
Office Help (Roswell)



1095 Old Roswell Road, Roswell, GA 30076

Responsibilities:

- Monitoring incoming messages from Field Technicians and Customers
- Listening to and monitoring phone calls being taken by dispatchers
- Helping dispatchers answer phone calls when it gets really busy
- Following up with customers as needed
- Helping to connect field technicians with customers as needed
- Troubleshoot issues between technicians and customers with manager's help

Qualifications:

- High school or equivalent (Preferred)

From \$13 an hour

Apply Online at: <https://indeedhi.re/3ArdM3Y>

Source: Indeed

Posted 10/10/2021

Executive Assistant (Sandy Springs)



510 Mount Vernon Hwy, Atlanta, GA 30328

Responsibilities:

- Front desk reception
- Prepare and maintain the Lower School portion of the master school calendar
- Manage substitute teachers including posting job descriptions, hiring, onboarding, assigning coverage, distributing keys, and overseeing time sheets.
- Monitor staff time-off requests including tracking PTO hours and arrange substitute teacher coverage
- Participate in personal ongoing professional learning and development as well as professional memberships
- Arrange logistical accommodations related to professional learning opportunities for faculty/staff
- Generate Professional Learning reports
- Make arrangements and prepare materials for divisional meetings, leadership retreats, and in-service training
- Coordinate field trips including reserving venues, transportation, chaperones, and lunches
- Manage Head of Lower School's calendar and appointments including parent conferences, teacher observations and meetings, instructional rounds, and school events

Qualifications:

- Minimum requirements include a Bachelor's degree or equivalent administrative experience preferably in education

Apply Online at: <https://bit.ly/3iI3wy9>

Source: Employer Website

Executive Assistant / HR Coordinator (Buckhead)



3384 Peachtree Rd NE #700, Atlanta, GA 30326

Responsibilities:

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts and offer letters.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform onboarding procedures, orientations, update records of new staff, and accurately communicate payroll changes to the Accounting Manager.
- Produce and submit reports on general HR activity.
- Assist with ad-hoc HR projects.

Qualifications:

- Associates or bachelor's degree in human resources or related (preferred).
- 2 years of experience as an HR coordinator (preferred)
- Exposure to Labor Law and employment equity regulations.

\$14.00 - \$22.00 per hour

Apply Online at: <https://indeedhi.re/2YvZaU9>

Source: Indeed

Posted 10/10/2021

Administrative Assistant (Alpharetta)

atlanta hu♥ane society

1565 Mansell Road, Alpharetta, GA 30009

Responsibilities:

- Provide professional, competent and confidential administrative support for the Senior Vice President and other members of the Strategic Philanthropy Group as needed
- Manage the calendar, scheduling and appointments of the Senior Vice President to include set up and tracking meetings, provide relevant and preparatory materials and appropriate follow-up communication
- Facilitate the Senior Vice Presidents ability to communicate with and/or respond in a professional and timely manner to the needs of donors, board of directors, staff and other parties as necessary
- Provide a range of support activities including word processing, Raisers Edge data entry, project tracking, copying, faxing, filing, mailing
- This position will rely on experience and judgment to plan and accomplish goals
- Handle confidential and non-routine donor information
- Schedule and organize meetings, conferences and department activities

Qualifications:

- Minimum three to five years experience preferred
- High level of proficiency with MS Office suite, particularly Word, Outlook, PowerPoint, and Excel
- Excellent writing, copy editing, and formatting skills; experience in drafting agendas, correspondence, presentations, reports, and other written documents
- Georgia drivers license

Apply Online at: <https://indeedhi.re/3iLv31S>

Source: Indeed

Administrative Assistant (Alpharetta)



6510 Corporate Ct, Alpharetta, GA 30005

Responsibilities:

- Act as a liaison and interface with employees at all levels, other departments, customers and outside agencies.
- Assist management or professional staff with the completion of their duties, including reporting, filing, researching, and project support.
- Complete a variety of administrative projects and tasks using diverse software applications (Payroll, Workday).
- Develop reports, memos, letters, etc., and compose, critique and edit correspondence.
- Handle all incoming communications such as answering and screening calls, taking messages and answering routine questions, including attending to letters, emails, and visitors when necessary.
- Maintain computer files and logs for presentation materials, memos, letters, and reports.
- Respond to or follow up on inquiries regarding the customer's policies and procedures.
- Maintain schedule of events and/or deliveries.
- Prepare for new hires' first day by ordering all assets, submitting requests for security setup, handling training schedule, etc.

