharetta)



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The School Office Administrator provides general office support with a variety of administrative activities and related tasks and assists the Principal and/or Assistant Principal with student/parent relations.

- Maintains and sets up files for office of all enrolled children and staff.
- Assists with collecting tuition and other fees and inputs data into NetSuite.
- Runs weekly reports to acquire information for Weekly Operations sheet.
- Processes invoices, purchase card receipts, and other accounts payable related documentation, including entering data into NetSuite.
- Assists with Payroll and keeping track of staff attendance.
- Answers phones and provides a presence at the front desk.
- Tracks or records all other activities that take place at school (pictures, fundraisers, book orders, etc.).
- Serves as witness to any documented disciplinary performance management meetings.
- Assists with orientation for new employees.
- Takes care of students sent to office for various ailments
- Provides in-classroom coverage for teaching staff, including breaks, absences and shift changes.

## **Qualifications:**

- High School diploma or equivalent (GED) required.
- Two (2) or more years of similar or related experience. Prior experience working in a school environment preferred.
- Working knowledge of Microsoft Office including Excel, Word and Power Point. Demonstrated ability to utilize email and the Internet.

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

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



8300 Dunwoody Pl #150, Atlanta, GA 30350

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## Responsibilities:

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages; meets and greets visitors in a courteous and professional manner
- Reviews and responds to daily internal/external mail; sends and receives faxes
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes
- Coordinates calendar and schedules appointments
- Coordinates meetings, including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing
- Track, monitor and update agents' activity, leads, appointments and sales including recording sales activity and data on agency boards.
- Act as intermediary for the Sales Manager regarding client and agent calls and questions (i.e. screen, address and forward as needed depending on the issue)
- Performs other duties and special projects as assigned by supervisor
- Assist in recruiting activity including sourcing candidates, scheduling interview appointments and onboarding new agents.

## Qualifications:

- High School Diploma
- Three to five years related experience, or equivalent combination of education and experience

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

Source: Employer Website

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# Office Admin Assistant Mortgage (Alpharetta)



555 N Point Ctr E - Alpharetta, GA 30022

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This position performs routine administrative tasks for a Mortgage Branch Manager and team of loan officers. Duties include: performing extensive research to resolve complex inquiries and or transactions from internal and external customers; overseeing compliance; new hire on boarding; producing routine documents and reports using word processing and spreadsheet software; performing routine data entry operation.

## **Qualifications:**

- 3+ years of experience interacting with people or customers demonstrated through work, military, or education

### **Preferred:**

- Mortgage industry experience
- Advanced Microsoft Office skills
- A BS/BA degree or higher

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

Source: Employer Website

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# Clinic Receptionist (Roswell)



**All Kids First**

1875 Old Alabama Road, Roswell, GA 30076

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## **Responsibilities:**

- Greet and welcome clients as soon as they arrive at the Clinic
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Maintain office security by following safety procedures and controlling access via the reception desk
- Order Clinic supplies and keep inventory of stock
- Open Clinic 9 am and Close Clinic 6 pm
- Keep update of clients schedule on daily basis
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

## **Qualifications:**

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Bachelor Degree; experience in Office Management is a plus

\$30,000 - \$35,000 a year

Apply Online at: <https://indeedhi.re/3sKyUA3>

Source: Indeed

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# Front Office Assistant (Alpharetta)



**Northside Hospital**

3400 Old Milton Pkwy UNIT C, Alpharetta, GA 30005

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Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

**Qualifications:**

- 1 year clerical/secretarial experience preferably in a healthcare environment
- Preferred:
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint)

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

Source: Employer Website

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# Customer Service Representative (Work from Home)



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## Responsibilities:

- Troubleshooting customer problems and identifying solutions while leveraging your strong customer service and communication skills.
- Educating customers and positioning Verizon solutions to drive and close sales.

## Qualifications:

- Meet all home office requirements.
- High school diploma or GED. Associate's degree preferred.
- One or more years of customer service and/or sales experience.

Apply Online at: <https://vz.to/38aPM9F>

Source: Employer Website

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# Executive Administrative Assistant



## City Of Brookhaven

4362 Peachtree Rd NE, Brookhaven, GA 30319

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The City of Brookhaven is seeking highly qualified applicants for an Executive Administrative Assistant in the City Manager's Department. The Executive Administrative Assistant will perform advanced secretarial and administrative work for the City Manager, Assistant City Manager, Mayor and Council.

