
Part-Time Receptionist (Dunwoody)



Bovis, Kyle, Burch & Medlin, LLC

200 Ashford Center N Suite 500, Atlanta, GA 30338

This position will greet clients and guests, attend to the switchboard and perform other administrative duties.

Qualifications:

- Basic computer knowledge is required.
- The employee will be trained for the specific job duties.

Two days a week from 8:15 am until 5:30 pm.

Contact:

Robert M Mastin

(678) 338-3930

rmm@boviskyle.com

Source: Theahaconnection.com

Posted 11/28/2021

Personal Assistant PT (Alpharetta)



2400 Old Milton Pkwy Suite 180, Alpharetta, GA 30009

You will work on a one-to-one basis on a variety of tasks related to manager's working life and communication.

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Make travel arrangements
- Take dictation and minutes
- Source office supplies
- Produce reports, presentations and briefs
- Devise and maintain office filing system

Qualifications:

- Proven work experience as a personal assistant
- MS Office and English proficiency
- High School degree
- PA diploma or certification would be considered an advantage

From \$15 an hour

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

Source: Indeed

Posted 11/28/2021

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/3l8r4xk>

Source: Employer Website

Office Coordinator (Alpharetta)

RonaldBlueTrust™

Wisdom for Wealth. *For Life.*®

1125 Sanctuary Pkwy Suite 500, Alpharetta, GA 30009

The Office Coordinator is responsible for the oversight and coordination of the front desk/reception, general office space, and administrative functions of the Home Office as well as providing on-going administrative support to various Home Office Departments/Teams.

- Answers multiple-line telephone promptly and professionally and maintains up-to-date phone list for Home Office.
- Greets and directs guests in a warm, welcoming manner.
- Handles newspapers, mail, package delivery, and pick up process.
- Manages booking and preparation of shared conference rooms (set-up, presentation, coffee and beverage station maintenance, meal and/or snack service etc.).
- Coordinates office services and manages vendor relationships (copiers, postage machine, phones, building management, etc.).
- Maintains common areas (breakroom, workroom, lobby, conference rooms, etc.) for appearance and cleanliness.
- Processes marketing material and apparel orders and manages inventory levels of books and supplies.
- Reconciles and codes various invoices and helps team with expense reports.

Qualifications:

- Minimum of three (3) years prior experience in office coordination, customer service, or administrative support experience
- Intermediate Microsoft Office (Word, Power Point, Excel, Outlook) skills
- Bachelor's degree in Hospitality, Management, Business, Finance, Accounting or a related field, and prior experience in an office support role in a financial, investment, banking or accounting firm, is strongly preferred

Apply Online at: <https://indeedhi.re/30USoYX>

Source: Indeed

PT Salon Receptionist / Front Desk (Sandy Springs)



8540 Roswell Rd #700, Sandy Springs, GA 30350

Qualifications:

High school or equivalent (Preferred)

New and Experience Front Desk are welcome

\$11 - \$13 an hour

Apply Online at: <https://indeedhi.re/3l5X6Ko>

Source: Indeed

Administrative Assistant (Dunwoody)



1548 Mt Vernon Rd, Dunwoody, GA 30338

Responsibilities:

- Collaborate with Minister of Congregational Care to support families in the death of a church member or their family to include memorial service arrangements and ongoing grief support.
- Schedule and support volunteers for church and community outreach and events.
- Manage holiday gift deliveries to homebound members.
- Coordinate educational small group studies and Sunday School class details: book facilities, manage rosters and record attendance, order resources, send correspondence.
- Liaise between Minister of Discipleship and groups and classes.
- Submit and edit information for church publications, bulletins, website, etc.
- Maintain and ensure the integrity of the database content. Serve as resident database platform resource and trainer to staff and appropriate volunteers.
- Assist Minister of Congregational Care and Older Adults with activities of Older Adult Council including scheduling of events, managing correspondence, and coordinating with members.
- Assist the Director of Missions by scheduling events, providing organizational support, and coordinating with volunteers.

