
Main Office Receptionist (Roswell)



700 Grimes Bridge Rd, Roswell, GA 30075

Responsibilities:

- Retrieves messages from the school's primary voice mail and forwards messages and/or information to appropriate personnel. Answers incoming phone calls, determines the purpose of callers, and transfers call to the appropriate staff member/department.
- Supports Human Resources Department by communicating absence of personnel to the entire school. Serves as primary point person for tracking daily locations of High School, Middle School, and Elementary personnel.
- Member of CMT (Crisis Management Team)
- Maintains a current and updated copy of crisis procedures at the front desk for easy access and maintains a red emergency binder.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

Qualifications:

- High school or equivalent (Required)
- Customer service: 1 year (Required)
- Ability to utilize Microsoft Office and other school-specific software

\$14.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/2X6i0QW>

Source: Indeed

Associate Relations Consultant (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

The Associate Relations Consultant is responsible for serving as the primary point of contact for associates and management for associate relations issues including but not limited to: investigations, agency charges (EEO, DOL), employment litigation, associate complaints, performance management, coaching, development, attendance, and other issues.

- Provides advice, guidance, coaching, and training to associates and managers based on policies and legal consultation, and in accordance with employment laws and regulations.
- Provides oversight of the company's internal investigations of associate complaints and serves as a liaison to Legal on associate relations matters.
- Develops and provides periodic associate relations-related analytical data and analyzes trends to determine appropriate action plans.

Qualifications:

- Requires a BA/BS degree and minimum of 2 years of human resources experience; or any combination of education and experience, which would provide an equivalent background.
- HR designation strongly preferred (SHRM-CP or SHRM-SCP).
- Prior Associate Relations experience highly preferred.

Apply Online at: <https://bit.ly/2X4ISAf>

Source: Employer Website

Receptionist (Sandy Springs)



5840 Roswell Rd., Sandy Springs, GA 30328

Responsibilities:

- Field incoming calls to schedule appointments and answer general questions.
- Confirm appointments, communicate with clients and maintain and update client records.
- Assist Sales Manager in outgoing calls to clients for consultation follow-up and notification of promotions and events (no cold calling).
- Support Sales Manager and medical staff with clinic needs such as; treatment room upkeep, event support, and clinic upkeep.
- Process financial transactions.
- Perform daily opening and closing duties.
- Administrative support functions such as filing, photocopying, faxing, etc.

Qualifications:

- Minimum high school diploma or GED equivalency
- Intermediate computer skills

\$15 an hour

Apply Online at: <https://bit.ly/2X6Uq6z>

Source: Employer Website

Sunday Morning Childcare Provider (Dunwoody)



1978 Mt. Vernon Rd, Dunwoody, GA 30338

Seeking experienced child care providers who are comfortable with teaching church provided Sunday morning lessons. Duties include: assisting in Sunday morning activities including: leading small church-provided lesson and/or craft and supervising and playing with children.

\$15 per hour

Please email: erinmurray@slpres.org if interested.

Apply Online at: <https://bit.ly/2X3HVZ8>

Source: theahaconnection.com

Posted 9/12/2021

Part Time Office Help (Alpharetta)



294 S Main St STE 500, Alpharetta, GA 30009

Responsibilities:

- Assist the Team with organization, filing, special projects
- Assist with answering phones

Qualifications:

- Efficient in computer skills

Apply Online at: <https://bit.ly/3nmr6DG>

Source: Employer Website

Programs Assistant (Buckhead)



The Piedmont at Buckhead

650 Phipps Boulevard NE, Atlanta, GA 30326 USA

Responsibilities:

- Help the Director implement creative activities, outings and programs that enrich our resident's lives.
- Help the Director to develop newsletter content, flyers, activity calendars, one-pagers, and other collateral material that support resident/family/staff awareness and engagement.
- Promote participation in activities and help foster social connectedness between residents.
- Learn the nuts and bolts of how to run a Program's and Activities Department (the most fun part of the community!)
- Learn the programs/activities industry and best practices in senior wellbeing and how the pieces of the puzzle fit together.
- Proactively establish and maintain effective working relationships with all support roles at the community.

Qualifications:

- Above-average skills in the Microsoft Office Suite – Word, Excel, PPT, and Outlook

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

Source: Indeed

Administrative Assistant (Roswell)



10898 Crabapple Rd #202, Roswell, GA 30075

[No MARTA Service to this Location]

Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include sending out tax returns and other sensitive documents to clients electronically, preparing and filing Form 1099 for our clients, covering reception duties as and when required, maintaining appropriate filing systems.

- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain a filing system
- Maintain contact lists
- Provide general support to visitors
- Act as the point of contact for internal and external clients

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Tax knowledge: 2 years (Preferred)

Apply Online at: <https://indeedhi.re/3z1UHES>

Source: Indeed

Executive Assistant to President (Brookhaven)



4484 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- Overseeing an extremely active calendar of appointments, including complex travel, to create win-win situations for direct access to the Presidents time.
- Prepping and supporting the President by drafting agendas, entering contact reports, editing PowerPoint presentations, ensuring the accuracy of spreadsheets, creating briefing documents, taking minutes, etc.
- Communicating verbally, in writing, and on digital platforms with stakeholders including faculty, students, staff, trustees, alumni, and others.
- Providing calendaring and administrative support to the First Lady and Chief of Staff.
- Planning and executing dinners, ceremonies, and other complex events in conjunction with university events, academic departments, facilities, and other vendors.
- Managing multiple shared email accounts and determining how to prioritize responses to proactively communication.
- Mastering HR, budgeting, advancement, room reservation, and other university IT systems.

Qualifications:

- Bachelor's degree OR equivalent combination of education, experience, and training.
- Proficiency with Zoom, Microsoft Teams, and other remote conference meeting technologies.

Preferred:

- Experience supporting C-Level Executives.
- Experience working in higher education.

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

Source: Indeed

Mail Clerk (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

Responsibilities:

- Pre-sort incoming mail
- Sort/prep incoming documents by category according to established guidelines.
- Pickup documents from Mail Clerk stations and deliver to other areas.
- Move completed work to storage locations.
- Retrieve rejected documents from storage for rescan and reassemble and staple documents for distribution to other departments.
- Prepare completed x-ray claims and miscellaneous documents for mail out.
- Pull and print out copies of claims as needed
- Pickup and deliver U.S.P.S., departmental, inter office mail, claims and word processing/printing materials.

Qualifications:

- Knowledge of general mail and shipping equipment operation

Apply Online at: <https://bit.ly/3trNqx2>

Source: Employer Website

Service Experience Representative (Sandy Springs)



7000 Central Pkwy #800, Atlanta, GA 30328

This person will be responsible for promptly addressing any customer requests, quotations, orders, questions and concerns in a timely and professional manner. This is an entry level position.

- Process and support customers' orders and inquiries related to their dedicated market
- Provide courteous, timely, and effective customer service
- Handle direct fax, email, or phone inquiries from customers
- Inform customers of the status of their orders, advising them of any changes
- Comply with company attendance standards
- Coordinate effectively with transportation, planning, engineering and sales
- Create cases in NetSuite for customer issue resolution and product design

Qualifications:

- Skilled user in MS Office programs (Microsoft Axtapa and/or NetSuite a plus)

Apply Online at: <https://bit.ly/3hfaha6>

Source: Employer Website

People Operations Admin

(Sandy Springs)



5 Concourse Pkwy Suite 2250, Atlanta, GA 30328

The People Operations Admin will handle the day-to-day office items of the corporate office. The People Operations Admin is responsible for providing a warm greeting to visitors and callers alike, managing the phone traffic, incoming deliveries, and mail, as well as outgoing items, supplies and other typical front office functions.

Qualifications:

- High school diploma preferred
- Customer Service: 1 year (Preferred)

\$40,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3heJU4d>

Source: Indeed

Administrative Assistant (Sandy Springs)



10 Glenlake Pkwy NE Suite 130 Atlanta, Ga 30328

Joetta's Jovial Private Homecare Agency, LLC is looking for a full-time or part-time Administrative Assistant to work remotely, after training.

- -Answer phone calls from potential Client's, existing Client's, potential Caregiver's and existing Caregiver's.
- -Schedule and coordinate meetings with potential Client's.
- -Interview potential CNA's and PCA's
- -Assign Caregiver's to cases
- -Write email's to Client's and Caregiver's when necessary.
- -Keep the Agency running smoothly
- -Ensure adequate communication to the Client's and Caregiver's for their needs.
- -Create and review invoice's for private pay Client's
- -Maintain a new Client and Caregiver flow for the Agency.

Qualifications:

- Customer service: 1 year (Preferred)
- Home health: 1 year (Preferred)
- Computer skills: 1 year (Preferred)
- High school or equivalent (Preferred)

\$12.00 - \$15.00 per hour

Apply Online at: <https://indeedhi.re/2X40Va1>

Source: Indeed

Customer Service Representative (Roswell)



715 Bush St, Roswell, GA 30075

Responsibilities:

- Receive incoming calls in professional and courteous manner
- Prioritize and coordinate the scheduling of services
- Coordinate delays in schedule with customers and service technicians
- Use customer development techniques to solicit work through phone, email, mail and personal customer contacts
- Perform follow up calls

Qualifications:

- Minimum two years admin experience
- Strong data entry skills

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

Source: Employer Website

Receptionist / Administrative Assistant (Alpharetta)



Alliant Insurance Services

1125 Sanctuary Pkwy #300, Alpharetta, GA 30009

Responsibilities:

- Greets visitors in person or on the telephone, answering or referring inquiries;
- Directs visitors by maintaining current employee/department directories;
- Maintains safe and clean reception area by complying with office procedures;
- Maintains security by following procedures; monitoring logbook, issuing visitor badges, providing parking permits, if required;
- Updates office phone listings;
- Locates clients in EPIC to transfer calls appropriately;
- Receives opens, scans mail into EPIC to servicing teams;
- Assists with incoming invoices from vendors (prepares check request form, sends for approval, then submits to Vendor Payables);
- Scans invoices to be sent to Accounting;
- Handles all USPS outgoing/incoming mail, including vendors
- Assists and manages travel arrangements for Executives;
- Assists team members with surplus workflow;
- Orders and maintains office supplies including printing materials;
- Handles service requests for office equipment, phones, etc

Qualifications:

- High school diploma or equivalent combination of education and experience
- 0+ years related work experience
- Proficient in Microsoft Office products

Apply Online at: <https://bit.ly/3tryGy3>

Source: Employer Website

Concierge (Buckhead)

BELMONT *Village*

SENIOR LIVING

5455 Glenridge Dr, Atlanta, GA 30342

Responsibilities:

- Providing resort-level service to our guests, residents, family members, vendors and service providers.
- Ensuring prompt responses to guests' inquiries and notifying the appropriate party immediately of concerns.
- Providing phone coverage for the community using a multi-line phone.

Qualifications:

- High School diploma or equivalent

\$12 an hour

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

Source: Employer Website

Posted 9/12/2021

Customer Service Representative

(Buckhead)



3833 Roswell Rd NW, Atlanta, GA 30342

As a customer service representative, you will serve as the first point of contact for any of our internal or external customers. With incoming phone calls, you will act as a detective to 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/3yVex4o>

Source: Employer Website

Posted 9/12/2021

Clerk - PT Temp (Sandy Springs)



2000 Riveredge Pkwy NW, Atlanta, GA 30328

The administrative clerk provides assistance to the Business Manager in the implementation of an office system that will enhance the smooth operation of the Hospice.

Qualifications:

- Minimum of two years office experience
- Moderate typing skills, and some computer applications
- High School graduate or equivalent preferred.

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

Source: Employer Website

HR Generalist (Alpharetta)



100 North Point Center E Suite 125, Alpharetta, GA 30022

The Human Resources Generalist will support HR-related activities including but not limited to employee and talent development, employee relations, policies and compliance and with a strong emphasis on employee engagement.

- Create and deliver onboarding plans and educate newly hired employees on HR policies, internal procedures and regulations.
- Work with IT and other internal stakeholders to onboard new associates smoothly
- Engage with new associates from time offer is accepted throughout their entire tenure with the company
- Create employee engagement plans, getting necessary budget approval and initiating activities
- Create and revise associate policies to align with company standards.
- Assist in working with managers to devise individual training plans per position. Manage curriculum in the learning management system.
- Research and collaborate with outside vendors for learning and development trainings
- Assist with the associate rewards and recognition program. Manage the company store, sending of gifts and certificates.
- Manage the performance management system including the annual review process, 90-day reviews, and goal setting.
- Create documentation including but not limited to offer letters, final letters, life insurance conversion forms, department of labor separation notices

Qualifications:

- Demonstrated knowledge of the human resources field
- Experience with HRIS systems, UKG/ Ultimate Software highly preferred
- Proficient with Microsoft Office Suite or related software.
- Bachelors or better

Apply Online at: <https://bit.ly/3BRK21h>

Source: Employer Website

Administrative Coordinator

(Sandy Springs)



Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information and answering telephone (answering callers' questions and providing requested information as necessary).
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls, and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials in a timely manner, and coordinates conference room scheduling and setup of meetings.
- Acts as office administrator to order and stock supplies, perform record-keeping, act as liaison to other departments and/or vendors, and perform quality management functions as necessary.

Qualifications:

- High school diploma or equivalent
- Two years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred

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

Source: Employer Website

HR Generalist (Alpharetta)



2580 Westside Pkwy, Alpharetta, GA 30004

The HR Generalist is responsible for maintaining the department's infrastructure, executing Company policies and procedures, as well as taking on a leadership roles in assigned areas of HR functions such as payroll, recruitment, benefits administration, leave administration, internal communication, employee relation investigations, workers compensation administration, events, employee engagement, or training at our CSI location in Alpharetta, GA.

- Reinforce Fulgent policies and rules.
- Compose and distribute internal communication messages.
- Conduct employee relations investigations and follow-up coaching as needed.
- Manage onboarding for new hires and personnel changes into the HRIS & Payroll system.
- Perform semi-monthly payroll processing.
- Participate in recruitment process, including applicant record tracking, phone screenings, candidate mining, and researching alternative candidate sources.
- Facilitate benefits administration, including open enrollment; entering enrollments and changes through web portals.
- Draft & update policies, procedures, memos, correspondence, training manuals and handbooks.

