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# Front Desk Coordinator (Sandy Springs)



1150 Hammond Dr NE building e suite 500, Atlanta, GA 30328

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The Patient Experience Specialist is responsible for delivering excellent patient care first and foremost, running an efficient and professional front office, processing payments and other customer paperwork, assuring professional communication between staff and patients, and fostering a spirit of teamwork.

- Customer Service/Administration
- Greet all patients, and offer beverage
- Check patients in and make sure schedule reflects appointment status
- Check patients out and schedule next appointment
- Maintain accountability for the schedule book
- Conduct confirmation calls for appointments
- Pull next day's patient charts and organize per scheduled appointment time
- Prepare new patient charts
- Maintain inventory of all front office supplies
- Check email and forward to the appropriate staff member
- Organize and maintain file system
- Billing; Process payments
- Print daily close out reports on scheduling system and review for accuracy.
- Fill deposit slips for all received cash and checks

## Qualifications:

- Must be familiar with MS Office, including Excel and the ability to write routine reports and correspondence
- High School Diploma or general education degree (GED); or
- One year related customer service experience or training preferably in a medical office
- BLS Certification [From Red Cross -- takes about 4 hours - Doug]

Apply Online at: <https://bit.ly/3kgHt2Z>

Source: Employer Website

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# Program Assistant-Data Entry Specialist

## (Sandy Springs)



5775 Glenridge Dr Ste E200, Atlanta, GA 30328

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The Program Assistant - Data Entry Specialist, Source, is responsible for answering the telephone, directing calls and taking messages. In addition, this position will provide secretarial support to the management staff including word processing, data entry into the information system, maintenance of logs and manuals, and other clerical duties as needed.

### **Qualifications:**

- High school graduate. Additional business courses or training preferred.
- 2 years experience in general clerical work preferred.
- Health Care experience/medical terminology helpful.
- Must type 55+ wpm with accuracy and be proficient in word processing, spreadsheets and other software packages.

Apply Online at: <https://bit.ly/3lCIB1h>  
Source: Employer Website

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# Corporate Human Resources Specialist (Brookhaven)



**Gray Television**

4370 Peachtree Rd NE # 400, Atlanta, GA 30319

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## **Responsibilities:**

- Administrative support to Department Leaders
- Filing confidential paperwork
- May perform data entry for job postings
- Answer emails with general HR inquiries
- Help support communications for New Hires, Open Enrollment, and other campaigns
- Ready to learn about HR Operations

[No qualifications specified in ad.]

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

Source: Employer Website

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Posted 9/19/2021

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# Administrative Assistant (Alpharetta)



2001 Westside Pkwy #240, Alpharetta, GA 30004

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## **Responsibilities:**

- Direct calls, take messages
- Answer front door - Greet Staff & Visitors
- Call doctor's office to get missing patient information
- Fax patient results as requested
- Upload EOB reports for Billing Company
- Receive mail daily and forward as directed
- Schedule meetings and interviews as directed
- File
- Assist with maintenance and/or update all forms for personnel new hires and employee reviews

## **Qualifications:**

- High School Diploma
- At least 3 years administrative office experience

\$16 - \$19 an hour

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

Source: Indeed

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Posted 9/19/2021

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# Donor Recruiter (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

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This position is responsible for planning and scheduling blood drives including publicity, donor recognition and education.

- Manage assigned blood drive accounts
- Work to establish new accounts as directed by management
- Achieve monthly, quarterly and annual collection goals
- Schedule blood drives and determine accurate projections for each drive
- Recruit on-site as necessary by actively encouraging donations from potential donors in order to meet daily projections
- Prepare and deliver promotional materials while coordinating with Corporate Marketing & Recruitment staff as needed
- Develop rapport with blood drive chairperson of assigned donor group
- Effectively coordinate blood drives and handle concerns as needed

## Qualifications:

- High school diploma or GED. Associate's or Bachelor's degree preferred
- Must be able to work a varied schedule including nights, weekends and holidays
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Must have consistent and reliable transportation
- Proficient in a variety of computer software applications
- Two years of sales or marketing experience preferred

\$19.50 - \$21.45 an hour

Apply Online at: <https://bit.ly/3Atn54p>

Source: Employer Website

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Posted 9/19/2021

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# Gift Processor PT – Contract (Roswell)



30 Mansell Ct #103, Roswell, GA 30076

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## Responsibilities:

- Responsible for processing gifts including sorting, data entry, deposits, and gift research
- Check scanning and remote, electronic, and cash deposit to Bank
- Handling exceptions, pledges, recurring gifts, soft credits, matching gifts, event registration fees
- Credit card and ACH gifts (EFT): adding, updating and terminating, electronic transmissions
- Reporting
- Gift acknowledgements.
- Gift related capture and reporting

## Qualifications:

- 2-3 years of work experience
- Proficient in Excel & Word

This is a part-time position working 16 hours a week with Tuesdays in office. Currently we are working remotely.

