
Customer Service Representative (Alpharetta)



1150 Sanctuary Pkwy, Alpharetta, GA 30009

In this role you'll provide service and support to our customer base, whether it be established, new, internal, or external customers. You'll handle routine customer service inquiries, as well as escalation calls, related to mechanical service calls and general customer service inquiries via various communication channels.

- Act as a company ambassador through accurately diagnosing service issues to deliver high quality service via multiple customer contact channels.
- Provide equipment service and general customer support through successful resolution.
- Accurately capture the voice of our customers to drive first call resolution across functions.
- Utilize effective communication skills to ensure customer expectations are successfully achieved with all internal/external stakeholders.
- Actively listen to customer inquiries and apply job knowledge to accurately complete the necessary request to ensure customer satisfaction.
- Research account call history and use applicable resources/tools to problem-solve and make appropriate decisions to meet customer's needs and resolve issues.
- Escalate customer issues within established guidelines to ensure timely resolution.

Qualifications:

- High School Diploma or equivalent
- 2+ years customer service or contact center experience with great communication and people skills
- Microsoft Office experience required
- CRM experience preferred, but not required

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

Source: Employer Website

Receptionist - Entry Level (Sandy Springs)



990 Hammond Dr, Sandy Springs, GA 30328

Responsibilities:

- Professionally administer all incoming calls and ensure calls are redirected accordingly
- Greet guests in a professional, friendly, hospitable manner
- Coordinate and process incoming deliveries and route within the office
- Maintain and coordinate scheduling of conference rooms
- Responsible for general upkeep of reception area and adjoining rooms
- Coordinate general office maintenance (notify building management or appropriate vendors for repairs)
- Perform a variety of basic clerical duties

Qualifications:

- High school diploma or equivalent

\$15 - \$17 an hour

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

Source: Indeed

Posted 10/17/2021

Events Marketing Coordinator (Alpharetta)



2520 Northwinds Pkwy, Alpharetta, GA 30009

Collaborate and support the Global Events Team on all areas needed to produce and implement major events at Veeam globally.

- Assist with all event related activities including reporting, planning, invoice management and tracking using Coupa and Tableau and other administrative tasks.
- Assist the global team with e-card requests, and requests for updates of collateral materials as needed working in JIRA. Assist with administrative activities at on-site events as required. Duties to include pre and post program ordering, shipping and tracking of event items, assisting in various event tasks both prior to events and on-site.
- Provide proof reading, editing and writing as needed.

Qualifications:

- 1-3 years in Event operations
- Experience in Technology/ software a plus
- Strong software skills and social media knowledge - virtual event knowledge is a plus. (MS Office - Excel. Power point mandatory).
- Background in events software a plus (Bizzabo, Cvent, etc)
- 30-50% Travel

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

Source: Employer Website

Administrative Assistant (Roswell)



1115 Northmeadow Parkway, Roswell, GA 30076

Responsibilities:

- Support the lead Executive Assistant with daily tasks
- Generate Purchase Orders
- Work with the Accounts Payable department in order to process and track payments
- Create, edit, and generate reports and agendas
- Manage expense reports
- Support logistical details of event planning including meetings, A/V needs, conference rooms, venue layouts, external vendors, etc.
- Prepare correspondence, respond to inquiries, and direct correspondence to the proper departments and/or managers
- Take notes and action items for follow-up as needed

Qualifications:

- Associate degree, certificate or equivalent from a 2-year college / technical school
- 3 years of experience in an administrative role
- Proficiency with Microsoft Office software including Outlook, Teams, Excel, PowerPoint, and Word

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

Source: Employer Website

Evening & Weekend Receptionist (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the office and when calling by phone.
- Deliver professional and courteous communications regarding community information and events.
- Oversee general office coordination including copying, faxing, mailing, and filing.
- Manage office supply inventory and marketing collateral.
- Assist collecting information for resident files.