Qualifications:

- High School Diploma or GED Equivalent with up to 1 year of professional experience.
Preferred:
- Experience in an administrative role
- Ability to type quickly and accurately

Apply Online at: <https://bit.ly/3Bn2O0K>

Source: Employer Website

Academic Administrative Assistant (Sandy Springs)



The Georgia School of Orthodontics

8200 Roberts Dr, Atlanta, GA 30350

Perform administrative and office tasks and activities in support of Faculty and the Admissions department.

- Answer calls, emails and other correspondence in assigned areas.
- Receive and direct visitors through office as appropriate.
- Maintain supplies inventory in facility for breakroom and offices.
- Receive and distribute deliveries to appropriate department.
- Attend and record minutes of meetings as directed.
- Facilitate badge and key card access program for facility/offices.
- Assist with event planning, organizing and other activities.
- Create and provide reports as requested.

Qualifications:

- High school diploma or general education degree (GED).
- Associate's Degree (AA) or equivalent from a two-year college or technical school, or 6 months to 1 year related experience and/or training, or equivalent combination of education and experience preferred.
- Computer skills preferred: Dolphin, Orthofi, Microsoft Dynamics CRM; Microsoft Outlook & Excel.

Apply Online at: <https://indeedhi.re/3Bddu1M>

Source: Indeed

Receptionist (Alpharetta)

CIPRIANI & WERNER
ATTORNEYS AT LAW

960 North Point Pkwy Suite 425, Alpharetta, GA 30005

Responsibilities include managing incoming calls, greeting clients, collecting incoming client information, booking conference rooms, and other general administrative duties.

Qualifications:

- A high school diploma or GED required, one year of experience in a reception role is preferred or equivalent combination of education and experience.
- Proficient computer skills including knowledge of Microsoft Office programs is preferred.

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

Source: Glassdoor

Posted 10/10/2021

Executive Assistant (Alpharetta)

VERINT

800 North Point Parkway, Alpharetta, GA 30005

Assisting with team support, documentation, calendar management, meeting coordination, travel arrangements, data entry, invoice coordination, event planning, and other general operational responsibilities.

- Manage executive calendars which include coordinating multiple calendars for scheduling appointments, meetings and conference calls.
- Execute proactive thinking and authoritative decision-making with priority to meeting conflicts; reschedule meetings as needed; prepare agendas, reserve and prepare conference rooms.
- Manage complex travel itineraries for executives which consist of booking air, car and hotel accommodations via internet and/or phone; adjust travel schedules as needed.
- Coordinate and manage on-site, off-site, and virtual meetings and special events for the department
- Manage travel expense reimbursements which include research/ gathering/ validating all travel receipts, data entry into Concur and tracking/ reconciling with credit card statements to ensure proper reimbursement; validate/ approve expense reports.
- Prepare and compile reports in MSFT Excel,, PPT and Adobe presentations, and other internal documents.

Qualifications:

- A minimum of 5 years of demonstrated experience providing operational support for a medium to large, complex, public organization.
- Has advanced MS Office 2010 or newer (PowerPoint, Word, Excel) skills
- Experience (Admin level proficiency) with WEBEX, Microsoft Teams and other remote meeting tools.

Preferred:

- A 4-year college degree in a related field.
- Previous administrative support at the Executive level
- Project management or project leadership experience

Apply Online at: <https://indeedhi.re/3mrw5kt>

Source: Indeed

Administrative Assistant (Sandy Springs)

Carmichael Brasher Tuvell & Company

Certified Public Accountants

1647 Mount Vernon Road, Atlanta, GA 30338

Qualifications:

High school or equivalent (Preferred)

Customer service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3Fm0yJw>

Source: Indeed

Call Center Coordinator (Buckhead)



Lenbrook

3747 Peachtree Rd NE, Atlanta, GA 30319

Manages incoming and outgoing calls to and from customers and handles resulting work order requests to ensure appropriate entry, distribution, and completion of the task(s). The Coordinator will also conduct telephone follow-up satisfaction survey calls when time permits.