Qualifications:

- Associate/Bachelor Degree or 2 years of executive administrative experience
- Proficiency in Microsoft Office (MS Word, Excel, Outlook, PowerPoint, and Publisher) and ability to quickly learn church database software (CCB)

Monday to Friday

From \$37,000 a year

Apply Online at: <https://indeedhi.re/3cR0PXD>

Source: Indeed

Posted 11/28/2021

Administrative Specialist II – Police



38 Hill Street, Roswell, GA 30075

Responsibilities:

- Provides administrative/clerical support for an assigned department/division
- Maintains electronic calendar/schedule of activities
- Answers telephone calls and greets visitors
- Processes documentation pertaining to personnel/payroll functions; pulls electronic time sheets into payroll system
- Processes documentation pertaining to purchasing and accounts payable; enters requisition information into the system
- Researches, compiles, and/or monitors administrative or statistical data
- Processes documentation pertaining to budget or general financial management; assists with budget preparation
- Maintains file system of various files/records
- Performs local records checks for military and the general public
- Applies records restrictions to cases in Records Management Software; queries various court and jail information databases; coordinates retention and destruction of records
- Assists and disseminates records for requests from citizens

Qualifications:

- Requires a High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination
- Possess and maintain a Notary Public License
- Ability to accurately type 35 words per minute and have experience with Microsoft Word, Excel, PowerPoint, and Outlook.

\$16.62 - \$21.59 an hour

Apply Online at: <https://indeedhi.re/3l86VY1>

Source: Indeed

Children's Center Assistant PT (Brookhaven)



Capital City Club

53 W Brookhaven Dr NE, Atlanta, GA 30319

Children's Center Assistant looks after children while parents are away. They help maintain schedules and routines as parents direct, assist with feeding and cleaning children, and encourage creativity, learning and socialization, while maintaining a safe and inviting environment.

Qualifications:

- High school diploma or equivalent
- Experience with childcare preferable
- Additional licenses, certifications, or training are a plus

Part-time, mostly weekend am and pm shifts available

\$12 to \$14

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

Source: Indeed

Executive Assistant (Buckhead)



3379 Peachtree Rd NE, Atlanta, GA 30326

The Executive Assistant supports two Senior leaders in the Supply Chain and Wholesale department.

- Coordinate meetings and conference calls, including reviews and announcements, ensuring action items and deliverables are handled
- Plan, prioritize and organize high volume of day-to-day activities, increasing executive's efficiency
- Arrange meetings and coordinate special events, i.e. department meetings, town halls, coffee chats, to increase executive visibility at all levels within the organization
- Interface with internal and external clients on behalf of executive(s) and manage communication with direct reports
- Researches, prioritizes, and follows up on incoming issues and questions addressed to the executives(s), including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response
- Prepare background research and information for all executives' meetings
- Produce communications including emails the represent the department; including but not limited to announcements and spreadsheets
- Prepare presentations, board books/presentations and manage communication within organization

Qualifications:

- Must have 5+ years' Administrative experience at the Executive Vice President level
- Domestic and international travel planning experience
- Event planning experience is preferred

Apply Online at: <https://bit.ly/3xsZ4hS>

Source: Employer Website

Office Assistant – Contract (Roswell)



11205 Alpharetta Hwy UNIT B2, Roswell, GA 30076

Responsibilities:

- Assist with answering phones in a timely manner
- Assess job info based on initial measure and anticipate any installation issues
- Delegate tasks to other personnel regarding any missing job information
- Return customer and vendor messages, calls and emails in a timely manner
- Monitor job progress and work closely with other departments to ensure job progress is in line with forecasted installation date
- Contact customers to schedule installations
- Prepare documentation required for installations
- Follow-up with any installation issues
- Create required daily reporting

Qualifications:

- Must be proficient with MS Office including MS Word, Excel and Outlook
- Must be proficient in using Google Maps and reading maps

Preferred:

- Previous experience in high pressure customer service environments, scheduling or dispatch experience with technicians
- Previous experience with construction, home improvement or design
- College degree a plus

\$450 - \$600 a week

Apply Online at: <https://indeedhi.re/3cO1ycm>

Source: Indeed

Posted 11/28/2021

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

The Receptionist provides reception and conference center coverage as well as other administrative duties assigned.

