
Front Desk Receptionist (Alpharetta)



11625 Rainwater Dr # 125, Alpharetta, GA 30009

Responsibilities:

- Welcome and assist clients and visitors
- Answer inbound telephone calls
- File and scan documents
- Support attorneys by following-up with appointments, organizing, and scheduling
- Be able to assist with a wide variety of office tasks including but not limited to ordering payoffs and utilities

Qualifications:

- Previous experience in office administration preferred, but not required
- Competency with Microsoft Office

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

Source: Indeed

Front Desk Associate (Roswell)



1000 Holcomb Woods Pkwy STE 430, Roswell, GA 30076

Responsibilities will include, but are not limited to, greeting, interacting with customers, explaining our services, pricing, answering/screening/directing calls, data entry, shipping/receiving customer orders and equipment, and ringing up customer orders using our POS.

Qualifications:

- Intermediate, or better, Windows skills are required.
- Customer service experience, preferably with a customer-centric organization (e.g. Starbucks, Chick-fil-A, Apple, Trader Joe's)
- Applicants familiar with operating camcorders, digital photo scanners, and experience with Microsoft Office are ideal.

\$10 an hour

Apply Online at: <https://indeedhi.re/3yJ0crZ>

Source: Indeed

Posted 9/5/2021

Front Desk Receptionist (Alpharetta)

JYDES FAMILY CLINIC

3550 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Answering patient calls, scheduling appointments, checking patients in and out, collecting and recording patient payments.
- Inputting and verifying patient demographics and insurance information.
- Compiling medical records when medical records request are received.
- Inputting appointment cancellations, importing forms and data via practice engagement software.

Qualifications:

- High school or equivalent (Preferred)
- Medical office: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)

\$11 - \$13 an hour

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

Source: Indeed

Posted 9/5/2021

Administrative Assistant & Front Desk Coordinator (Sandy Springs)



1 Glenlake Pkwy NE, Atlanta, GA 30328

ServiceMaster Brands recently relocated our company headquarters from Memphis to Atlanta and we are looking for talented people to join our team.

In this role, you'll have the opportunity to support a few of our executive leaders, in addition to greeting guests, managing the mail room, coordinating conference rooms and meetings, and general office responsibilities. Other areas of focus include, but not limited to, answering phones, scheduling meetings and appointments, and maintaining office supplies.

Qualifications:

- High school diploma or GED equivalent required
- 2+ years working in an administrative or front desk position
- Experience with Microsoft, which includes Word, Outlook, Excel, and PowerPoint

Apply Online at: <https://indeedhi.re/3kRWEi7>

Source: Indeed

Office Manager (Roswell)



300 Colonial Center Pkwy STE 200, Roswell, GA 30076

Office Administration, including maintaining office supplies, receiving and distributing mail, maintaining distribution lists, running office errands as needed, greeting and escorting visitors, interacting with partner brokers, and general office maintenance, coordination and organization.

- Support the Talent Acquisition process including scheduling interviews, arranging travel, overseeing office access, setting up workstations, participating in orientation and property tours.
- Assist executives and others as needed, including assistance with: presentations, document assembly and editing, travel and meeting management, expense reports, calendar management, etc.
- Act as key contact for the Roswell office for PURE corporate Real Estate and IT organizations, as well point of contact for office Building Management.
- Research, develop, and maintain relationships and agreements with key local vendors, including Hotels, options for meeting spaces, charitable organizations, and others.
- Preserve and advance the office culture by supporting office training, employee development, office volunteer and community engagement, and social activities.

Qualifications:

- 1-3 years of relevant experience
- A minimum of a Bachelor's degree is preferred

Apply Online at: <https://bit.ly/3DNB1Ia>

Source: Employer Website

Receptionist (Alpharetta)



100 Somerby Dr, Alpharetta, GA 30009

Qualifications:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

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

Source: Employer Website

Receptionist (Chamblee)



GLOBAL IMPORTS MINI

5925 Peachtree Industrial Blvd, Chamblee, GA 30341

Responsibilities:

- Answer multi-line telephone system, determine caller's needs and route to the appropriate department.
- Greet visitors, determine their needs and contact the appropriate department for visitor escort.
- Oversee the visitor sign-in and security process.
- Maintain conference room reservation schedule.
- Assist various departments with special projects as needed.

