
Law Firm Receptionist (Alpharetta)



11525 Haynes Bridge Rd #250, Alpharetta, GA 30009

Responsibilities:

- Answering, screening, and transferring telephone calls
- Greeting and assisting clients and visitors
- Scanning, faxing, copying, and mailing
- Collecting information and documentation
- Preparing and sending correspondence
- Updating and maintaining paper and electronic filing systems
- Maintaining office supplies

Qualifications:

- No previous legal experience is required, but the ideal candidate will have experience working as a receptionist, secretary, or administrative assistant
- Proficient in Microsoft Office and Outlook

Apply Online at: <https://bit.ly/3EV1ep8>

Source: Employer Website

Receptionist – Corporate Office (Perimeter)



3 Ravinia Dr NE #100, Atlanta, GA 30346

Responsibilities:

- Receive visitors (i.e. vendors, applicants, clients, etc.) as appropriate.
- Respond to visitors' routine inquiries, complaints; refer complex problems to manager; notify appropriate parties of guests or deliveries.
- Maintain current knowledge of the Company's internal organizational changes and structure.
- Ensure that lobby reception area is neat and presentable at all times; serve as host/hostess and ensure beverages are available for guests.
- Schedule Lobby conference rooms as needed.
- Responsible for validating parking passes as appropriate.
- Responsible for processing name badges for guests and visitors.

Qualifications:

- High School Diploma or equivalent.
- At least one year as a receptionist or customer service representative in a corporate environment.
- Basic knowledge of PC software. Ability to type at least 45 wpm.

Apply Online at: <https://bit.ly/3i22tjc>

Source: Employer Website

Administrative Assistant (Buckhead)



3350 Peachtree Rd #1125, Atlanta, GA 30326

In this role you will be part of an Administrative team of two, responsible for performing a wide variety of diverse, non-routine administrative tasks to provide a high level of support for the professional staff.

- Preparing and editing complex reports and presentations
- Coordinating marketing materials
- Coordinating and maintaining schedules and travel arrangements
- Maintaining/organizing project files
- Creating and maintaining reports/spreadsheets
- Maintaining calendars, coordinating meeting schedules and assisting with travel arrangements for senior staff
- Working with project managers for invoice approvals and distribution
- Preparing, maintaining and tracking quality assurance documentation
- Sorting mail, preparing packages for shipping
- Organizing and assisting with the daily activities in the office
- Sharing front-desk responsibilities such as answering phones, shipping, receiving, office supply ordering, and other duties as required

Qualifications:

- Minimum of 5 (five) years' experience providing administrative support to a team, of which, at least two or more senior/executive level staff
- Bachelors degree or some college coursework is preferred
- Strong working knowledge of Access, Excel, Word, PowerPoint, Outlook and Internet Explorer required

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

Source: Employer Website

Receptionist (Sandy Springs)



Sandy Springs Health and Rehabilitation Center

1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

Responsibilities:

- Answer the telephone in a professional manner; directs calls to appropriate individuals, and/or takes messages.
- May fax and photocopy information as needed.
- Maintain current resident/patient and staff directories
- May accept job applications and forwards to appropriate department.
- Announce emergency codes and instructions over public address system as required.
- Assist Residents, family members, and others with inquiries regarding Resident and facility information.

Qualifications:

- Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/3o8FqAm>

Source: Employer Website

Front Desk Coordinator (Alpharetta)



12685 Crabapple Rd, Alpharetta, GA 30004

[No MARTA Service to this Location]

Responsibilities:

- Typical clerical tasks such as answering phones, scheduling, and dealing with our patient records
- Handling financial information, performing insurance verification, and preparing end of the day reports
- Maintaining electronic record of patient interactions, preparing estimates, and collecting/posting payments

Qualifications:

- High School Diploma or equivalent (Associate's degree preferred)
- 1-5 years of customer service, insurance, or dental experience preferred
- Knowledge of dental software, Microsoft Office programs, as well as ability to learn new programs as needed

Apply Online at: <https://indeedhi.re/3lRZN1Z>

Source: Indeed

Receptionist / Administrative Assistant (Alpharetta)



48 Old Roswell St, Alpharetta, GA

This individual will triage all calls and make sure the information gets into the correct hands and follow up to ensure calls or requests are managed properly.

