
Front Desk Office Assistant (Buckhead)



3525 Piedmont Rd NE, Atlanta, GA 30305

Responsibilities:

- Greet visitors and provide general support for vendors, candidates, contractors, building management, etc.
- Liaison with Property Management, contractors, and various vendors
- Ensure facility and all employee work areas consistently meet and/or exceed safety guidelines
- Allocate and manage facility space for maximum efficiency
- Assure security of the facility
- Order supplies as needed, with approval of HR/Accounting
- Responsible for maintaining and ensuring the breakroom is clean and stocked.
- Organize and distribute onsite mail
- Complete mail request for various departments including mailing payroll checks
- Partner with HR to maintain office policies as necessary, assist with employee engagement, employee onboarding, and other responsibilities as assigned

Qualifications:

- Proven office management, administrative or assistant experience
- Proficient in MS office, Outlook

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

Source: Employer Website

HR Coordinator (Alpharetta)



11575 Great Oaks Way, Alpharetta, GA 30022

Responsibilities:

- HR Data Processing, Administration, and Support
- Follow all processes and procedures to collect, communicate, track and process HR related data as appropriate in HR Systems.
- Master and fully utilize HR related systems to their full capability to further the collection and exchange of information.
Systems include PeopleSoft HR, Taleo, the Talent Portal, The Village, HR Share Drive and any other system assigned specific to the work required.
- Provide quality administrative support to the HRBPs and HR Managers in the region.
- Support Region and HRBPs by assisting with data requests, bonus processing, leave requests, donations, PTO updates, etc.
Assist HR Team members, managers and employees in understanding HR processes and procedures. Troubleshoot issues and escalate when necessary.
- Proactively manage the individual new hire onboarding process for each assigned new hire

Qualifications:

- Minimum 3-5 years of administrative or customer services experience
- College level courses or degree
- Proficient in the use of technology including knowledge of Microsoft Office Suite. Experience with PeopleSoft and Taleo helpful.
- Prior HR experience a plus

Apply Online at: <https://bit.ly/3wG8Vvw>

Source: Employer Website

Customer Service Representative (Sandy Springs)

BADIE ENTERPRISES INCORPORATED

1301 Hightower Trail Suite 230, Atlanta, GA 30350

This position is for a trucking company.

- Clerical Data Entry
- Answering multi line phone system
- Faxing, mailing, and emailing.
- Dispatching, filing

Qualifications:

- Customer Service: 1 year (Preferred)
- Willing to train the right candidate that has basic at least computer knowledge and skills.

Monday-Friday 9am-5pm and some Saturdays.

From \$13 an hour

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

Source: Indeed

Posted 11/14/2021

Receptionist (Brookhaven)



3535 Ashton Woods Drive Atlanta 30319

Responsibilities:

- Answers incoming telephone calls and direct to appropriate person or department.
- Types documents, reports, letter, etc.
- Prepares and mail statements in accordance with established billing procedures.
- Assists in preparing time cards and distributing payroll checks.
- Maintains current file and listing of residents, emergency phone numbers of on-call personnel, key personnel, etc.
- Greets visitors, guests, residents, sales people and others, and monitor or report suspicious persons or situations to the Administrator.

Qualifications:

- High school diploma or equivalent
- Typing: at least 50 words per minute
- At least six (6) months experience in payroll, insurance and/or clerical position.
- Preferred:
- Two (2) years of experience in a payroll, insurance and/or clerical position
- Courses in payroll, bookkeeping, office procedures, and other related subjects.