- Answers phones and directs all incoming calls to appropriate party promptly and efficiently.
- Manages office details by relieving executive management of routine request and matters.
- Performs special projects as needed by the City Manager and/or Mayor.
- Prioritizes and manages multiple projects simultaneously and follow through on issues in a timely manner.
- Reviews and summarizes miscellaneous reports and documents.
- Schedules and coordinates calendar and appointments.
- Coordinates complex meetings, assist in the design and preparation of presentations and other meeting materials.
- Arranges travel, prepares itineraries including air and ground transportation, hotel reservations and car rentals.
- Organizes meetings, appointments, conferences and calls with both internal and external business partners.

### Qualifications:

- A Bachelor's degree from an accredited college or university;
- Three (3) years of experience performing work related to the described duties

Apply Online at: <https://bit.ly/3sNl4Nb>

Source: Employer Website



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# Marketing Assistant (Alpharetta)



11625 Rainwater Dr, Alpharetta, GA 30009

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## Responsibilities:

- Schedule meetings, reserve meeting rooms, initiate zooms, etc.
- Arrange and book travel (hotels, flights, cars).
- Manage team calendar (trips, events, vacations).
- Prepare meeting materials (gather documents, build agendas, print materials).
- Serve as scribe/notetaker at team meetings.
- Assist with in-person and virtual events with the public.
- Assist in internal communications to staff.
- Assist in the creation of internal communications plans.
- Build and collaborate on Word documents, Powerpoints, and other materials.
- Coordinate calls/trainings with local teams (Office Hours, quarterly campaign launches, special projects)

## Qualifications:

- High-school degree, college degree preferred
- 1-5 years' experience in executive assistance, communications, marketing, or publishing field (we're open to new college graduates with intern experience)
- Computer skills: Microsoft Suite, calendar scheduling, comfortable with social media such as Facebook and LinkedIn (Apple software such as Keynote or Pages, and any creative software such as Adobe Creative Suite, would be a bonus)

Apply Online at: <https://bit.ly/2WgYMI5>

Source: Employer Website

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# Contact Center Agent (Sandy Springs)



7475 Roswell Rd, Sandy Springs, GA 30328

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## **Responsibilities:**

- Answering inbound calls and making outbound calls.
- Gathering and confirming information used for scheduling.
- Establishing rapport and showing empathy to customers.
- Entering data into a database (CCC).
- De-escalation of angry and/or irate customers.
- Offering suggestions that can improve Standard Operating Procedures.
- Communicating with internal and external customers by phone and email.

## **Qualifications:**

- High School Diploma or equivalent required.
- 1 year of experience in a high volume inbound and outbound call center environment with data entry during calls required.
- Proficient skills in Microsoft Office, including Word, Excel, Outlook, and PPT.

Apply Online at: <https://indeedhi.re/3sTCnw7>

Source: Indeed

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# HR Associate (Alpharetta)

## Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

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### Responsibilities:

- Provide high quality operational support to HR Business Partners on both cyclical and adhoc HR processes including the performance evaluation process, diversity efforts, promotion and compensation. Support will involve entering Workday transactions, handling reporting requests, assisting with audits, and the tracking and maintenance of employee data and documents.
- Partner with global and regional HR colleagues on operational HR matters to drive people initiatives.
- Provide day to day support for employees and managers on operational HR matters by providing timely, accurate and thorough responses. Examples include answering policy questions, assisting with off boarding, immigration questions, mobility eligibility, leave processing, employment verifications letters, etc.
- Project manage planned and ad-hoc activities for the HR Business Partner team
- Liaise with HR Solutions teams and product areas to deliver HR services to HR Business Partners, managers and employees
- Assist in documentation of HR processes. Partner with HR Business Partner Solutions, HR Business Partners and SMEs to gather necessary information and transpose high-level information into detailed process documentation. Maintain and update process documents to ensure recorded accurately

### Qualifications:

- Bachelor's degree required with at least 2 years of relevant professional experience
- Strong Microsoft Office skills in Excel, Power Point, Word, etc. Visio a plus.

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

Source: Employer Website

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# Employee Relations Specialist (Buckhead)



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

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## Responsibilities:

- Provide guidance and direction to employees and managers regarding company HR policies and procedures that champions the company's vision, values and culture.
- Recommend effective solutions for addressing workplace concerns and escalate as applicable to Employee Relations Managers for further investigation.
- Support business partners on employee inquiries by interpreting policies and providing consistent practices
- Maintain accurate, timely, and required documentation of activities to ensure quality employee records and metrics.
- Collaborates with other centers of excellence such as Employee Relations, Benefits, and Talent Development.
- Routinely exercises judgment within broadly defined policies and practices.
- Recommends or takes appropriate actions to address concerns as needed.
- Provides front-line support in the prevention, resolution, and referral of employee questions or concerns.