- The Coordinator is the key contact/ call center for both Housekeeping and Community Service departments.
- Manages incoming calls and makes outgoing calls to ensure work is correctly completed.
- Takes work order requests, logs into AOD system, distributes to appropriate employees for completion.
- Make follow-up calls as time permits to ensure customer satisfaction and accuracy of service.
- Distribute monthly Managers' report.

Qualifications:

- High school diploma or GED required .
- Must have a minimum of six months Customer Service experience (Call Center preferred).

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

Source: Employer Website

Receptionist (Roswell)



11600 Wills Rd, Alpharetta, GA 30009

[No MARTA Service to this Location]

Responsibilities:

- Answer and transfer incoming calls pleasantly and professionally
- Direct calls to the appropriate associate or department, take a message or transfer to the appropriate associate's voicemail when necessary
- Greet visitors and alert associates when they have a visitor
- Assure appropriate coverage of phones when away from desk
- Data entry

Qualifications:

- High school degree is required combined with previous administrative experience
- Minimum clerical skills (basic typing and computer skills)

8:00 am - 5:00 pm Monday - Friday with potential for Saturdays

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

Source: Employer Website

Receptionist (Sandy Springs)



Sandy Springs Health and Rehabilitation Center
1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

Qualifications:

Minimum high school diploma or equivalent.

Apply Online at: <https://bit.ly/3De396k>
Source: Employer Website

Event Sales Admin (Alpharetta)



ROARING
SOCIAL

240 S Main St, Alpharetta, GA 30009

Responsible for supporting the sales team in a variety of ways including management of inbound calls and emails, assigning leads into rotation, completing administrative duties, keeping the office organized and clean as well as other miscellaneous tasks that may be necessary to support the event sales processes.

- Answer phones within 3 rings.
- Qualify and distribute all leads. (Phone leads web leads, walk in leads).
- Make event packets
- Process final event payments.
- Process initial event deposits.
- Track all payments and email receipts to clients.
- Complete event checkouts.
- File all paperwork in designated locations as to ensure paperwork can be found when needed.
- Relay any discrepancies between agreements and payments to owning Event Sales Manager.

Qualifications:

- High school diploma or equivalent.
- Cash handling experience
- Clerical experience is preferred
- Proficiency in MS Office products (Word, Excel, Outlook)

\$15.00 per hour

Apply Online at: <https://indeedhi.re/3izC3Pm>

Source: Indeed

Human Resources Specialist (Sandy Springs)



5555 Glenridge Con Ste 700, Atlanta, GA 30342

Provides technical and administrative support to the People Team that includes coordination and management of total rewards processes, onboarding processes and strategic support to the field operations. Total Rewards processes include benefits, leave management, worker's compensation, I-9 verification.

Qualifications:

- Bachelor's Degree preferred
- Degree in Human Resource Management, Business Administration or related field preferred
- Four years of administrative support experience, two years of human resources administrative support or one year as People Team Specialist supporting an HR team.
- One year of human resource generalist experience with health care experience. Experience in managing and implementing projects and strategic change initiatives. Experience in benefits and leave management preferred.

Apply Online at: <https://bit.ly/3oD6pnH>

Source: Employer Website

Customer Service - Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rd, Atlanta, GA 30328

The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines.

- Maintain and apply expert knowledge of test center policies, practices, and procedures
- Greet examinees and verify identification
- Register and prepare candidate scorecards
- If applicable, digitally scan and record candidate fingerprint identification
- Continuously monitor candidates as they complete exams
- Resolve or report candidate issues with urgency
- Secure all computer software in the test center at all times
- Reboot computer servers and reset passwords as necessary
- Report any occurrences outside company guidelines to corporate management

Qualifications:

- Ability to be flexible with scheduling based on Prometric capacity requirements
- High School Diploma required, college experience a plus
- 1-2 years customer service-related experience required

Apply Online at: <https://bit.ly/2Yq61Od>

Source: Employer Website

Receptionist (Roswell)



PORSCHE

Hennessy Porsche North Atlanta

990 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

Qualifications:

- Previous customer service or administrative experience in a high volume environment.

Apply Online at: <https://bit.ly/3af85eF>

Source: Employer Website

Administrative Assistant (Chamblee)



5303 New Peachtree Rd, Chamblee, GA 30341

Interactive College of Technology, an accredited for-profit 2-year degree granting institution, has an immediate opening for an Administrative Assistant to a department chair.