Qualifications:

- High school or equivalent (Required)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3j0BY7w>

Source: Indeed

PT Administrative Support Team (Alpharetta)



North Point Mall

The AST's primary responsibilities are to organize the Store Management Office, execute operational administrative functions, oversee scheduling maintenance, balance the vault and other cash functions daily, distribute reports from My Macy's Portal to management team, facilitate the screening/hiring process, handle HR functions, and act as the HR liaison for store employees.

- Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public
- Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer
- Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management
- Input employment data in the Job Requisition System and handle all new hire paperwork, orientation, and training sessions
- Balance vault and store checkbook and perform other cash functions on a daily basis
- Act as MST liaison and train colleagues on how to call in repairs
- Complete weekly store newsletter, maintain store bulletin board program, and organize store recognition allies

Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience

Apply Online at: <https://bit.ly/2YKt1aU>

Source: Employer Website

Administrative Assistant (Sandy Springs)



325 Hammond Dr UNIT 103, Sandy Springs, GA 30328

Responsibilities:

- File/keep track of paperwork and contracts for all classes
- Maintain up-to-date knowledge of all programs
- Answer phone calls and provide adequate information to clients
- Send mail-outs and emails as needed
- Keep accurate records of payments received
- Schedule instructors to teach classes
- Schedule clients for classes and lessons
- Assist the owner and other office manager in day-to-day business matters as needed

Qualifications:

- High school diploma
- At least 1 year of office managing experience
- Must work weekends (Saturday and Sundays), having 2 weekdays off during the week.

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

Source: Indeed

Coord., Receptionist / Admin. III (Sandy Springs)



1500 Riveredge Pkwy, Atlanta, GA 30328, USA

Responsibilities:

- Answer telephone, screen and direct calls, relay messages and provide information to callers
- Greet persons entering organization and direct them to correct destination
- Deal with queries from the public, customers, visitors and guests
- General administrative and clerical support
- Prepare letters and documents as needed
- Assist with receiving and sorting mail and deliveries
- Schedule appointments as appropriate
- Issue employee and visitor security badges and maintains the employee id badge system
- Onboard new vendors into the vendor management tool (Equifax)
- Work on special projects
- Process invoices

Qualifications:

- Must have 2 years recent Receptionist experience in a fast-paced professional environment
- Experience handling multiple phone lines required
- High school education or equivalent required
- Working knowledge of office administrative functions. Proficient with Microsoft Office Suite and Microsoft Outlook

Apply Online at: <https://indeedhi.re/3DB390q>

Source: Indeed

Secretary (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

Administrative duties include scheduling appointments and managing calendars, phone support and gatekeeping for executives, light record keeping and other clerical work, paying vendors and maintaining records of payment, purchasing office supplies as needed, and generally assisting in getting tasks completed.

Qualifications:

- Customer service experience in our industry is preferred
- High school diploma or GED required, some college experience preferred
- Navigates computer programs with ease to provide a quick front-desk experience for customers

\$18 - \$21 an hour

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

Source: Employer Website

Posted 10/17/2021

Administrative Assistant – Contract (Alpharetta)



ECJ Tax & Financial Services

284 S Main St STE 800, Alpharetta, GA 30009

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
- New client onboarding
- Utilization of firm's various internal software platforms
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies
- Maintain contact lists
- Book travel arrangements
- 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
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Customer service: 1 year (Preferred)
- Bachelor's (Preferred)

From \$15 an hour

Apply Online at: <https://indeedhi.re/3mQ562f>

Source: Indeed

Posted 10/17/2021

Administrative Assistant (Chamblee)



Interactive College of Technology

5303 New Peachtree Rd, Chamblee, GA 30341

Responsibilities:

- Compose, edit, revise, tabulate, and print letters, tables, reports, and other materials.
- Greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities and operations of department/division; accepts, screens, and routes telephone calls; maintains log of inquiries as required.
- Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries, and operates a variety of office equipment.
- Establishes, maintains, processes, and updates files, records, certificates.
- Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules; makes travel and lodging arrangements, either directly or through travel agencies.
- Orders, stocks, and distributes office supplies.
- May instruct and oversee the activities of student employees performing the same type of work.