1st Shift

Apply Online at: <https://bit.ly/3bZ5nuJ>

Source: Employer Website

Executive Assistant (Johns Creek)



5985 State Bridge Road, Johns Creek, GA, 30097

Responsibilities:

- Schedules and organizes complex activities such as meetings, travel, conferences and department activities. Maintains and coordinates executive's daily schedule.
- Types and designs general correspondence, memos, spreadsheets, charts, graphs, etc. Proofreads copy for spelling, grammar, layout and accuracy, making appropriate changes when necessary. Responsible for accuracy and clarity of final copy.
- Plans, creates and coordinates visual presentations, disseminates information, coordinates mailings.
- Establishes, develops, maintains and updates filing/information storage system for timely retrieval.
- Prepares and submits travel reimbursement forms and submits invoices for payment.
- Acts as a liaison with other departments and outside agencies, including high level staff. Handles confidential, routine and non-routine information and explains policies when necessary.

Qualifications:

- High School education
- Extensive knowledge of secretarial, office and administrative procedures required. Prefer at least 5 years of experience.
- Familiarity with a variety of computer software applications including word processing, spreadsheets, database and presentation/visual software (e.g. MS Word, Excel, Outlook, Powerpoint).

Apply Online at: <https://bit.ly/3kqc1yO>

Source: Employer Website

Front Desk Agent (Buckhead)



The Westin Buckhead Atlanta

3391 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.
- Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

Apply Online at: <https://bit.ly/3C30fQX>

Source: Employer Website

Administrative Specialist (Alpharetta)



10745 Westside Way # 100 Alpharetta, GA, 30009

In this role, you will serve as the Administrative Specialist reporting to the Executive Assistant to the Chief Customer Officer.

- Assist in expense report organization/ reconciliation.
- Create and send emails on behalf of the Chief Customer Officer.
- Initiate Conference Calls for the Chief Customer Officer as needed.
- Prepare, compose, and/or edit documents and presentations.
- Assist with compiling/ updating information using the customer management system.

Qualifications:

- 2 or more years of relevant experience required.
- Comprehensive knowledge of Microsoft Office applications desired.
- Familiarity with travel and expense reporting systems preferred.

\$43,800.00 - \$63,500.00

Apply Online at: <https://bit.ly/3BXCmu0>

Source: Employer Website

Posted 11/14/2021

Front Office Receptionist (Alpharetta)



5755 North Point Pkwy #270, Alpharetta, GA 30022

Qualifications:

Moderate computer proficiency

Moderate use of Microsoft Office (Word, Excel)

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

Source: Indeed

Administrative Assistant III (Buckhead)



BANK OF AMERICA

3455 Peachtree Rd NE, Atlanta, GA 30326

Performs diverse, advanced and confidential administrative support functions including composing, signing and releasing routine but somewhat complex correspondence. Usually relieves management of administrative details; gathers, compiles and reports information relevant to/for department; may manage a number of different and often conflicting objectives, projects or activities at one time. Communicates with executives and line management to gather or convey relevant information. May be involved in high-level client contact and exposure to sensitive information.

Qualifications:

- Minimum of 1+ years professional or relevant internship experience required
Strong client service & technical skills (MS Word & Excel)
Preferred:
- Undergraduate degree or equivalent experience preferred
Prior knowledge of financial products, policies & procedures is highly preferred.
- 1+ year(s) of experience supporting a senior level manager within the financial services field or relevant internship experience
Series 7 & 63/65 or 66 registrations preferred; management may ask for associate to acquire these licenses

Apply Online at: <https://bit.ly/3kscoc7>

Source: Employer Website

Administrative Assistant for Data Processing (Buckhead)



3390 Peachtree Road NE, Atlanta, GA 30326

This position processes and logs essential data pulled from change-in-information submissions, called Substantive Change Reports, submitted by ACEN-accredited nursing programs. Through this analysis, the level of significance of these changes will be determined and if necessary, the report will be escalated to the Substantive Change Coordinator. The primary functions of the Administrative Assistant for Data Processing are to ensure the timely, comprehensive, and accurate processing of these reports as well as the preparation of documents that will be reviewed by the Substantive Change Coordinator.