Qualifications:

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

\$11 - \$16 an hour

Apply Online at: <https://indeedhi.re/3o3kF8W>

Source: Indeed

Posted 9/26/2021

HR Generalist (Sandy Springs)



800 Mount Vernon Hwy NE #130, Atlanta, GA 30328

Employee recruitment and retention, staff development, employee relations, disciplinary action, mediation, conflict resolution, benefits and compensation, performance management, HR records management, HR policies development, risk mitigation, and legal compliance.

Qualifications:

- High school or equivalent (Preferred)
- Human resources: 1 year (Preferred)

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

Source: Indeed

Posted 9/26/2021

Talent Management Assistant (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

Responsibilities:

- Assists PYA's Talent Management Team with coordinating and implementing key aspects of new employee orientation activities
- Maintains PYA's Human Resource Information System (HRIS)
- Helps to promote a positive, dynamic firm culture
- Performs regular reporting and analysis related to Human Resources activity
- Assists HR Manager with Atlanta office facility management
- Supports Talent Management Team with employee offboarding
- Assists with employee administrative needs and updates in Salesforce and in the PYA Applicant Tracking System (APS)
- Assists with research and special events/projects as directed or assigned

Qualifications:

- Professional services firm experience preferred but not required
- UKG/Ultimate Software experience is a plus
- Proficient in Microsoft Office Suite: Outlook/Word/Excel

Full-time: Monday - Friday, Office hours are 8:30 a.m. to 5:30 p.m.

Apply Online at: <https://bit.ly/2XHlTXu>
Source: Employer Website

Entry Level Talent Acquisition Specialist (Alpharetta)



4325 Alexander Dr #100, Alpharetta, GA 30022

Responsibilities:

- Work with managers to qualify requisitions and help edit/write job descriptions.
- Source and qualify candidates, schedule interviews, liaising with candidates, hiring managers, interviewers and executive assistants to secure interview days, times and logistics.
- Facilitate candidate onsite experience, escorting candidate to interviews and maintaining a positive candidate experience
- Prepare offer letters and other recruiting correspondence
- Initiate and manage background checks
- Work in Recruiting systems and tools, tracking recruiting activities and providing status updates and reporting.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/39sEspT>

Source: Employer Website

Activities Assistant (Sandy Springs)

BELMONT *Village*

SENIOR LIVING

5455 Glenridge Dr, Atlanta, GA 30342

Responsibilities:

- Organizing & leading daily memory enrichment activities with a small group of residents
- Enthusiastically encouraging resident participation and celebrating their achievements
- Preparing background materials and conducting relevant research for activities within the provided curriculum

Qualifications:

- Associates Degree

\$15 an hour

Apply Online at: <https://bit.ly/2W0XMaE>

Source: Employer Website

Posted 9/26/2021

Customer Care Coordinator (Alpharetta)



2575 Northwinds Pkwy, Alpharetta, GA 30009

The Customer Care Coordinator will assist with drafting service agreements and addendums, sending client confirmations and all booking related documents. Coordinator will also answer any questions regarding these areas. Coordinators will assist our customer care specialists on various tasks that may include sending weekly welcome gifts to new providers and clients, sending out timesheets and travel packets, and working on other projects as assigned.

Qualifications:

- Bachelor's degree preferred or 3 years of relevant work experience
- Proficient Knowledge of Microsoft Word, Excel and Outlook.
- Proficient typing skills.

Apply Online at: <https://bit.ly/3AEL14U>

Source: Employer Website

Human Resources Coordinator

(Sandy Springs)



Mueller Water Products

1200 Abernathy Rd NE Suite 1200, Atlanta, GA 30328

We are seeking an energetic and ambitious HR Coordinator to provide administrative support to several key employee groups. In this role, you will be the first level contact for the corporate office and U.S. Sales & Marketing employees. As an HR resource for these employees, you will respond to questions, provide information and assist in providing general HR support. In this position you will be responsible for coordinating and administering a variety of HR programs, processes, and projects.