Qualifications:

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Associate (Preferred)
- Microsoft Word: 2 years (Preferred)
- Microsoft Excel: 2 years (Preferred)

Apply Online at: <https://indeedhi.re/3mP0WYD>

Source: Indeed

Patient Coordinator / Receptionist (Sandy Springs)



Art of Healing Sandy Springs

154 W Belle Isle Rd NE, Sandy Springs, GA 30342

Your duties will include interacting with our internationally diverse patient population to educate them regarding our services and pharmaceutical products, checking in patients, booking appointments and scheduling, handling insurance coverage, filing, answering phones, marketing, electronic patient record management, and more. You will also provide direct support to our health practitioners - acupuncturists, herbalists, massage therapists, homeopathy, and mental health counselors.

Qualifications:

- Experience is preferred but not necessary. We will train the right person.
- Customer service: 1 year (Preferred)
- Medical terminology: 1 year (Preferred)
- Computer skills: 1 year (Preferred)

\$12 - \$14 an hour

Apply Online at: <https://indeedhi.re/3aEr7LR>

Source: Indeed

Posted 10/17/2021

Administrative Assistant and HR Generalist (Sandy Springs)



PANDA NEUROLOGY
ATLANTA HEADACHE
SPECIALISTS

5887 Glenridge Dr Ste 140, Sandy Springs, GA 30328

Responsibilities:

- Assist with posting patient and insurance payments in EHR system
- Assist with posting charges in EHR system
- Assist with recruitment, including posting openings, screening resumes, scheduling interviews, and conducting interviews
- Assist in managing employee medical benefits, including annual renewal, open enrollment, COBRA, enrolling and terminating employees from plan
- Assist with employee relations and morale
- Maintain PTO records
- Maintain provider calendar and call schedule
- Order office and medical supplies
- Other projects, such as creating and maintaining job descriptions, employee handbook, etc.

Qualifications:

- HR generalist: 1 year (Preferred)
- Payment posting or accounting: 1 year (Preferred)

\$24 - \$28 an hour

Apply Online at: <https://indeedhi.re/3j2BEoJ>

Source: Indeed

Posted 10/17/2021

Staffing Coordinator (Buckhead)



945 East Paces Ferry Rd NE, Atlanta, GA 30326

Responsibilities:

- Coordinates with Talent Acquisition staff, interview team, hiring managers, and candidates to schedule phone, virtual and face to face interviews in a timely manner. Completes all actions required for a smooth interview experience for the candidate.
- Actions may include:
- Gathering availability of the various parties participating in the interview process and creating an interview schedule as well as scheduling travel, hotel accommodations, and in-town transportation for candidates.
- Handling all needed logistics for the actual interview including conference room booking, video conference set up, etc.
- Reviews and sends out offer letters.
- Oversees new hire pre-employment processes including background check, I9 and other required investigations. Monitors virtual onboarding process in applicant tracking system.
- Assists with data entry and reporting from the applicant tracking system as required.
- Trigger onboarding initiation - communicating with IT, HRBP, Payroll.
- Creates Talent Acquisition reports on a regular basis as required.

Qualifications:

- Experience providing human resources or administrative support; or an equivalent combination of education and experience.

Preferred:

- BA/BS in Human Resources, Business Management or related discipline preferred.
- Experience in a TA Coordinator or similar role.
- Familiarity with an ATS system. (GreenHouse is a +).

\$40,000 - \$50,000 a year

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

Source: Indeed

PT House Manager



Roswell Cultural Arts Center

950 Forrest St, Roswell, GA 30075

The House Manager acts as the sole staff representative on duty during facility rentals. Greets renters and visitors and supplies them with appropriate information, directs to appropriate personnel, responds to request for service/assistance, directs potential clients to Administrative Assistant for contract process via email or website information.

- Assists in monitoring the safety and comfort of those in the Roswell Cultural Arts Center, including cleanliness and safety of the lobby and elevator, table and chair set-up/storage, monitoring public restrooms and other areas for cleanliness, assessing the status of rental spaces pre-rental and post-rental occupancy with clients, monitoring security cameras, accommodating elderly or disabled patrons, discarding trash post-event.