\$17 - \$19 an hour

Apply Online at: <https://indeedhi.re/3Cie1j1>

Source: Indeed

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# Office Coordinator / Admin Assistant

## (Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

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### 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 and professionally re-direct the call to the appropriate individual/department

### 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/3AfMQ85>

Source: Employer Website

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# District Administrative Assistant (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

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## **Responsibilities:**

- Maintain and organize the District Director's calendar, meeting and travel schedule
- Draft correspondence, answer phones, coordinate mailing, and handle inquiries and requests from internal and external sources on the District Director's behalf
- Produce promotional materials for all blood drives including posters, fliers, paycheck stuffers, and table tents. Materials must be typed, laid out and printed
- Maintain inventory and supplies for the district's Recruitment and Retention Department
- Track and complete bulk mailings for blood drives
- Write thank you letters
- Assist with on-site recruitment
- Confirm drives and public relations requirements
- Manage, maintain and organize confidential materials including a filing system of electronic and hard copy materials
- Prepare and assemble reports, documents and other publications, as appropriate

## **Qualifications:**

- High school diploma or GED
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience

\$12.50 - \$13.75 an hour

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

Source: Employer Website



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# Receptionist PT (Roswell)



**Roswell Nursing and Rehab**

1109 Green St, Roswell, GA 30075

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## **Qualifications:**

- A minimum of one year experience working as a Receptionist, Front Office Representative or similar role
- Experience working with in a Healthcare setting is preferred
- Proficiency in Microsoft Office
- High school diploma

Mon-Fri- 3:30pm-8:00pm with Every Other Weekend -7:30am - 6:00pm

Apply Online at: <https://bit.ly/2XIIY6O>

Source: Employer Website

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# HR Administrator (Alpharetta)



**HI-REZ STUDIOS**

3750 Brookside Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- Organize and maintain personnel & contingent employee records
- Update internal databases (Dayforce entry and auditing, training reimbursements, traliant administration)
- Prepare HR documents, like offer letters and new hire guides
- Assist recruitment team with interview scheduling, sending out new hire gifts/swag, equipment set up for new hires
- Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Answer employees queries about HR-related issues
- Assist Compensation and Benefits team by compiling and auditing data (Vaccine tracking and filing, Charitable matching verification, IncentFit file feeds, etc)
- Participate in HR projects (e.g. help organize a job fair event, I9 Audits, NDA Audits)

## **Qualifications:**

- Bachelor's Degree in Human Resources or equivalent professional experience.

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

Source: Employer Website

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# Executive Secretary (Sandy Springs)



2000 Riveredge Pkwy NW, Atlanta, GA 30328

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The Executive secretary is responsible for managing supervisor's calendar and independently scheduling appointments. Answers routine inquiries in absence of manager. Resolves routine issues in absence of manager and develops reports and presentations. Complies, researches and tabulates data. Screens incoming calls and correspondence and responds independently when possible. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance. Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling budget. Directs preparation of records such as agenda, notices, and minutes for corporate meetings. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other documents. Creates and maintains database and spreadsheet files.

## **Qualifications:**

- Qualified candidate must have three to five years prior experience.
- High school graduate or equivalent required.
- Working knowledge of computers, internet access, and the ability to navigate within an automated systems as well as a variety of software packages such as Excel and Word.

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

Source: Employer Website

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# Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

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The Receptionist provides reception and conference center coverage as well as other administrative duties assigned. Screen phone calls and take messages as required or direct callers to their destination. Communicate effectively and professionally with clients and with others in the Firm. Meet and greet visitors, assist visiting attorneys with conference room and office reservations, set up conference rooms with necessary supplies, maintain client files and electronic database.

## **Qualifications:**

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required. Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

Hours for the position are 8:30 a.m. to 5:00 p.m.

Apply Online at: <https://bit.ly/3Ai5hc2>

Source: Employer Website

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# Front Desk Agent (Alpharetta)



2950 Mansell Rd, Alpharetta, GA 30022

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## **Responsibilities:**

- Check in guests, answer phones and take reservations
- Respond to guest complaints, requests and emergencies
- Balance the cash drawer and log receipts
- Investigate and resolve out-of-balance accounts
- Answer any questions guests have
- Make recommendations for activities and restaurants
- Store any luggage guests have
- Answer the phone and direct the call
- Take reservations on the phone
- Arrange transportation for guests
- Maintain the record of guests that have checked in and out

## **Qualifications:**

- Hotel Experience: 1 year (Preferred)

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

Source: Indeed

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# Shipping & Receiving Clerk (Sandy Springs)



8215 Roswell Rd Building 500, Atlanta, GA 30350

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Our Shipping & Receiving Clerks play a critical role in our team and are responsible for receiving cases through local delivery driver or national carrier, disinfecting, scheduling, moving case to production, receiving completed case from production, invoicing, packing and shipping for return to client.