- Receive, organize, and confirm completeness and relevance of incoming change submissions and following-up on open work tickets
- Systematize, record, and manage submitted service tickets
- Process incoming change submission reports
- Organize and prepare documents for Board of Commissioners (BOC)
- Ensure reported changes are reflected in agency records
- Provide assistance to the Office of the CEO in creating reports for United States Department of Education (USDE)
- Format and post BOCs' decisions online in the ACEN website
- Coordinate scheduling of orientation sessions to Policy #14 Reporting Substantive Changes

Qualifications:

- Baccalaureate degree preferred; Associate degree required;
- 2+ years of related experience

\$38,000 - \$42,000 a year

Apply Online at: <https://indeedhi.re/3n60KW3>

Source: Indeed

Posted 11/14/2021

HR Coordinator (Dunwoody)



2151 Peachford Road, Atlanta, GA 30338

Responsibilities:

- Answer HR office inquiries in person and via email/phone. Greet visitors and assist with their needs. Answer routine HR questions and requests.
- Coordinate the pre-employment process for new hires.
- Coordinate the monthly New Hire Orientation.
- Process employee terminations.
- Maintain HRIS system (Lawson), ensuring accurate and timely input of data. Run reports to provide required/requested data.
- Maintain Employee files in accordance with regulatory standards. High volume of filing required.
- Assist in other HR functions of the facility including recruitment activities, evaluation process, staff competencies and Employee Engagement activities.
- Track and maintain required employee data including licensure, competencies and CPR. Track and maintain job descriptions and competencies in HR.

Qualifications:

- At least one year of human resources or support service experience.
- A bachelor's degree in Human Resources is preferred.

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

Source: Employer Website

Shuttle / Pick-Up and Delivery Driver (Sandy Springs)



7640 Roswell Rd, Atlanta, GA 30350

Responsibilities:

- Warmly welcome and greet all visitors either on the telephone or in-person and ensure all required information/ documents are collected/ present at the time of pick-up or delivery.
- Deliver courtesy vehicles for client use; pick-up clients or their vehicles for service and deliver them back when service is completed.
- Assist passengers getting in and out of vehicles and moving belongings.
- Immediately report any damage or abnormal operating conditions with client vehicle, property, or shuttle vehicle to dispatcher or transportation manager.
- Keep a timely shuttle route by utilizing Google Maps and/or Waze mapping technology for routing and notify dispatcher or transportation manager of route detours and/or delays.
- Use provided technology, software, and devices to complete job duties, follow department best practices/procedures and abide by company policy.

Qualifications:

- High school diploma or the equivalent
- Must have a clean driving record and be insurable
- Previous experience in a similar role with similar responsibilities is preferred

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

Source: Employer Website

Administrative Office Assistant (Buckhead)



3390 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Answering all calls to main phone from the front desk, directing callers, and responding to general information inquiries
- Receiving and sorting mail & deliveries
- Liaise with building management pertaining to office janitorial needs, building access, parking, and visitors
- Ordering of supplies and maintaining appropriate supply inventories
- Processing checks and incoming payments
- Responding to requests for verification of accreditation
- Organizing, filing, and maintain nursing program files
- Assisting in the back-end configuration of file sharing resources
- Creating accreditation certificates at conclusion of accreditation cycles
- Assisting with the posting of accreditation decisions
- Preparing correspondence, reports, and publication materials as assigned
- Data entry related to office operations

Qualifications:

- Baccalaureate degree preferred; Associate degree required
- 3+ years of related experience

\$42,000 - \$48,000 a year

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

Source: Indeed

Administrative Assistant / Receptionist (Roswell)



SAINT FRANCIS SCHOOLS

9375 Willeo Rd, Roswell, GA 30075

Full-time Administrative Assistant/Receptionist for Saint Francis Middle School building.

Qualifications:

- Office: 2 years (Required)
- Some computer skills are required. Spreadsheets, emails, word documents.