Qualifications:

- High School diploma generally required
- Basic knowledge of administrative and clerical procedures, computers and relevant software.
- Knowledge of principles and practices of good public relations

Part-time year round (29 hours or less per week)

\$12 an hour

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

Source: Employer Website

Executive Assistant – Contract (Alpharetta)



S&N Team Keller Williams

5780 Windward Pkwy, Alpharetta, GA 30005

Responsibilities:

- Learn, Build, implement, and manage all systems for sellers, buyers, lead generation, database management, information management, and back-office support
- Assists as needed in documenting the systems & procedures of other departments, including customer service, buyer, seller, lead generation, tracking, and expansion systems.
- Coordinate marketing events and client activities
- Oversee all listing files and listing marketing (brochures, flyers, online marketing, etc.)
- Participate in training sessions to improve skills
- Work with all preferred vendors, including professional photographers, contractors, etc
- Manage calendar for lead agent (walkthroughs, closings)
- Keep the lead agent informed regarding any problems or issues that need to be handled
- Make cold calls, Answer and route phone calls
- Prepare standard marketing brochures, postcards, social media and email marketing

Qualifications:

- Google Suite (Docs, Sheets)
- Experience dealing with general contractors, subcontractors and vendors
- Proficient in social media
- High school or equivalent (Required)

\$18 - \$24 an hour

Apply Online at: <https://indeedhi.re/3BOfQ7C>

Source: Indeed

Posted 10/17/2021

PT Front Desk Receptionist (Sandy Springs)



Carter Jeffries LLC

6000 Lake Forrest Dr Suite 375, Atlanta, GA 30328

Directing incoming calls as necessary, conducting initial interviews with potential new clients, assist in receiving and sending mail and deliveries, collecting, scanning and organizing client documents, calling clients for status updates, greeting existing and potential clients to the office, ensuring that the client greeting area is presented in a professional and welcoming manner, and arranging appointments on the master calendars.

Qualifications:

- High School Diploma or equivalent degree.
- 2+ years' experience working in an office environment

Part-time work (30 hrs/wk) to start with the possibility of the position becoming full-time.

From \$15 an hour

Apply Online at: <https://indeedhi.re/3j63259>

Source: Indeed

Posted 10/17/2021

Front Office Host (Buckhead)



Grand Hyatt Atlanta Buckhead

3300 Peachtree Rd NE, Atlanta, GA 30305

Front Office associates are responsible for the guest registration process and communication of hotel services and promotions.

[No qualifications specified in ad.]

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

Source: Employer Website

Posted 10/17/2021

Records and Mail Coordinator

(Sandy Springs)



1470 Riveredge Pkwy, Atlanta, GA 30328

The Records and Mail Coordinator performs front-line administrative duties supporting information management. This includes receipt of information internally or externally, storage and indexing, performance monitoring, internal/external delivery, and eventual destruction.

- Process record requests including search, retrieval and delivery of both physical and electronic copies.
- Tracks borrowed records to ensure items are returned in a timely manner.
- Responsible for maintaining and reporting core metrics, KPIs and operational data related to mail services and records processing.
- Maintains physical and electronic records through the entire record lifecycle.
- Scans physical data into electronic format and inputs these files into various systems for further processing.
- Assist in development of standard operating procedures.
- Assists with the movement, storage, filing, indexing, and destruction of physical data and equipment.
- Performs pick-up and deliveries within the Atlanta metro area and occasionally outside metro Atlanta.
- Responsible for the organization and tidiness of the mail room, public loading dock, record vaults, and other areas related to mail/records services.
- Processes outgoing and incoming mail and packages according to policy and procedures.

Qualifications:

- Associate of Science or higher required. Relevant work experience may be considered in lieu of degree.
- Valid Georgia driver's license, with no moving violations within the past five years.