Qualifications:

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

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

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

Source: Employer Website

Sports Front Desk Attendant PT (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Ln, Roswell, GA 30076

Responsibilities:

- Acknowledge members and guests accordingly as they enter and exit the athletic center.
- Maintain a clean and safe work environment.
- Receive incoming phone calls.
- Book tennis reservations.
- Responsible for sales of merchandise in the athletic center.
- Ensure all daily billing is completed accurately.

Qualifications:

- 1 year of customer service experience preferred.
- Knowledge of computers.
- Must have average typing skills.

This is a part-time position that will be scheduled on an as-needed basis to fill-in shifts. Work hours include holiday and weekend hours.

Apply Online at: <https://bit.ly/3xr5k4I>

Source: Employer Website

Corporate Marketing Coordinator (Perimeter)



Icebox Studios

7000 Central Parkway Northeast, Atlanta, GA 30328

Icebox is an upscale athletic and therapeutic spa specializing in innovative cold therapies. We work with clients that are looking for athletic wellness/recovery, natural pain management & beauty using cold therapy. The Marketing Coordinator supports the Icebox HQ marketing department in the objective of executing the marketing strategy and calendar in conjunction with Icebox partners. This position will help facilitate increased brand awareness, content creation, engagement, and sales.

- Works collaboratively with internal marketing staff, operations, franchisees and advertising agency to develop and execute short and long-term strategies.
- Assist with the development and execution of digital content, ad creation, and content calendar
- Assist with social media content and advertising efforts
- Assist with the creation, execution, and analysis of marketing and advertising campaigns
- Responsible for KPI reporting, including analysis of product and promotional execution

Qualifications:

- 1+ years of experience in fast-paced, marketing environment
- Proficient in InDesign, Power Point and Photo Shop
- Bachelor's Degree required

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

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

Source: Indeed

Posted 11/28/2021

Receptionist / Front Desk Coordinator (Dunwoody)



4512 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Greeting and check in clients and ensure all necessary forms are fill out.
- Promote membership sales for additional commission.
- Check out clients accurately and process payments without error.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Follow and manage opening, daily to do and closing procedure.
- Read, understand and adhere to processes and protocol.
- Inventory counting.
- Run sales reports/invoice for declined or incomplete invoice.
- Calling and following up on sales leads.
- Maintain the cleanness and organization of the office.
- Answer calls, email, text msg and opening and scanning mails.
- Monitor social media or marketing relate feedback/messages.

Qualifications:

- Experienced with customer service.

Our offices are open Mon-Fri 9am-7pm and Saturdays 9am-5pm. We are looking for both Full time and Part time shifts to cover the hours.

\$12 - \$14 an hour

Apply Online at: <https://bit.ly/3rj9EC7>

Source: Employer Website

Administrative Assistant (Dunwoody)



4498 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Coordinate routine emails, calendar entries, meetings, travel and various other assignments
- Provide customer service that makes both internal and external customers feel welcome, important and appreciated
- Produce and assemble materials and documents needed for meetings, training sessions and presentations
- Transcribe and/or composes letters, memos, and reports as required
- Read and understand financial reports, customer tracker and work accurately with numbers and recap information as needed
- Prepare and distribute information as directed to Store team within the division
- Assist with administrative portions of the hiring process
- Print and respond to product recalls
- Communication of web based learning (WBL) training, benefit Information and additional associate information
- Manage associate records
- Tender customer transactions in quick and efficient manners
- Promote for sale to our customers any current charitable promotions

