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# Entry-Level Front Office Coordinator (Sandy Springs)



8237 Dunwoody Place, Atlanta, GA 30350

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Duties include but may not be limited to managing phone traffic to and from the office, taking detailed messages and notes, facilitating the front-office flow of traffic. Welcoming clients and guests of the office, communicating with vendors, and managing the main office calendar for conflicts, etc. Assist to coordinate calls/meetings, lunches and events, and office supplies/equipment. Responsible for the general organization and presentability of the front office and other high traffic areas.

## **Qualifications:**

- Administrative: 1 year (Preferred)
- Reception: 1 year (Preferred)
- High school or equivalent (Preferred)

\$12 - \$16 an hour

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

Source: Indeed

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Posted 1/2/2022

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# Receptionist (Roswell)



1190 Grimes Bridge Rd, Roswell, GA 30075

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## **Responsibilities:**

- Greeting and checking in patients
- Scanning Insurance Cards
- Verifying Insurance
- Answering Phones
- Routing/Forwarding Phone Calls
- Scheduling Appointments
- Checking E-mail
- Sending Mail
- Selling Contact Lenses
- Dispensing Glasses and Contact Lenses to Patients
- Copying, faxing and performing other administrative tasks
- Handling a variety of administrative support tasks
- Providing outstanding customer service

## **Qualifications:**

- No prior experience is required as we have a formal on-boarding/training program as well as weekly office meetings.

\$13 - \$15 an hour

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

Source: Employer Website

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# Executive Assistant (Sandy Springs)



## Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

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This position will provide full calendar support to the SVP, Restaurant Technology and assistance to various VP's on the team.

- Maintain calendars; schedule appointments/conference calls, meetings, coordinate meeting space, air travel, lodging, ground transportation, driving directions and maintain Team Org Charts
- Schedule recurring 1:1 with direct reports and weekly staff meetings
- File expense reports for as needed
- Assist with onboarding, Tech and equipment ordering as needed
- Arrange food for meetings on occasion when necessary
- Occasionally attend events (e.g. conventions) to provide support
- Monitor department G&A. Process all invoices for payment
- Facilitation of communication for department announcements and meetings
- Cross train with the other department Executive Assistants and provide back-up support as needed
- Manage event planning for leadership team and department outings.

### Qualifications:

- Minimum requirements include an Associate's Degree or equivalent experience
- Bachelor's degree preferred
- 4+ years of experience in a senior executive-level support role is required
- Excellent typing and computer skills, including high proficiency with Microsoft Office - Outlook, Word, Excel

Apply Online at: <https://bit.ly/3sNc2lz>

Source: Employer Website

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# Entry Level Administrative Assistant (Chamblee)



5525 Peachtree Industrial Blvd, Chamblee, GA 30341

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## **Responsibilities:**

- Schedules appointments for service via telephone, e-mail and in person
- Welcome clients when they arrive in the Service Area. Determine the nature of visit and escort the client to the appropriate department/area.
- Inform and introduce the client to the Advisor and explain the nature of the visit. Maintain a consistent level of communication with Service Advisors in order to properly coordinate which advisor is available to meet with the next arriving client.
- Provide information to appropriate store personnel regarding client needs and expectations to help ensure the entire team is prepared to provide the highest level of service to the client.
- Provide administrative support to the staff when necessary.
- Prepare warranty repair orders with accuracy, legibility and compliance to the manufacturers warranty policies and procedures as outlined in appropriate manufacturers Warranty Policy and Procedure Manuals. Process warranty claims in a timely manner, as the repair orders are closed.

## **Qualifications:**

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

Apply Online at: <https://indeedhi.re/3z9GiIh>

Source: Indeed

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# Executive Assistant (Alpharetta)

Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

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Provide comprehensive administrative support to IBD Executive Directors, Vice Presidents, associates and analysts. Execute administrative duties as delegated by the coverage team in a client-facing front office environment.