Qualifications:

- At least 1-year of experience as a receptionist in a professional business environment.
- Intermediate computer skills in Microsoft Word, Outlook and Excel.
- High School Diploma.
- Valid driver license.

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

Source: Employer Website

Receptionist PT – Overnight (Buckhead)



3755 Peachtree Rd NE, Atlanta, GA 30319

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/38wG2a0>

Source: Employer Website

Executive Assistant (Sandy Springs)



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Maintain and manage CMO – organize and schedule meetings that proactively handle conflicts by prioritization
- Provide administrative support by answering/directing phone calls; submitting/reconciling expense reports; filing/scanning; ordering office supplies; receiving/sorting/distributing mail, and produce/distribute correspondence
- Organize, coordinate and execute (on and/or off-site): Quarterly Leadership Team Meetings, Marketing town halls and additional team building sessions
- Book travel arrangements for Boston, team meetings and any other travel needs

Qualifications:

- Bachelor's degree or equivalent combination of education and professional work experience required
- 5 years proven administration or assistant experience.
- Proficient in Microsoft Office (Excel, Outlook, Teams, SharePoint, OneDrive and PowerPoint)
- Ability to travel up to 20% of the time

Apply Online at: <https://bit.ly/2YINH9j>

Source: Employer Website

HR Coordinator (Sandy Springs)



1000 Abernathy Rd, NE, Atlanta, Georgia, 30328

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
Lead and participate in miscellaneous projects as needed
Serves as the division human resource HRIS expert and data analyst in Peoplesoft and Cornerstone systems
Assists divisions and plants with interpretation and application of policies and procedures

Qualifications:

- Bachelor's Degree in Human Resources, or Business, with 2+ years of related professional experience or equivalent combination of education and 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 is preferred

Apply Online at: <https://bit.ly/2WG9Qyf>

Source: Employer Website

Call Center Representative (Sandy Springs)



5784 Lake Forrest Dr, Atlanta, GA 30328

We are searching for a polite, professional Call Center Representative to work closely with other team members to provide outstanding service to our customers by answering questions, handling complaints, and troubleshooting problems with our products and services. The Call Center Representative may handle a high volume of inbound or outbound calls.

- Responding efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued.
- Engaging in active listening with callers, confirming or clarifying information and diffusing angry clients, as needed.
- Building lasting relationships with clients and other call centre team members based on trust and reliability.
- Utilizing software, databases, scripts, and tools appropriately.
- Understanding and striving to meet or exceed call centre metrics while providing excellent consistent customer service.

Qualifications:

- High School Diploma or equivalent.

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

Source: Employer Website

Facilities Coordinator – Contract

(Alpharetta)



8000 Avalon Blvd Alpharetta, GA, 30009

Responsibilities:

- Various Office management functions such as supply ordering, package shipment, event coordination, office vendor coordination and payment (garbage, utilities, coffee, etc.)
- Building Management:
- Service requests
- Manage building access
- Communications: Forward building emails, as needed
- Suite Access:
- Visitor badge support/inventory
- Assist with prepping space for new hires/terms
- Print/update name plates using templates
- New Hires: Set up space and equipment
- Office Supply Closet maintenance/organization
- Take inventory and order supplies (local vendor) - monthly
- Kitchen maintenance/organization

Qualifications:

- High school diploma or equivalent
- Associate's degree or equivalent work experience preferred
- One (1) to three (3) years in a general business environment with project coordination and/or administration experience.

Contract length: 06 months

\$24.50 an hour

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

Source: Indeed

Posted 9/5/2021

Administrative / Operations Support (Dunwoody)

MGS Contracting, LLC

4470 Chamblee Dunwoody Rd Ste 510 # 561, Dunwoody, GA

Responsibilities:

- Answering and transferring phone calls.
- Creating material purchase orders for job sites received from jobsite personnel.
- Sending out material purchase orders to vendors.
- Organize and maintain purchase order log.
- Coordinating building material deliveries to the job sites.
- Processing and matching the resulting invoices with the purchase orders for accounts payable.
- Provide support to the project managers.
- Assist with material submittals.
- Managing insurance for current projects.