### **Qualifications:**

- No experience required
- High school diploma or GED equivalent
- Data entry and computer skills

The regular hours for this position are from 9:00 am to 6:00 pm, Monday through Friday

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

Source: Employer Website

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# Administrative Assistant (Dunwoody)

## EMORY HEALTHCARE

5673 Peachtree Dunwoody Rd Suite 500, Atlanta, GA 30342

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Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller to appropriate staff member. Greets visitors in a courteous manner, establishes needs and refers to appropriate staff. Sets up, organizes, and maintains various departmental files according to established procedures. Retrieves appropriate information upon request for internal and external use. Arranges and schedules appointments, meetings, and domestic and/or international travel for one or more senior level managers, prepares daily schedules, prioritizes requests for meetings, prepares itinerary and/or expense reports, and prepares managers for meetings. Schedules and coordinates meetings and/or special events.

### **Qualifications:**

- Five years of clerical or secretarial experience
- Previous experience with various personal computer software applications
- High school diploma or equivalent
- Previous experience with various personal computer software applications

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

Source: Employer Website

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# Office Manager – Contract (Buckhead)



3820 Roswell Rd, Atlanta, GA 30342

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## Responsibilities:

- \*Overseeing general office operation
- \*Pleasantly greet visitors, while answering any incoming calls and delivering world-class service to our clients
- \*Coordinate appointments, meetings and managing calendars for the managing partner
- \*Coordinating travel for the managing member when attending client meeting, conferences, etc.
- \*Purchasing office supplies and equipment and maintaining proper stock levels of supplies
- \*Assist with social media management, by creating and posting content with data provided to various platforms
- \*Produce production reports from internal systems as requested (Training will be provided)
- Prepares detailed draft invoices (Training will be provided)

## Qualifications:

- \*Two years of experience in office administration
- \*Computer skills required include proficiency in Excel and Word
- Associate (Preferred)
- Driver's License (Required)

\$12.50 - \$18.50 an hour

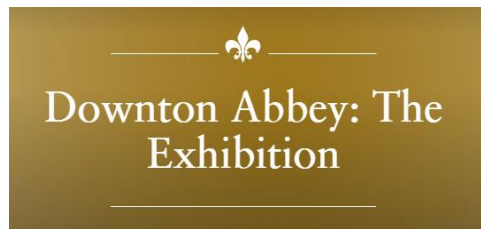
Apply Online at: <https://indeedhi.re/2XvXPfe>

Source: Indeed



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# Downton Abbey Exhibition Docents – FT/PT Temp Contract (Perimeter)



Perimeter Mall

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The Downton Abbey Exhibition opens in Perimeter Mall in Atlanta, GA on September 25th. This is a contract position beginning September 23rd, 2021 until January 14th, 2022.

Exhibition Docents play a vital role in the guest experience and are responsible for the guests within the galleries as well as the common areas. Detailed directives and suggested scripts are provided for you. In general the duties are as follows unless otherwise directed by your supervisor:

Assisting guests with finding their way within the exhibition and general building areas  
Monitoring exhibition displays Ensuring guests comply with exhibition policies Answer to guests' questions or inquiries Ensuring a pleasant guest experience Observing the scenic elements and displays are well-maintained and reporting any operational challenges or maintenance requirements to the General Manager Maintaining awareness of public safety

## **Qualifications:**

High school or equivalent (Preferred)

Customer service: 1 year (Preferred)

Hours of the exhibit will be 10am-6pm, M-Sun.

Apply Online at: <https://indeedhi.re/3Amg8Sz>

Source: Indeed

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# Receptionist / Admin Assistant PT (Alpharetta)



555 Northpoint Center East 4th Floor Alpharetta, GA 30022

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## **Responsibilities:**

- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

## **Qualifications:**

- Proficiency in Microsoft Office Suite
- Customer Service: 1 year (Preferred)

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/2Xt2IWk>

Source: Indeed

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# HR Coordinator (Sandy Springs)



1 Glenlake Pkwy NE, Atlanta, GA 30328

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## Responsibilities:

- Ensure a positive, seamless, end-to-end talent acquisition process for all internal partners, stakeholders, and candidates.
- Triage key issues that arise during the recruitment process and drive root cause analysis for issues that arise.
- Utilize available talent acquisition technologies to manage logistics and scheduling for phone, video, and in-person interviews for all participants.
- Update all talent acquisition processes and policy documentation as needed.
- Oversee planning and logistics of recruiting events such as interview days and hiring blitzes.
- Create and send offers and contracts to the candidate.
- Initiate and monitor pre-hire diligence, including background checks and drug screens.
- Complete Forms I-9, verify I-9 documentation and maintain I-9 files.
- Verify employment eligibility status using the E-Verify platform.