Hours: 8 hours/day, a half-hour for lunch (free, provided by the school cafeteria). Flexible schedule: Full year or school year with summers off. 7:45 am - 3:45 pm

\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/3H9pXHm>

Source: Indeed

Administrative Assistant (Alpharetta)



Our office staff deals directly with homeowners and business owners who suffered a property loss.

- Assist and take initiative with typing letters, forms, and emails
- Assist with schedule coordination for onsite inspections and conference calls
- File, copy and fax documents.
- Update shared calendars.
- Handles written communication i.e. letters, emails, faxes and memos.
- Responsible for incoming and outgoing mail distribution for the Administration Team.
- Inform and update clients of claim status

Qualifications:

- Minimum of 2 years of office/administrative work experience.
- Property Insurance and or Construction knowledge is a plus.

Hours are 9 am to 5 pm Monday through Friday

\$18.00 - \$22.00 per hour

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

Source: Indeed

Posted 11/14/2021

Concierge (Roswell)



Historic Roswell Place, Assisted Living & Memory Care

75 Magnolia St, Roswell, GA 30075

Responsibilities:

- Answers telephones and directs the caller to the appropriate EP. Will transfer a caller to an EP's voice mailbox when the associate is unavailable.
- Greets and directs visitors to the company.
- Will take and retrieve messages for various EP's.
- Provides callers with information such as community address, directions to the community location, community fax numbers, company website, and other related information.
- Received, sorts and forwards incoming mail. Maintains and routes publications.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- May also assist with other related clerical duties such as photocopying, faxing, filing and collating.
- Provides tours and collects initial inquiry information when needed.

Qualifications:

- Six (6) months to one (1) year of relevant experience and/or training, or equivalent combination of education and experience.
- Possession of a high school diploma, GED, or equivalent

Apply Online at: <https://bit.ly/3n64hDU>

Source: Employer Website

Customer Service Representative

(Sandy Springs)



1100 Abernathy Rd, 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 9am-6pm

\$13 - \$15 an hour

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

Source: Employer Website

Administrative Assistant (Alpharetta)



BRADY WARE
& COMPANY

11175 Cicero Dr #300, Alpharetta, GA 30022

This position provides administrative support to the Atlanta-based leadership team.

- Calendars and travel requests
- Correspondence, reports, and other documents
- Meeting agendas and notes
- Events and lunches
- Special Project Lead
- Candidate interview and New Hire onboarding coordination
- Execute paper tax return processing and all related tasks. Tax returns include those for individuals, estates, trusts, corporations, partnerships, and property tax returns
- Complete Electronic file returns
- Bill clients

Qualifications:

- Excellent working knowledge of computers and advanced computer software skills including high proficiency in Microsoft Office Suite

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

Source: Employer Website

Part Time Front Desk Receptionist (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Perfect position for a student or someone looking for an afternoon/weekend job for a little extra cash.

Contact:

Becca Teal

(770) 394-5484

bteal@dunwoodycc.org

Original Job at: <https://bit.ly/3CbS3Or>

Source: Theahaconnection.com

Posted 11/14/2021

Executive Assistant (Sandy Springs)



1090 Hammond Dr, Atlanta, GA 30328

This role will lead key administrative functions to support the CMO and broader Marketing Leadership Team (MLT). Key responsibilities include: coordinating, scheduling and managing meetings, arranging travel and logistics, budget and expense reports and supporting information flow to the team.

- Maintain and manage CMO operations - Organize and schedule meetings that proactively handle conflicts by prioritization. Manage travel arrangements
- Organize, coordinate and execute (on and/or off-site): Weekly Marketing Lead Team Meetings, Quarterly Arby's Franchisee Association Board meetings, Marketing Townhalls and additional team building sessions
- Provide administrative support by submitting/reconciling expense reports; filing/scanning; ordering office supplies; receiving/sorting/distributing mail and produce/distribute correspondence
- Support Marketing VPs with large meetings schedules/logistics, expense reports and general administrative needs

Qualifications:

- Bachelor's degree or equivalent combination of education and professional work experience
- 5 years proven administration or assistant experience.