- Ownership of executives' calendar, schedule all meetings, (in-person/virtual) and conference calls, handle meeting conflicts and escalate issues; manage the bankers internal Client Relationship database profile
- Coordinate conference rooms for meetings including ordering catering, multimedia etc.
- Coordinate logistics for closing dinners; client outings; virtual events; internal events
- Preparation expense reports accurately and in a timely fashion. Responsible for assisting bankers manage and maintain a current corporate card balance
- Arrange all aspects of travel (domestic and international), arrange flights, hotels, rental car and car service, visa applications, manage travel profiles and obtain necessary approvals
- Prepare all itineraries, internal and external

## Qualifications:

- 5+ Years Relative Corporate Experience
- High school diploma or GED required; College Degree Preferred
- Microsoft Office Applications (especially Outlook for email, calendar, and contacts), Excel, PowerPoint, internet. Virtual Video conferencing (Zoom, WebEx, etc.)

Apply Online at: <https://bit.ly/3486CHt>

Source: Employer Website

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# Mail Clerk (Alpharetta)



178 S Main St, Unit 300. Alpharetta, GA 30009

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This role will service the mail room and coordinate pickups and deliveries within the office.

- Coordinate the daily operations of the mail department including receive, postage, and organize all office mail
- Organize and stock office supplies
- Move and lifting large box deliveries
- Setup workstations for new employees
- Assist the HR Manager with office management tasks
- Assist with other tasks as requested by the attorney or case staff
- Drive as needed to other local offices to deliver mail or supplies

## **Qualifications:**

- High school diploma or GED
- Computer skill including knowledge of mailroom equipment: copy machine, package tracking software, postage, etc.
- Must have a valid driver's license and car
- Vehicle must be insured at all times

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

Source: Employer Website

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# CSR Customer Service Representative I Part Time (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

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The Customer Service Rep I is the liaison between the company and our customers. The successful candidate will be able to handle high volume Inbound and Outbound calls in a Call Center environment. The Customer Service Rep I coordinates the scheduling of services as well as procurement of resources or special equipment required to deliver the services. The position effectively responds to inquiries and resolves complaints while maintaining excellent standards of customer service to ensure customer satisfaction.

- Follow appropriate communication scripts when handling various calls
- Receive and record accurate information from high volume inbound/outbound calls
- Conduct high volume outbound calls to respond and follow up with customers
- Communicate with customers by telephone and/or email to set, reschedule, or cancel appointments
- Find resources or special equipment necessary to accommodate customer needs
- Resolve customer complaints using effective problem solving skills

## **Qualifications:**

- 1 to 3 years Call Center experience (Inbound & Outbound experience a plus!)
- Basic functional user of MS Excel and Outlook

Apply Online at: <https://bit.ly/3In8z2Z>

Source: Employer Website

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# Service Greeter (Roswell)



## **Nalley Lexus Roswell**

980 Mansell Road, Roswell, GA 30076

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The Service Greeter is the initial contact at the dealership for the arriving service customer. The Service Greeter is tasked with making our customers feel welcome when they arrive to the dealership as well as assisting the customers within the service department.

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

### **Qualifications:**

- Must have a valid Driver's License
- Must have a high school diploma or military equivalent experience
- Asbury requires that all new hires show proof of completed vaccination

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

Source: Employer Website



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# Front Desk Receptionist (Roswell)



1357 Hembree Rd Suite 220, Roswell, GA 30076

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## **Responsibilities:**

- Communicating directly with patients and their needs
- Greeting Patients: checking in, collecting copay, verifying insurance, preparing charts
- Checking out Patients: scheduling, referring, verifying prescription based on individual needs
- Assisting Patients to vehicle when necessary
- Effectively process messages between patients and administration or other medical offices
- Report to office manager and/or practice administrator

## **Qualifications:**

- 1 year clinical experience preferred
- Bachelor's Degree preferred, or equivalent combination of education, training and experience
- Customer service: 2 years (Preferred)
- Must be willing to travel to other locations

Apply Online at: <https://bit.ly/3F1cIw0>

Source: Employer Website

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# Front Desk Associate (Perimeter)



8 Concourse Pkwy, Atlanta, GA 30328

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Perform hospitality desk duties to ensure efficient operations while also acting as the scheduling and information hub to members for all club services and activities.