## Qualifications:

- Requires a high school diploma and a minimum of 3 years HR Coordinator/Recruiting Coordinator experience; or any combination of education and experience, which would provide an equivalent background.
- BA/BS strongly preferred.
- Experience with Applicant Tracking System (ATS) experience is strongly preferred.

Apply Online at: <https://indeedhi.re/39e031Z>

Source: Indeed

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# Administrative Position (Dunwoody)



**ASHFORD ADVISORS**  
FINANCIAL SERVICES SINCE 1898

900 Ashwood Pkwy Ste 400, Atlanta, GA 30338

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Fulltime Administrative position available in professional office in Dunwoody.

**Qualifications:**

Microsoft experience preferred.

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

Source: theahaconnection.com

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# Generalist - Human Resources (Sandy Springs)



8250 Dunwoody Pl, Sandy Springs, GA 30350

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The Generalist - Human Resources is responsible for providing support to the Human Resources Director and Employee Relations Managers within the Region and Division. This position consults with managers on employee labor relations issues, supports all teams with recruitment, employee development and conduct, internal investigations, delivering new hire orientation.

## **Qualifications:**

- Valid driver's license
- Bachelor's degree (B. A.) from four-year College or university; or 2 to 3 years related experience and/or training; or equivalent combination of education and experience
- Ability to travel up to 75%
- PHR preferred
- Microsoft Office Suite experience preferred
- SAP experience preferred

Work Schedule: M-F \_ 7:30am - 5pm

Apply Online at: <https://bit.ly/3hK1gpU>

Source: Employer Website

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Posted 9/19/2021

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# Health Information Specialist I – Entry Level (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

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This is an entry level position responsible for processing all release of information (ROI), specifically medical record requests.

- Answering of inbound/outbound calls.
- Receive and process requests for patient health information in accordance with Company and Facility policies and procedures.
- Maintain confidentiality and security with all privileged information.
- Maintain working knowledge of Company and facility software.
- Must meet productivity expectations as outlined at specific site.

## **Qualifications:**

- High School Diploma or GED.
  - Ability to commute between locations as needed.
  - Basic computer proficiency.
  - Strong data entry skills.
- Preferred:**
- Experience in a healthcare environment.
  - Previous production/metric-based work experience.
  - In-person customer service experience.

Opportunity to work a full-time schedule. Monday – Friday 8:00 AM – 5:00 PM EST (possible overtime)

Apply Online at: <https://bit.ly/3tIC73v>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/19/21

## **Porter (Sandy Springs)**

**From \$13.35 an hour**

The Whitney / 5555 Roswell Rd, Atlanta, GA 30342

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

## **Ladies Locker Room Attendant (Sandy Springs)**

**\$12.75 an hour**

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

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

## **Hiring Event! Multiple Positions (Roswell)**

**9/22/2021 from 3pm - 5pm; Up to \$15 an hour**

Bowlero Roswell / 785 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3nQl6Do>

## **Housekeeper (Alpharetta)**

Hampton Inn & Suites / 16785 Old Morris Rd, Alpharetta, GA 30004

<https://bit.ly/399amYn>

## **Janitor (Buckhead)**

Allied Universal Janitorial / Lenox Square Mall

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

## **Housekeeper (Buckhead)**

Renaissance on Peachtree / 3755 Peachtree Rd NE, Atlanta, GA 30319

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

## **Breakfast Attendant Host PT (Perimeter)**

**From \$12 an hour**

Homewood Suites Atlanta/Perimeter / 915 Crestline Pkwy, Atlanta, GA 30328

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

## **Storeroom Attendant (Buckhead)**

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

<https://bit.ly/2YRPwL8>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/19/21

## **School Cafeteria Dishwasher (Roswell)**

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

Saint Francis Day School / 9375 Willeo Rd, Roswell, GA 30075

[No MARTA Service to this Location]

<https://indeedhi.re/3Atr7d3>

## **Crew Member (Alpharetta)**

**\$12.50 - \$14.50 an hour**

Chipotle Mexican Grill / 10910 Haynes Bridge Rd, Alpharetta, GA 30022

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

## **Dishwasher PT (Alpharetta)**

P.F. Chang's / 7925 North Point Pkwy, Alpharetta, GA 30022

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

## **Housekeeper (Alpharetta)**

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

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

## **Janitorial (Perimeter)**

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

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

## **Dishwasher (Brookhaven)**

Pure Taqueria / 3589 Durden Dr NE, Atlanta, GA 30319

<https://bit.ly/3Er8WXP>

## **Overnight Production Packer (Alpharetta)**

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

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