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

Source: Employer Website

Utility (Buckhead)



3230 Peachtree Road NE, Atlanta, GA 30305

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Qualifications:

- Customer service experience is required
- Valid Driver's License with clean motor vehicle record

Apply Online at: <https://bit.ly/3Hh7IVH>

Source: Employer Website

Administrative Assistant (Alpharetta)



11605 Haynes Bridge Rd, Alpharetta, GA 30009

Responsibilities:

- Organize, optimize, and be the gate-keeper of schedules which includes scheduling internal and external meetings
- Serve as liaison between executives and internal staff as well as external parties
- Manage and prioritize action items for executives according to importance and deadlines
- Plan and coordinate travel arrangements
- Maintain and process expense reports
- Do light research for executives including on individuals (LinkedIn) or Companies (i.e. Background / Bio's on individuals Exec's will be meeting with)
- Downloading select recurring reports and delivering
- Draft memo's, letters, documents, or other communications
- Assist in editing and formatting PowerPoint presentations
- Identify & implement opportunities for office management improvements
- Support in the organization and execution of Team Events

Qualifications:

- Bachelor's degree with 1 - 3 years experience as an Administrative Assistant or in a relevant administrative role
- Proficiency with internet searches and Google / MS Office suite

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/14/21

PT Maintenance/Custodian (Roswell)

\$18 an hour

The Premo School / 11420 Crabapple Rd, Roswell, GA 30075

[No MARTA Service to this Location]

<https://indeedhi.re/3F1NaJs>

Houseperson (Perimeter)

Hampton Inn Atlanta Perimeter / 769 Hammond Dr, Atlanta, GA 30328

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

Public Area Attendant (Buckhead)

The Westin Buckhead Atlanta / 3391 Peachtree Rd NE, Atlanta, GA 30326

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

Part Time Store Free Sample Associate (Alpharetta)

\$14.50 an hour

Club Demonstration Services / Alpharetta, GA 30022

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

Dishwasher/Prep (Roswell)

Mon-Sat 8:30 to 3:30 or 9:00 to 4:00; \$14.00 - \$15.00

Souper Jenny / 589 Atlanta Street, Roswell, GA 30075

<https://indeedhi.re/3D3xgxE>

Housekeeper (Brookhaven)

Capital City Club / 53 W Brookhaven Dr NE, Atlanta, GA 30319

<https://indeedhi.re/3c1khk4>

Crew PT (Alpharetta)

Starting at \$10

AMC Theatres / 4500 North Point Circle, Alpharetta, GA 30022

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

Food Service, Housekeeping, & Other Now Hiring – Week of 11/14/21

Saturday & Sunday Crew Member (Roswell)

\$12 - \$15 an hour

Dunkin' Donuts / 11706 Alpharetta Highway, Roswell, GA 30076

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

Janitor (Perimeter)

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3n5ZUsn>

Busser - Daytime (Buckhead)

Snooze Atlanta Buckhead / 4600 Roswell Rd Suite G-100, Atlanta, GA 30342

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

Cashier (Buckhead)

\$10 - \$13 an hour

Chopt / 3655 Roswell Rd NE, Atlanta, GA 30342

<https://indeedhi.re/3wNJ4Sw>

Automotive Detailer - Car Washer (Alpharetta)

\$15 an hour

Enterprise Holdings / 10670 Alpharetta Highway, Roswell, GA 30076

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

Stock Associate (Roswell)

Parts Authority / 200 Hembree Park Drive, Roswell, GA 30076

<https://bit.ly/3wJ00JM>

Cashier PT (Buckhead)

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/3wG6MA1>

Production Line Worker - Temp (Alpharetta)

\$10 - \$12 an hour

Honey Baked Ham Co. / 7601 North Point Parkway, Alpharetta, GA 30022

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