Qualifications:

- Microsoft Office 365 including Word, Excel, and calendar maintenance
- Experience in planning and coordinating meetings, file maintenance, and other administrative duties

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

Source: Indeed

Posted 10/10/2021

Front Office Assistant (Alpharetta)



Northside Hospital

3400 Old Milton Pkwy UNIT C, Alpharetta, GA 30005

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

Qualifications:

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

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

Source: Employer Website

Front Desk Receptionist (Dunwoody)



5486 Chamblee Dunwoody Rd #16c, Dunwoody, GA 30338

Responsibilities:

- Greet customers and their dogs upon arrival
- Give tours to potential customers
- Answer and properly address caller's needs
- Take reservations for boarding and grooming appointments
- Make confirmation calls for boarding reservations
- Communicate with vets to keep vaccination records up to date
- Able to manage employees
- Check employees out after shift
- Maintain our records so that all vaccination, credit card, dog and customers information is current and accurate
- Escort dogs to the play yard and announcing their arrival to yard staff
- Prepare lunch/dinner/snacks for campers

Qualifications:

- High school or equivalent (Preferred)
- Customer service: 2 years (Required)
- Management: 1 year (Preferred)

\$10 - \$13 an hour

Apply Online at: <https://indeedhi.re/2ZX2vM9>

Source: Indeed

Posted 10/10/2021

Administrator Sales Support (Dunwoody)



Coldwell Banker

Provide exceptional customer service to internal and external customers, social media support, marketing/technology/system support, guide agents through our systems and tools, transaction processing, and general office administration duties.

- Responsible for direct support of the branch manager/office operations, including but not limited to: branch accounts payables and receivables, expense reports, coordination all office administration tasks, including general, office and business supply orders, equipment maintenance, coordinate the affiliation process for new agents, file maintenance, general office appearance, and repair issues.
- Provide instruction and support on office systems.
- Assist sales agents with marketing, advertising and technology needs related to company resources on request.
- Coordinate paperwork for newly affiliation sales agents.
- Provide social media and marketing support to allow the sales agents to focus on the growth of their business.
- Responsible for the timely and accurate input and updates to Company related systems (Homebase, Gateway, Trident, etc.).
- Assist agents with assembling materials for Open Houses.

Qualifications:

- High School Diploma or equivalent.
- 2+ years' experience in a customer centric business environment with administrative responsibility for office operations.
- Real Estate background a plus.
- Understanding of basic network connectivity
- Proficient and skilled in social media applications including Facebook, LinkedIn, Twitter, Instagram, company web pages, MLS.

Apply Online at: <https://bit.ly/3Bl4xUf>

Source: Employer Website

Administrative Assistant (Buckhead)

NAV WHOLESALE, LLC

3400 Peachtree Rd #835, Atlanta, GA 30326

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- 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 or equivalent (Preferred)
- Customer service: 2 years (Preferred)

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

Source: Indeed

Claims Operations Specialist – Contractor (Perimeter)



5 Concourse Pkwy, Atlanta, GA 30328

Responsibilities:

- Profiling new claims
- Issuing acknowledgments
- Processing claim payments
- Uploading and maintaining electronic claim files.

Qualifications:

- 2 years of professional experience, preferably in a Claims or Operational Support role
- B.A./B.S degree preferred

Apply Online at: <https://bit.ly/3Afopa0>

Source: Employer Website

Receptionist (Johns Creek)



10240 Jones Bridge Road, Johns Creek, GA 30022

Qualifications:

- Receptionist/front desk experience
- Experience working with children 0-5 years-old
- Early childhood education: 1 year (Preferred)

M-F, 12:00PM - 6:00PM

\$13.00 - \$17.50 an hour

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

Source: Indeed

Posted 10/10/2021

Onboarding Coordinator (Alpharetta)



2655 Northwinds Parkway, Alpharetta, GA 30009

The Onboarding Coordinator will be accountable for all functions through the initial review of Physician or Advanced Practice Provider information. Act as an evaluator for the Client Support Division. Secure provider and client information up front allowing for a smoother onboarding process.