Qualifications:

- Bachelor's degree in business administration, management, human resources management or related field of studies.
- Certificate in Human Resource Management preferred.
- 3+ years of HR administration experience required.
- Extensive knowledge of basic Labor Regulations, HIPAA compliance requirements, Wage & Hour law.
- Experienced user of HRIS and Payroll systems - ADP and Paycom is a plus.
- Typing ability (50+wpm preferred).

Apply Online at: <https://indeedhi.re/3yT8VaR>

Source: Indeed

Front Desk Representative

(Sandy Springs)



6335 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Addresses inquiries via phone, digital and in person and follows up timely
- Checks in students on the attendance tracking system and prepares lesson schedules for team members
- Maintains cleanliness of areas: front desk, Snack Shack, changing rooms, restrooms and observation space
- Updates informational displays with accurate and timely promotions and literature
- Advances through cross-training in multiple roles and substitutes when necessary
- Acts as a GSS “ambassador” to provide a Golden Experience to our students, families, and team members
- Enforces safety rules and regulations to prevent accidents; administers first aid when necessary

Qualifications:

- High school or equivalent (Preferred)

\$12 - \$17 an hour

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

Source: Indeed

Concierge (Roswell)



Capable hands. Welcoming hearts.

Addington Place of Roswell

550 Barrington Dr, Roswell, GA 30075

As a Concierge with Cedarhurst, you will be responsible for welcoming residents, guests and staff into the community, answering phones and directing calls, as well as assisting with a variety of clerical duties.

Qualifications:

- High School diploma or equivalent required and 1+ years of related experience, preferably in a senior living setting
- Basic knowledge in computer applications such as: Microsoft Office (Word, Excel, Outlook, etc)

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

Source: Employer Website

HOLIDAY CLERK ASSISTANT (Alpharetta)



Responsibilities:

- Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
- Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
- Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
- Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
- Distributes and scans incoming and outgoing mail at a post office, branch or station.

[No qualifications specified in ad.]

You may receive multiple requests for background checks in regards to this employment opportunity.

\$18.69 an hour

Apply Online at: <https://bit.ly/2YE1urG>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/12/21

Groundskeeper (Sandy Springs)

\$14-\$15 an hour

Overlook Sandy Springs / 7700 Colquitt Rd, Atlanta, GA 30350

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

Part Time Sales Associate (Chamblee)

\$11-\$13 per hr; 25-30 hours per week

St. Vincent de Paul Thrift Store / 5463 Peachtree Rd # A, Atlanta, GA 30341

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

Front of House (Sandy Springs)

Newk's Eatery / 1181 Hammond Dr Suite 1000, Dunwoody, GA 30346

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

Cashier (Sandy Springs)

\$12 - \$15 an hour

Gus's World Famous Fried Chicken / 6518 Roswell Rd, Sandy Springs, GA 30328

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

Receiving Associate PT (Perimeter)

Bed Bath & Beyond / 130 Perimeter Center West Atlanta, GA 30346

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

Crew Member (Sandy Springs)

\$13 - \$15 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3BSKH2p>

Dishwasher PT (Sandy Springs)

\$13 an hour

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

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

Food Service, Housekeeping, & Other Now Hiring – Week of 9/12/21

Server FT/PT (Sandy Springs)

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3jX5Dzn>

Keeper III - Elephants (Atlanta)

[Minimum of 5 years' of prior elephant care experience required]

Zoo Atlanta / 800 Cherokee Ave SE, Atlanta, GA 30315

<https://bit.ly/3nD6xTZ>

BOH (Sandy Springs)

\$11 - \$15 an hour

Blue Moon Pizza / 5610 Glenridge Dr #110, Sandy Springs, GA 30342

<https://bit.ly/2X74nkg>

Front of House Cashier/Salad Bar (Perimeter)

\$12 - \$14 an hour

Jason's Deli / 4705 Ashford Dunwoody Rd, Atlanta, GA 30338

<https://indeedhi.re/2X4WcFr>

Housekeeper/Cleaner PT (Alpharetta)

\$13.50 - \$15.00 an hour

Extended Stay Hotel / 3329 Old Milton Pkwy, Alpharetta, GA 30005

<https://indeedhi.re/3tx8ZMt>

Gameroom Attendant (Alpharetta)

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

<https://bit.ly/3tvZ9dE>

House Attendant (Buckhead)

Residence Inn Atlanta Buckhead/Lenox Park / 2220 Lake Blvd NE, Atlanta, GA 30319

<https://bit.ly/3z0sP3U>

Bell/Doorperson / Valet Attendant (Buckhead)

Waldorf Astoria Atlanta Buckhead / 3376 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3A5La0L>