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

Source: Employer Website

Personal Assistant (Sandy Springs)



Edible Arrangements

980 Hammond Dr, Atlanta, GA 30328

The Personal Assistant is responsible for all aspects of support for the Farid family and its assets.

- Calendar Management - own the family calendar. Ability to anticipate schedule conflicts and proactively address and ensure timely resolution.
- Travel Management - comprehensive travel planning, domestic and international, for the Chairman and family and others are required. This includes building itinerary, while being highly flexible in anticipating changes.
- Accounting Management - assist in daily accounting management areas such as bill payment, reconciling credit cards, filing old statements / receipts, and working with Financial support as needed.
- Project Management - manage ongoing projects in the office and at the family residences. Projects include household renovations, planning / executing fund raising events, dinner parties, etc.
- Office / General Administrative Support - support the Farid Family. This will include scheduling, prioritizing contacts, projects, etc.
- Misc. - other tasks that are required for this role include, but not limited to, collecting mail, managing household staff, household errands as needed, etc.

Qualifications:

- 5 years' experience working in a similar role
- Driver's license required
- Strong communication skills
- Computer skills required
- Ability to work non-traditional hours as needed

Apply Online at: <https://bit.ly/3n3JT59>

Source: Employer Website

Administrative Assistant / Receptionist (Roswell)



SAINT FRANCIS SCHOOLS

9375 Willeo Road, Roswell, GA 30075

[No MARTA Service to this Location]

Qualifications:

High school or equivalent (Preferred)

Customer service: 2 years (Preferred)

Proficient computer skills required. Spreadsheets, emails, word documents

\$14 - \$16 an hour

Apply Online at: <https://indeedhi.re/3p5nze5>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 10/17/21

Laundry Attendant (Alpharetta)

\$14 an hour

TownePlace Suites / 7925 Westside Parkway, Alpharetta, GA 30009

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

Parts Warehouse Associate (Roswell)

Nalley Audi / 11505 Alpharetta Highway, Roswell, GA 30076

<https://bit.ly/3v5Pxr3>

Receiving Support Associate PT (Buckhead)

\$12 - \$14 an hour

Macy's / Lenox Mall

<https://bit.ly/3aB7ft8>

Food Service Worker (Alpharetta, Johns Creek, Sandy Springs, Roswell)

\$12.18 - \$14.36 an hour

Fulton County Schools

<https://indeedhi.re/3v7KAxO>

Cashier PT (Roswell)

Zaxby's / 3000 Holcomb Woods Parkway, Roswell, GA 30076

<https://bit.ly/3AK8sZl>

Lobby Attendant (Perimeter)

\$300 Sign-on Bonus

Le Méridien Atlanta Perimeter / 111 Perimeter Ctr W, Atlanta, GA 30346

<https://bit.ly/30lN1By>

Dishwasher (Buckhead)

\$11 - \$13 an hour

Chipotle Mexican Grill / Lenox Mall

<https://indeedhi.re/3j2G1QF>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/17/21

Housekeeper (Alpharetta)

\$12 - \$13 an hour

Comfort Inn / 5455 Windward Parkway, Alpharetta, GA 30004

<https://bit.ly/3BLe0Eq>

Team Member (Alpharetta)

\$10 - \$13 an hour

Kokee Tea / 1000 North Point Circle, Alpharetta, GA 30022

<https://indeedhi.re/30sFIU>

Housekeeper (Alpharetta)

Hyatt Place Alpharetta / 5595 Windward Parkway, Alpharetta, GA 30004

<https://bit.ly/3j2KYJl>

BOH (Sandy Springs)

\$11 - \$15 an hour

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

<https://bit.ly/3aDlyx0>

Housekeeper (Perimeter)

From \$10.50 an hour

Homewood Suites / 915 Crestline Parkway, Atlanta, GA 30328

<https://indeedhi.re/3G0l6HU>

Cleaning Crew (Roswell)

Sky Zone Roswell / 1425 Market Blvd Ste 100-A, Roswell, GA 30076

<https://bit.ly/3j7EGbn>

Dishwasher PT (Alpharetta)

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

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