- Request, collect, and/or map client applications
- Connect with the healthcare provider regarding discrepancies and missing information
- Assist and develop contact sheets for previous work history and insurance coverage
- Communicate with clients in order to determine preferences and maintain database checklists
- Communicate with provider or group regarding onboarding status
- Review and understand trends to maintain the department's success
- Develop and implement Customer Care strategies, working with all specialty teams in the company

Qualifications:

- Bachelor's Degree in business administration/management preferred

Apply Online at: <https://bit.ly/3oM2ZyX>

Source: Employer Website

Executive Assistant to President and Principal (Brookhaven)



3790 Ashford Dunwoody Road Northeast, Atlanta, GA 30319

Reporting jointly to the Principal and the President of Marist School, the Executive Assistant serves as the primary point of contact for all matters pertaining to these two offices. The Executive Assistant also serves as a liaison to the Board of Trustees and senior administrators and oversees special projects.

- Completes various administrative tasks for the President and Principal, including calendar management, meeting arrangements, communication, expense reports, credit card reconciliation, travel arrangements, and coordination of special functions.
- Transcribes minutes during Board meetings
- Maintaining the online Board portal, emailing the Board on behalf of the President, and managing logistics at Board of Trustee meetings.
- Assists with the faculty hiring process from researching prospects, placing ads (online and in print), scheduling interviews, collecting documents for and maintaining personnel files, and serving as a point of contact
- Organizes all aspects of the annual New Employee Reception and Dinner each year.
- Coordinates Professional Boundaries and Praesidium training for all faculty, staff, and community coaches annually to ensure compliance.

Qualifications:

- Bachelor's degree with a minimum of three years of office administration or senior administrative assistant experience, preferably in an educational institution.
- Proficiency with MS Office and Google Workplace. Knowledge of PowerSchool is preferred.
- Experience in prospect research.

The hours for this position are generally 7:30 a.m. to 4:00 p.m., Monday through Friday, with some evening and weekend commitments. This position is a full-time, 12-month role.

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

Source: Employer Website

Administrative Assistant (Dunwoody)

Carmichael Brasher Tuvell & Company

Certified Public Accountants

1647 Mount Vernon Road, Atlanta, GA 30338

Dunwoody CPA firm looking for energetic and detail oriented person for their front office. Year-round position, flexibility over summer and non-busy season.

Qualifications:

- Ideal candidate should have computer and customer service skills.

Apply Online at: <https://bit.ly/3Aq1mCL>

Source: theahaconnection.com

Posted 10/10/2021

Food Service, Housekeeping, & Other Now Hiring – Week of 10/10/21

Hotel Porter (Buckhead)

Atlanta Marriott Buckhead / 3405 Lenox Rd NE, Atlanta, GA 30326

<https://bit.ly/3adWNR6>

Seasonal Stock Associate (Perimeter)

Steve Madden / Perimeter Mall

<https://bit.ly/3DbV81C>

BOH Team Member (Sandy Springs)

\$11 - \$15 an hour

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

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

Laundry Attendant PT (Perimeter)

Springhill Suites Atlanta Perimeter Center / 1005 Crestline Pkwy, Atlanta, GA 30328

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

Houseperson (Alpharetta)

\$13.50 an hour

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

<https://bit.ly/3uMVSy3>

Line Cooks (Dunwoody)

\$16 an hour

Vino Venue / 4478 Chamblee Dunwoody Road, Atlanta, GA 30338

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

Crew (Sandy Springs)

\$15 - \$18 an hour

Trader Joe's / 6277 Roswell Rd NE, Sandy Springs, GA 30328

<https://bit.ly/3mnuCM8>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/10/21

3rd Shift Production Packer (Alpharetta)

\$17 per hour plus \$3 night shift differential pay

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

<https://bit.ly/3iy8k9p>

Houseman (Buckhead)

Element Atlanta Buckhead / 3491 Piedmont Road NE, Atlanta, GA 30305

<https://indeedhi.re/3mzmSa0>

Food Service Attendant 12:15p-8:45p (Sandy Springs)

Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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

Dishwashers (Dunwoody)

\$13-\$17 Per Hour

Iron Hill Brewery and Restaurant / 1224 Hammond Dr, Dunwoody, GA 30346

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

Laundry Attendant (Alpharetta)

\$13.50 an hour

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

<https://bit.ly/3FvchW7>

Service Porters / Valets (Roswell)

\$12/hour

Jackson Acura / 10900 Alpharetta Hwy, Roswell, GA 30076

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

Dishwasher (Buckhead)

\$12.00 - \$14.00

Buttermilk Kitchen / 4225 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/3aiUWS7>