- Track & complete various employment transactions in Workday
- Assist with the initiation of pre-employment screening and tracking results
- Coordinate and conduct new hire orientations and support the onboarding process
- Review and code invoices and coordinate approvals. Research and resolve payment issues with vendors and the accounts payable team
- Complete employment verifications and unemployment insurance requests
- Respond to general employee questions & direct questions to appropriate teams as needed
- Perform routine audits of standard HR processes to ensure compliance

Qualifications:

- 3+ years of related experience in an assistant/coordinator, HR administrative support and human resources environment
- High School diploma or equivalent; Bachelor's Degree preferred
- Workday experience preferred
- Proficiency in Microsoft Word, Excel, PowerPoint and working knowledge of web-based applications (recruiting, e-learning, etc.)

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

Source: Employer Website

Customer Service Representative

(Roswell)



1225 Northmeadow Pkwy, Roswell, GA 30076

Responsibilities:

- Responsible for customer service operations including the entry of new accounts for review, and receiving and initiating orders
- Responsible for communicating with customers and representatives through various channels
- Responsible for the initiation of product returns following regulatory requirements
- Receive and assist regulatory in the resolution of customer complaints
- Track tissue usage for regulatory and sales purposes
- Maintain inventory database
- Keep records of customer interactions, transactions, comments, and complaints
- Perform clerical duties, maintain files, etc.
- Create, edit, and update documents and spreadsheets
- Prepare outgoing mail (envelopes, packages, etc.) as needed

Qualifications:

- Bachelor's degree with three to five (3-5) years of customer service or office experience.

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

Source: Employer Website

Executive Administrative Assistant (Roswell)



IMERYS

100 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Providing administrative support to Executives as needed, providing general office support with a variety of clerical activities and related tasks.
- Assisting with travel arrangements for internal and external employees and managing corporate travel services.
- Performing analytic and query work, as well as compiling reports based on data.
- Managing calendars, responds to and sends out meeting requests and ensures schedules are kept up-to-date and accurate. Resolving meeting conflicts and handling reschedules to accommodate more urgent time sensitive requests. Keeping managers informed of upcoming appointments and deadlines.
- Assisting with timesheet processing and payment.
- Completing business expense claims promptly and following up on reimbursements as necessary.

Qualifications:

- High school diploma or equivalent (GED)
- Associates degree - Preferred
- Two years of relevant experience
- High competency level with MS Office: PowerPoint, Word, Excel and Outlook. Proficiency with Google Suite - including Google Sheets - highly preferred

Apply Online at: <https://bit.ly/3At7Xnr>

Source: Employer Website

Secretary (Sandy Springs)



6105 Peachtree Dunwoody Rd #155, Atlanta, GA 30328

Performs a variety of administrative, secretarial and clerical duties

Qualifications:

- One (1) year clerical/secretarial/customer service experience OR experience may be offset by an Associates or Bachelors degree.

PREFERRED:

- Post high school education.
- Prior health care experience
- Successful completion of course in Medical Terminology

Work Hours: 10:30a-7p

Apply Online at: <https://bit.ly/3o5hrSi>

Source: Employer Website

Posted 9/26/2021

Front Desk Coordinator PT (Roswell)



910 Woodstock Rd, Roswell, GA 30075

[No MARTA Service to this Location]

Answer phones, take appointments, welcome and check out clients.

Qualifications:

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

From \$10 an hour

Apply Online at: <https://indeedhi.re/3u495vp>

Source: Indeed

Posted 9/26/2021

Mail Clerk II (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.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3hXQbl0>

Source: Employer Website

Customer Service Representative

(Perimeter)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The WOTC Customer Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 8:30am- 5:30pm or 9am-6pm

\$13 - \$15 an hour

Apply Online at: <https://bit.ly/3kxIN1w>

Source: Employer Website

Concierge (Buckhead)



3344 Peachtree Rd NE Suite 2600, Atlanta, GA 30326

Responsibilities:

- Direct Members and Guest to their destinations within the Club, provide business and concierge services to our Members
- Inform Members and guests of Club services, features, upcoming events, room locations, and amenities both in person and over the phone
- Assist Members in providing information for and scheduling appointments and reservations for Club programs and services in accordance with Club standards
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris. Ensure supplies that may be needed by Members/Guests are stocked such as pens, notepads, etc.
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish
- Assist Member Experience initiatives such as, but not limited to, Club Newsletter, Message on hold and the website calendar and various other projects including event announcements, outbound calls to Members other marketing collateral to promote Member Services at the Club, always keeping materials current

Qualifications:

- Minimum of one-year experience in hospitality business or a similar role
- Competent working with Microsoft Office Suite, including Word, Outlook, and Excel

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

Source: Employer Website

Utility Line Locator – Entry Level (Roswell)



Under the direction of a company supervisor, a Utility Line Locator performs work that involves visual inspection of predefined construction areas and reading and interpretation of utility maps to determine the presence of underground utilities, while using special electronic equipment to actually detect and locate said utilities. The utilities may include (but not be limited to) gas, electric, cable TV, telecommunications, sanitary sewer, water lines, street lighting and other facilities within the predefined construction area.

Qualifications:

- No experience is required
- High School Diploma, GED equivalent, relevant work experience, or a combination of education and work experience preferred
- Valid State driver's license (cannot be considered Provisional), including an MVR record that is deemed acceptable by the company.
- Proficient in the use of hand tools and equipment. (shovels, screw drivers, wrenches, and ped keys etc.)

Paid Training Program

We provide a company truck.

Starting at \$18/hr

Apply Online at: <https://bit.ly/3i0rnc4>

Source: Employer Website

Front Desk Receptionist (Doraville)



Gray Television: Third Rail Studios

5801 Peachtree Rd, Atlanta, GA 30341

Responsibilities:

- Scheduling
- Answering and routing phone calls
- Greeting visitors, clients, staff, and vendors
- Stocking supplies
- Sorting and sending mail (Processes outgoing mail and FedEx packages)

Qualifications:

- Customer Service: 1 year (preferred)
- Office Administration: 1 year (preferred)
- Previous Receptionist experience 1 year (preferred)
- Entry Level (High School diploma or equivalent, college level preferred)

Apply Online at: <https://bit.ly/3o3NSRe>

Source: Employer Website

Part Time Receptionist (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

The Receptionist: greets members and guests in a personable, friendly, and inviting manner, and guides them to appropriate areas; answers, screens, and forwards phone calls while providing basic information when needed; takes reservations for various functions and performs other computer-based tasks.

Qualifications:

- Must have weekend availability.

Apply Online at: <https://bit.ly/3o1wWuI>

Source: theahaconnection.com

Food Service, Housekeeping, & Other Now Hiring – Week of 9/26/21

Receiving Associate PT (Alpharetta)

Macy's / North Point Mall

<https://indeedhi.re/3zuE1G3>

Dishwasher/Utility Worker PT (Sandy Springs)

\$13 an hour

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Atlanta, GA 30328

<https://bit.ly/3Cwa7Dk>

Automotive Porter (Roswell)

\$11 - \$14 an hour

Rick Case Automotive / 11446 Alpharetta Hwy, Roswell, GA 30076

<https://indeedhi.re/3AxEs3Q>

Housekeeping (Alpharetta)

\$14 an hour

The Hotel at Avalon / 9000 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/3zzeqf8>

Housekeeper PT (Dunwoody)

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

<https://indeedhi.re/2Zr8Lf7>

Kitchen Staff (Dunwoody)

\$10 - \$12 an hour

Vernon Springs Senior Living / 690 Mount Vernon Hwy NE, Atlanta, GA 30328

<https://indeedhi.re/2XTH2my>

Car Wash Attendant FT/PT (Roswell)

\$11 - \$14 an hour

Wash Factory Express / 11560 Alpharetta Hwy, Roswell, GA 30076

<https://indeedhi.re/3hUg9WI>

Food Service, Housekeeping, & Other Now Hiring – Week of 9/26/21

Dishwasher (Roswell)