## Qualifications:

- Minimum 2-3 years of experience consulting on human resources policies and processes with employees and managers
- Prior experience as an HR Generalist; prior Employee Relations experience ideal
- Prior experience in a centralized HR department or shared services organization preferred
- Experience with case management systems and Workday preferred
- Bachelor's degree required

Apply Online at: <https://bit.ly/2XN2jxW>

Source: Employer Website

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# Front Office Coordinator (Sandy Springs)



5673 Peachtree Dunwoody Rd #750, Atlanta, GA 30342

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## **Responsibilities:**

- Making patients appointments
- Check patients In & Out
- Recalls
- Billing and insurance

## **Qualifications:**

- Associate (Preferred)
- Microsoft Office: 4 years (Preferred)
- Customer Service: 4 years (Preferred)

Apply Online at: <https://indeedhi.re/3sQnD0X>

Source: Indeed

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# Listing Coordinator (Buckhead)



3355 Lenox Road NE, Atlanta, GA 30326

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The Front Office Administrator is the first point of contacts for both agents and clients in our office.

## **Qualifications:**

- High school or equivalent
- Customer Service: 1 year (Preferred) / Receptionist: 1 year (Preferred)
- Proficient in Microsoft Word, Excel, PowerPoint
- Driver's License (Required)
- Real Estate License (Preferred)

Apply Online at: <https://indeedhi.re/3mCv1vU>

Source: Indeed

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# Customer Service Specialist - Call Center (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

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## Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners
- Identifies more effective and efficient processes and procedures
- Special order liaison between vendor and customer

## Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus
- Call Center experience, highly preferred
- Must be able to work a flexible schedule Monday – Sunday, nights and weekends

Apply Online at: <https://bit.ly/3Dke8fg>

Source: Employer Website

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# Part Time Service File Clerk (Roswell)



## **Nalley Automotive**

11100 Alpharetta Hwy, Roswell, GA 30076

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### **Responsibilities:**

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis

### **Qualifications:**

- High School Diploma or GED
- Asbury requires that all new hires be fully vaccinated against COVID-19

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

Source: Employer Website



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# Receptionist (Chamblee)



5862 Peachtree Blvd, Atlanta, GA 30341

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## Qualifications:

High school or equivalent (Preferred)

Customer service: 1 year (Preferred)

Driver's License (Required)

Apply Online at: <https://indeedhi.re/3k1b6z>

Source: Employer Website

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# Call Center Representative (Alpharetta)



8485 Holcomb Bridge Rd, Alpharetta, GA 30022

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## **Responsibilities:**

- Answering inbound phone calls with energy, excitement, and enthusiasm
- Schedule appointments for tires, rotations, balancing, and repairs

## **Qualifications:**

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

\$12.50 - \$14.00 an hour

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

Source: Indeed

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Posted 8/29/2021

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# Sales Support Administrator (Dunwoody)



Coldwell Banker

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## Responsibilities:

- Serve as the face of the office and provide excellent customer services to clients, independently affiliated sales agents, vendors and others.
- Responsible for direct support of the branch manager/office operations, including but not limited to: branch accounts payables and receivables, expense reports, coordination all office administration tasks, including general, office and business supply orders, equipment maintenance, coordinate the affiliation process for new agents, file maintenance, general office appearance, and repair issues.
- Provide instruction and support on office systems.
- Order business cards, name badges and handle other miscellaneous tasks, including zip forms, digital ink and other company programs.
- Assist sales agents with marketing, advertising and technology needs related to company resources on request.
- Coordinate paperwork for newly affiliation sales agents.
- Provide social media and marketing support to allow the sales agents to focus on the growth of their business.
- Responsible for the timely and accurate input and updates to Company related systems
- Assist agents with assembling materials for Open Houses.

## Qualifications:

- High School Diploma or equivalent.
- 2+ years' experience in a customer centric business environment with administrative responsibility for office operations.
- Real Estate background a plus.
- Strong working knowledge of computer applications
- Proficient and skilled in social media applications including Facebook, LinkedIn, Twitter, Instagram, company web pages, MLS.
- Ability to travel between multiple (local or regional) offices as needed

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

Source: Employer Website

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# Sales Assistant II – Contract (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

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Responsible for advanced administrative support to Group or Individual sales force.

- Provides phone support.
- Processes mail and maintains supplies.
- Prepares and logs proposals.
- Researches and resolves moderately complex claim and benefit issues.
- Assembles and distributes open enrollment packets.
- Gathers, inputs, and tracks sales data.
- Generates sales reports.