**Qualifications:**

- High School Diploma or equivalent (GED) and basic computer skills.
- Some experience in the fitness, spa, and hotel or hospitality industry, however it is not required.

Apply Online at: <https://indeedhi.re/3zc1m0G>

Source: Indeed

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Posted 1/2/2022

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# Title Runner (Alpharetta)



290 S Main St #200, Alpharetta, GA 30009

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The Title Runner is responsible for coordinating and completing the transportation and transaction with state and local offices for recently purchased vehicle title paperwork.

- Transportation and coordination of title paperwork with state and local offices
- Strong attention to detail to ensure timely and accurate completion of work
- Providing support to the business office to keep operations running smoothly
- Working with the business office and sales team to complete paperwork.
- Follow all company safety policies and procedures, and immediately report all accidents to a manager or supervisor
- Greets all guests with a friendly, upbeat professional attitude

## **Qualifications:**

- One year of customer service experience
- Valid driver's license and a good driving record
- High school diploma or the equivalent'

Mileage reimbursement

Apply Online at: <https://indeedhi.re/3FL4un0>

Source: Indeed

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# Sales Coordinator (Alpharetta)



2655 Northwinds Parkway, Alpharetta, GA 30009

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Assumes responsibility for maintaining effective business relations with clients, vendors, and other business Resolves or appropriately refers questions, requests, complaints, and problems. Obtains and conveys information as needed. Prepares documents as assigned.

- Responsible for timesheet reminders necessary during month end to help Service Coordinators.
- Assist with Service Records and Expense Reports for providers.
- Update and follow up with Providers and Clients on chart deficiencies.
- Provide remote access instructions to Providers.
- Coordinate delivery of travel bags to Providers and Client gifts.
- Assist with DocuSign documents.
- Follow up with Providers on privileging and licensing items as well as outstanding documents.
- Addresses Provider pay and expense questions.
- Obtain provider schedules from Client and communicate those schedules to providers.
- Update recruiter and prepare emails updating specific client calendars.
- Liaison between the Client and the Provider for the Provider's schedule while they are on assignment.

## **Qualifications:**

- Proficient in Word, Excel and PowerPoint
- Experience working in a support function

Apply Online at: <https://bit.ly/3Hrj6Za>

Source: Employer Website

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# Mailroom Clerk (Sandy Springs)



Sandy Springs, 30350

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## **Responsibilities:**

- Receives, sorts, delivers, picks up and processes courier items, interoffice mail, magazines and all classes of United States Postal Services (USPS) mail.
- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.
- Tracks courier and accountable items (FedEx, UPS, Certified Mail, etc.).
- Properly package, mark, label & Process of all Non-Hazardous and Hazardous materials by using courier specific software (FedEx, UPS, DHL, etc.).
- Researches and routes unidentified and generic mail.
- Coordinates, stages, and transports bulk mail items.
- Receives, logs, delivers and tracks messenger items.
- Follows all processes established in the client standard operating procedures (SOP's).
- Monitors packages for hazardous and suspicious materials.
- Follows established customer inquiry processes and responds to customer needs and requests.
- Maintains accurate records of customer inquiries and fulfillment of requests.

## **Qualifications:**

- High School diploma or equivalent.
- Relevant prior customer service experience.
- Preferred working knowledge of Domestic and International shipping of Dangerous & Non-Dangerous Goods including country specific guidelines.

Monday through Friday, 8:00am - 5:00pm.