Qualifications:

- Proven experience with Microsoft Office Suite
- Preferred:
- Previous administrative experience
Customer service experience

\$16 an hour

Apply Online at: <https://indeedhi.re/3E3LoHJ>

Source: Indeed

Mailroom Clerk (Perimeter)



5 Concourse Pkwy, Atlanta, GA 30328

Responsibilities:

- Mailroom and scan operations
- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude
- Typing correspondence, filing, data entry, word processing, sending and receiving faxes, sorting mail and other administrative tasks as assigned
- Shipping & Receiving
- Ordering supplies
- Updating employee lists
- Pick-up and deliver mail, parcels, and faxes to customers
- Lift large bundles of mail, overnight packages and shipments of paper
- Handle time-sensitive material like confidential, urgent packages
- Maintain copier equipment

Qualifications:

- High school diploma or equivalent (GED) - College Degree is a plus
- Customer Service/ Hospitality/ Retail background preferred
- Keyboarding and windows environment PC skills
- A valid drivers license and access to reliable transportation to and from work
- Lifting up to 55 pounds

\$12 an hour

Apply Online at: <https://bit.ly/316TPUj>

Source: Employer Website

Posted 11/28/2021

Front Desk Agent (Buckhead)

The Westin Buckhead Atlanta

3391 Peachtree Road Northeast, Atlanta, GA 30326

Responsibilities:

- Greet customers
- Complete the registration process
- Promptly answer the telephone
- Close guest accounts at time of check out
- Field guest complaints

Qualifications:

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

Apply Online at: <https://bit.ly/3nV1mOS>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/28/21

Spa Attendant / Laundry Attendant PT (Alpharetta)

The Woodhouse Day Spa / 7150 Avalon Blvd, Alpharetta, GA 30009

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

Housekeeper PT (Roswell)

Addington Place of Roswell / 550 Barrington Dr, Roswell, GA 30075

<https://bit.ly/32IEGyM>

BOH Team Member (Sandy Springs)

\$11 - \$15 an hour

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

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

Dishwasher PT (Roswell)

\$11 - \$13 an hour

Gregory's Atlanta Vegan Breakfast / 114 Bulloch Ave, Roswell, GA 30075

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

Transportation Associate PT (Sandy Springs)

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

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

Housekeeper (Alpharetta)

Hyatt Place Atlanta North Point / 7500 North Point Parkway, Alpharetta, GA 30022

<https://bit.ly/30Z65pq>

Cashier Parking Deck (Sandy Springs)

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

<https://bit.ly/3r2W59T>

Housekeeper (Brookhaven)

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

<https://indeedhi.re/3FBK0fU>

Food Service, Housekeeping, & Other Now Hiring – Week of 11/28/21

Porter (Alpharetta)

From \$13.17 an hour

Champions Green Apartments / 1001 Champions Green Pkwy, Alpharetta, GA 30022

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

Cashier (Buckhead)

From \$13 an hour

Chipotle Mexican Grill / Lenox Mall Food Court

<https://bit.ly/3nMErF7>

Store Cleaning Associate (Sandy Springs)

HomeGoods / 1155 Mt. Vernon Highway Suite 900, Sandy Springs 30338

<https://bit.ly/3CQk9PB>

Service Valet (Roswell)

Regal Nissan / 1090 Holcomb Bridge Rd, Roswell, GA 30076

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

Team Member (Perimeter)

\$13 an hour

Shake Shack / Perimeter Mall

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

Facilities Cleaner (Alpharetta)

Krause Auto / 1575 Mansell Rd, Alpharetta, GA 30009

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

Auto Mechanic (Roswell)

Will train

Canada Tire Company / 2965-B2, Holcomb Bridge Rd, Alpharetta, GA 30022

Call (770) 552-7511