Qualifications:

- High school or equivalent (Preferred)
- Proficient in Microsoft Office (Outlook, Excel, Word, etc.).
- Construction experience a plus.

\$17 - \$19 an hour

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

Source: Indeed

Posted 9/5/2021

Play Center Attendant PT (Brookhaven)



Cowart Family Ashford Dunwoody YMCA

3692 Ashford Dunwoody Rd, Atlanta, GA 30319

Under the direction of the Youth Development Director, the Play Center Attendant will provide care, lead activities, and ensure the safety of children between the ages of three months and twelve years. Emphasis will be placed on child safety, youth development, and high member engagement.

Qualifications:

- Experience working with youth in a structured setting.
- A working knowledge of computers including MS Word and MS Excel is preferred

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

Source: Employer Website

Posted 9/5/2021

Receptionist (Chamblee)



HENNESSY LEXUS
ATLANTA

5955 Peachtree Industrial Blvd, Atlanta, GA 30341

Qualifications:

Previous Customer Service or administrative experience

High School Diploma

Apply Online at: <https://bit.ly/3n0ukN4>

Source: Employer Website

Office Manager (Alpharetta)



5755 North Point Pkwy Suite 269, Alpharetta, GA 30022

Responsibilities:

- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Update and maintain office policies as necessary
- Organize office operations and procedures manuals
- Ensure that all items are invoiced and paid on time
- Input bills into QuickBooks and pay bills accordingly
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office General and Administrative budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires

Qualifications:

- Proven experience as an Office manager, Front office manager or Administrative assistant
- High School degree: additional qualification as an Administrative assistant or Secretary will be a plus
- Proficiency in MS Office (MS Excel, MS Word, MS Outlook, etc.)
- Knowledge of QuickBooks Online accounting system
- Familiarity with email scheduling tools, like Email Boomerang

\$20 - \$30 an hour

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

Source: Indeed

Posted 9/5/2021

Customer Service Specialist

(Sandy Springs)



8601 Dunwoody Pl Suite 700, Sandy Springs, GA 30350

Answering incoming customer calls in a courteous & professional manner; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

Qualifications:

- High School Diploma or GED at a minimum
- Previous experience with customer service on the phone
- Excellent computer, typing, and 10-key skills

Apply Online at: <https://indeedhi.re/3BzgTI2>

Source: Indeed

Move-In Coordinator (Alpharetta & Milton)



Seeking a Move-In Coordinator to assist with new resident admissions at Village Park Alpharetta and Village Park Milton.

- Collect, distribute, and file necessary paperwork for resident file
- Coordinate nurse assessments with Wellness Director
- Notify all departments and Resident Welcome Committee of new resident admissions
- Confirm that maintenance and housekeeping have prepared the unit for move in
- Build and maintain welcome gifts and collateral
- Coordinate schedule of move in day with family and team
- Follow up with departments after move in to ensure resident and family satisfaction
- Request and collect all items necessary for move in (keys, door plate, welcome sign)

Qualifications:

- Proficient in Microsoft Office and Lead Management software
- Able to work various schedules, including some weekends, as needed.
- Customer service: 2 years (Required)

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

Source: Indeed

Receptionist PT (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

Qualifications:

Valid driver's license and clean driving record

Apply Online at: <https://bit.ly/3DEd0mZ>

Source: Employer Website

Front Office Administrative Assistant (Dunwoody)



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.

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://bit.ly/3DNkO5R>

Source: Employer Website

Administrative Assistant (Chamblee)



3300 Northeast Expy NE, Building 9, Atlanta, GA 30341

Responsibilities:

- Types correspondence, reports and related office documents from notes, rough drafts or copy into final format to assure uniformity of office correspondence by reviewing for errors in grammar, punctuation and spelling. Adhere to timeliness.
- Establishes and maintains various office filing systems to include consumer records for all adult programs and employee personnel files.
- Prepare log sheets/books and other necessary documents for new homes as needed.
- Archive information from files when necessary.
- Maintains consumer and provider/family databases in order to store, retrieve, compile or analyze information using computer software.
- Manage telephone and answering system.
- Run errands, deliver/pick-up documents, as requested by immediate supervisor. Mail documents to appropriate agencies and other designees when necessary.