Apply Online at: <https://bit.ly/3EJQo3Z>

Source: Employer Website

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Posted 1/2/2022

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# Customer Service Associate (Dunwoody)



5342 Tilly Mill Road, Dunwoody, GA 30338

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Maintain access control and security procedures for members and guests at front desk, fitness center, and pool entrances. Maintain knowledge of staff, facilities and programs from which you can draw on to assist customers in a timely and effective manner. Responsibilities & Duties:

- Provide exceptional first-line customer service to all customers
- Reliable, courteous, and punctual
- Smile and Greet all customers as they arrive and depart
- Assist with inquiries by telephone and in person
- Answer telephone in a proper manner and operate switchboard effectively
- Communicate all information regarding membership levels and privileges to guests accordingly
- Check in all members and guests using agency procedure
- Accept, process and discharge packages and documents following proper procedure
- Maintain knowledge of facility, programs and staff to answer questions and assist members with basic registration information, program location and additional information as required
- Address and respond to customer and staff questions, requests, concerns and issues in a timely and efficient manner

## Qualifications:

- Excellent computer and typing skills
- Proficiency in Microsoft Suite (Word, Excel and Outlook)
- Experience using Salesforce (CRM system)

Position includes night and weekend hours

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

Source: Employer Website

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# Front Desk Agent (Buckhead)



3434 Peachtree Road NE, Atlanta, GA 30326

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## **Responsibilities:**

- Greet customers
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate.
- Verify and imprint credit cards
- Promptly answer the telephone
- Close guest accounts
- Field guest complaints

## **Qualifications:**

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

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

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/2/22

## **Back of House (Dunwoody)**

**\$11 - \$14 an hour**

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

<https://bit.ly/3qAd0P3>

## **Porter/Groundskeeper (Buckhead)**

The Huntley / 1000 Park Ave NE, Atlanta, GA 30326

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

## **House Attendant (Alpharetta)**

Hyatt Place / 5595 Windward Parkway, Alpharetta, GA 30004

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

## **Laundry Attendant PT (Alpharetta)**

**\$15 an hour**

Embassy Suites / 5955 North Point Parkway, Alpharetta, GA 30022

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

## **PT Cashier/Customer Service (Sandy Springs)**

**From \$10 an hour**

Angie's Beauty Supply / 8337 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3FFZO1t>

## **Housekeeper (Alpharetta)**

**\$12 - \$13 an hour**

Ivy Hall Assisted Living / 5690 State Bridge Road, Alpharetta, GA 30022

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

## **Banquet Setup PT (Perimeter)**

The Westin Atlanta Perimeter / 7 Concourse Parkway Northeast, Atlanta, GA 30328

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

## **Cleaning Crew (Roswell)**

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

<https://bit.ly/3pBJ9GL>



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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/2/22

## **Car Washer (Roswell)**

\$12/hour

Mazda of Roswell / 11185 Alpharetta Highway, Roswell, GA 30076

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

## **Housekeeper (Buckhead)**

The Piedmont at Buckhead / 650 Phipps Boulevard NE, Atlanta, GA 30326

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

## **Dishwasher/Kitchen Utility (Sandy Springs)**

Bridge Senior Living / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://bit.ly/3sM2TK0>

## **Dishwasher PT (Roswell)**

Another Broken Egg / 10800 Alpharetta Highway, Roswell, GA 30076

<https://bit.ly/3z9vMAV>

## **Janitorial Maintenance (Alpharetta)**

Dave & Buster's / 6500 North Point Parkway, Alpharetta, GA 30022

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

## **Dishwasher (Roswell)**

IHOP / 10686 Alpharetta Highway, Roswell, GA 30076

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

## **Back of House (Alpharetta)**

Jasons Deli / 7300 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/31f3HeP>

## **Janitor Busser (Buckhead)**

Twin Peaks / 3365 Piedmont Road Northeast, Atlanta, GA 30305

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