## **Qualifications:**

- Requires a high school diploma
- 3 years of related experience; or any combination of education and experience, which would provide an equivalent background.
- Proficient with Words, Excel, Doc etc.
- Telemarketing experience a PLUS

Apply Online at: <https://bit.ly/3Dm25xZ>

Source: Employer Website

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# Front Desk Associate (Alpharetta)



1350 North Point Dr, Alpharetta, GA 30022

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Welcoming our guests, extending recognition to loyal guests and military members, providing an accurate and efficient check in/check out process, promoting the La Quinta Returns program, assisting guests during their stay with questions or concerns and providing exceptional service to individuals contacting the hotel via phone.

## **Qualifications:**

- High school diploma or equivalent required.
- At locations which operate a hotel courtesy van/shuttle, must possess and maintain a valid, current, non-restricted driver's license if required to drive. Must also possess and maintain an acceptable driving history.
- Hotel experience: 1 year (Preferred)

\$12 - \$14 an hour

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

Source: Indeed

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Posted 8/29/2021

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# Receptionist (Roswell)



1155 Woodstock Rd #710, Roswell, GA 30075

[No MARTA Service to this Location]

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[No qualifications specified in ad.]

\$11 an hour

Apply Online at: <https://bit.ly/2Wo0G9T>

Source: Employer Website

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# Front Desk Receptionist (Roswell)



2880 Holcomb Bridge Rd Space #160, Alpharetta, GA 30022

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## Responsibilities:

- Responsible for receiving visitors by greeting them in person or on the telephone; answering or referring inquiries
- Maintains employee and department directories as a guide for directing visitors
- Offers beverage to guests where necessary
- Schedules meetings and travel for executives, as well as appointments for customers
- Documents and communicates actions, irregularities, and continuing needs to maintain continuity among work teams
- Contributes to team effort when required
- Operates telephone switchboard; answers and transfers calls to appropriate units
- Takes messages and communicates them to appropriate enquirers
- Handles outgoing mails; sorts and distributes incoming mails
- Responsible for placing outgoing calls and conference calls as needed
- Drafts, reviews, and proofreads office documents
- Responsible for basic data entry as assigned
- Maintains and stocks basic office supplies

## Qualifications:

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

\$10 - \$13 an hour

Apply Online at: <https://indeedhi.re/3zoswB5>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/29/21

## **Janitor (Alpharetta)**

Chili's / 7800 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3mFOH1P>

## **Cashier (Perimeter)**

la Madeleine / 1165 Perimeter Center W Ste 330 Atlanta, GA - 30338

<https://bit.ly/3zh5cVI>

## **Games Attendant PT (Alpharetta)**

Main Event Entertainment / 10700 Davis Dr, Alpharetta, GA 30009

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

## **Stock Associate (Alpharetta)**

**\$14 - \$16 an hour**

Rooms to Go / 6551 North Point Pkwy Alpharetta, GA - 30022

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

## **Dishwasher (Buckhead)**

**Up to \$14.50 an hour**

The Cheesecake Factory / 3393 Peachtree Rd Ne, Atlanta, GA 30326

<https://indeedhi.re/3koSY79>

## **Dishwasher PT (Roswell)**

**\$11 - \$12 an hour**

Mazzy's Sports Bar & Grill / 10729 Alpharetta Hwy #1424, Roswell, GA 30076

<https://indeedhi.re/3gxqZ4h>

## **Host/To-Go Specialist (Roswell)**

Olive Garden / 905 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3jjz2U1>

## **Dining Server/Aide PT (Roswell)**

Cedarhurst Living / 550 Barrington Dr, Roswell, GA 30075

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



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# Food Service, Housekeeping, & Other Now Hiring – Week of 8/29/21

## **Receiving Associate PT (Alpharetta)**

**\$9 an hour**

Burlington's / 7731 North Point Pkwy, Alpharetta, GA 30009

<https://indeedhi.re/3yp6k8h>

## **Kitchen Utility Worker (Sandy Springs)**

**\$13.00 per hour**

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

<https://bit.ly/3jkB32d>

## **Groundskeeper / Porter (Sandy Springs)**

IRT Management - The Pointe at Canyon Ridge / 8350 Roswell Road, Sandy Springs, GA 30350

<https://indeedhi.re/3gBut5I>

## **Stock and Fulfillment (Perimeter)**

**\$12 - \$13 an hour**

Nordstrom / Perimeter Mall

<https://indeedhi.re/38ofmI4>

## **Cashier (Perimeter)**

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

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

## **Housekeeper (Alpharetta)**

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

<https://bit.ly/2Y7TeQJ>

## **Dishwasher PT (Roswell)**

Noca Eatery / 1170 Canton St. Roswell, GA - 30075

<https://bit.ly/2Wv9Hxe>

## **Bell/Luggage Attendant PT (Perimeter)**

The Westin Atlanta Perimeter / 7 Concourse Pkwy NE, Atlanta, GA 30328

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