Qualifications:

- Must be proficient in Microsoft Word, Excel and Access Software.
- Must have a vehicle

\$14 an hour

Apply Online at: <https://indeedhi.re/3zJdq9k>

Source: Indeed

Posted 9/5/2021

Front Desk Agent (Perimeter)



Hilton Garden Inn Atlanta Perimeter Center

1501 Lake Hearn Dr NE, Atlanta, GA 30319

Responsibilities:

- Greet and welcome all guests approaching the Front Desk in accordance with Aimbridge Hospitality standards; maintain a friendly and warm demeanor at all times.
- Maintain proper operation of the telephone switchboard and ensure that all Aimbridge Hospitality performance standards are met.
- Handle requests for information mail and messages in an efficient and courteous manner.
- Answer guest inquiries about hotel service facilities and hours of operation.
- Answer inquiries from guests regarding restaurants transportation entertainment etc.
- Establish and maintain good communications and team work with fellow associates and other departments within the hotel.
- Be aware of all rates packages and special promotions; Be familiar with all in house groups; Be aware of closed out and restricted dates.
- Obtain all necessary information when taking room reservations and follow rate quoting scenario.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.
- Must be able to work with and understand financial information and data and basic arithmetic functions.

Apply Online at: <https://bit.ly/38DP051>

Source: Employer Website

Administrative Assistant Part-Time (Buckhead)



3500 Peachtree Rd NE, Atlanta, GA 30326

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

Qualifications:

- Minimum of 1 year of relevant experience.
- Strong computer skills. Ability to utilize standard software applications to include MS Office suite.
- 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://bit.ly/38GMhIe>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/5/21

School Janitor/Cleaning Technician - Night Shift (Sandy Springs)

\$10 - \$13 an hour

Atlanta Jewish Academy / 5200 Northland Dr, Atlanta, GA 30342

<https://indeedhi.re/3zNX7bi>

Room Attendant (Sandy Springs)

Springhill Suites / 1005 Crestline Pkwy, Atlanta, GA 30328

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

Cashier/Customer Service PT (Roswell)

\$10 - \$15 an hour

Sarah Donuts / 663 Holcomb Bridge Rd, Roswell, GA 30076

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

Hiring Event - Receiving/Unloading (Alpharetta)

Wednesday, September 8, 2021; 9:00 AM - 6:00 PM

Sam's Club / 10600 Davis Dr., Alpharetta, GA 30009

<https://indeedhi.re/3yGct0g>

Driver (Roswell)

\$15 - \$16 an hour

Roswell Nursing & Rehab / 1109 Green St, Roswell, GA 30075

<https://bit.ly/2WU0A9S>

Housekeeper PT (Roswell)

Cedarhurst / 550 Barrington Dr, Roswell, GA 30075

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

Valet Porter (Sandy Springs)

RBM of Atlanta / 7640 Roswell Rd, Atlanta, GA 30350

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

Food Service, Housekeeping, & Other Now Hiring – Week of 9/5/21

Housekeeper (Sandy Springs)

\$12 an hour

Sunrise of Huntcliff Summit / 8592 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3BJEg1L>

Kitchen Helper (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

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

Dishwasher (Dunwoody)

\$13 - \$16 an hour

Alon's Bakery & Market / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/38w8LeV>

Car Washers (Roswell)

Starting \$12/hour

Mazda of Roswell / 11185 Alpharetta Hwy., Roswell, GA 30076

<https://bit.ly/3mT2wdq>

Dishwasher (Brookhaven)

Lenbrook Square Foundation / 3747 Peachtree Rd NE, Atlanta, GA 30319

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

Entry Level General Labor (Roswell / Multiple Locations)

\$14 - \$18 an hour; \$500 SIGNING BONUS

Turf Masters Lawn Care

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

Car Washer (Alpharetta)

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

<https://bit.ly/3zFhw2n>

Kitchen Assistant (Alpharetta)

Sunrise Detox Center / 4500 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/38FmYpK>