IHOP / 10686 Alpharetta Highway Roswell, GA – 30076

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

Housekeeper (Alpharetta)

\$12 - \$13 an hour

Comfort Inn / 5455 Windward Parkway West, Alpharetta, GA, 30004

<https://bit.ly/2XP12a6>

Cashier PT (Buckhead)

\$11 - \$13 an hour

Chicken Salad Chick / 4365 Roswell Rd NE Suite 4367, Atlanta, GA 30342

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

LINE COOKS & PREP COOKS FT/PT (Perimeter)

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

<https://bit.ly/3o7aTD3>

Back of House FT/PT (Dunwoody)

\$11 - \$14 an hour

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

<https://bit.ly/2WdH34a>

Dishwasher PT (Perimeter)

Fleming's / 4501 Olde Perimeter Way, Atlanta, GA 30346

<https://indeedhi.re/3ubd49i>

Retail Stock Associate PT (Perimeter)

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

<https://bit.ly/3i6MCJe>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

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

<https://bit.ly/3obIH1F>



How to talk about COVID-19 during a job interview (without getting political)

Written by: Carson Kohler Published on: Sep 17, 2021

It's nearly impossible to get through a single conversation these days without broaching the subject of COVID-19. That's natural; the pandemic has completely changed the way we live and work. It's constantly on our newsfeeds and on our minds.

So, if you have a job interview coming up, chances are it'll become a topic of conversation. However, this can be a touchy subject. Sure, everyone is entitled to an opinion, but you don't want small talk to ruin your chances of getting a job.

If COVID-19 comes up in your next job interview, here are a few tips on how to appropriately handle it.

1. Be sensitive.

At this point, most of us know someone who's been affected by COVID-19. It's wreaking havoc on people's lives – their health, their jobs, their finances, their businesses, and their families. It's a sensitive subject, and that's why it's important to tread lightly; you never know how close to home it has hit for the people you're talking to.

It's easy for candidates to crack sarcastic, lighthearted jokes about being isolated – complaining about working from home or not being able to go out to eat – but this could be off-putting to an employer or interviewer. When it comes to the tone of the discussion, follow your interviewer's lead.

2. Avoid getting political.

Job interviews are like first dates: You want to avoid talking about religion or politics. It's no secret there are a ton of politics surrounding COVID-19, and everyone has a different opinion on how the government is handling the situation. But it's best not to broach this in your interview.

If the interviewer makes a political remark, even if it's in line with your views, gently lead the conversation to another topic. You don't want to risk diving into a controversial topic. After all, this is a job interview, and the focus should be on the company, the position, and you.

On this same note, if you're searching for jobs right now, be mindful of what you share on social media. It's not uncommon for employers to do a quick Google search before they consider you for an interview.

3. Learn more about company culture.

The way a company responds to this crisis can reveal a whole lot about its culture – and if it's a good fit for you. If the topic comes up, or if you have the opportunity to ask questions, ask how the company is dealing with this pandemic.

Are they letting employees work from home? How are they offering support to one another? How are they keeping in touch with each other? The answers to these interview questions will tell you a lot about how the company responds to emergencies and supports its employees during unprecedented times.

Additionally, because you're likely doing a video interview instead of visiting the office, don't be afraid to ask more questions about the company's culture and workspace.

4. Resist oversharing.

During the interview, you want to be honest. If you're searching for a job because you got laid off due to the coronavirus, definitely mention that. But remember this is a job interview, so keep the conversation professional and try not to overshare.

Resist divulging too many personal details of your everyday life and your bleakest moments while homeschooling your children or isolating under the stay-at-home orders.

5. Practice small talk.

It might seem silly, but you can always practice your small talk – especially if you don't want to accidentally say something you shouldn't. You can do this naturally with co-workers, family members, and friends. You can also practice with a professional interview coach, who can help you feel more comfortable with small talk – no matter how difficult or sensitive the subject matter.

Above all, remember to be sensitive, avoid politics, ask questions, and resist oversharing. Although this is a difficult time, you can really learn a lot about a company and its employees during a crisis.

Source: <https://bit.ly/2W6iZA2>