
Hiring Assistant (Roswell)



648 Mimosa Boulevard, Roswell, GA 30075

Responsibilities:

- Sourcing, screening, and interviewing applicants
- Scheduling pre-qualified applicants for interview/paperwork session with Director
- Assist Director during hiring sessions
- Consistently note interactions with candidates in management software
- Performs fingerprinting/background checks as needed and when scheduled
- General Admin support of Talent Acquisition Dept.

Qualifications:

- At least 1-year recent experience in Customer Service, Talent Acquisition or Human Resources
- Computer skills including Outlook, and Microsoft Word

\$15 an hour

Apply Online at: <https://indeedhi.re/33hLE8k>

Source: Indeed

Posted 1/9/2022

Administrative Assistant (Perimeter)



5 Concourse Pkwy, Atlanta, GA 30328

This position is responsible for providing administrative support for the Legal Department and Ownership of the Company.

- Process legal invoices and maintain and update the billing tracking system.
- Process check requests and issue to appropriate parties.
- Receive mail and disperse to appropriate departments or individuals.
- Record and catalog offsite storage.
- Maintain legal filing system.
- Manage office supply inventory.
- Support attorneys and paralegals in day-to-day matters.
- Maintain, update, and distribute Legal Department Calendar.

Qualifications:

- Three (3) or more years of experience as an administrative assistant, legal assistant, or legal secretary.
- Strong knowledge of Microsoft Office, including Word, Excel, and Outlook.

Apply Online at: <https://indeedhi.re/3r9pDBh>

Source: Indeed

Shipping & Receiving Specialist (Sandy Springs)



8215 Roswell Rd Building 500, Atlanta, GA 30350

Responsibilities:

- Able to perform all functions/responsibilities of data entry clerks and has the ability and responsibility to schedule cases and/or invoice cases
- Receives case, opens case and disinfects case for production. Packs and ships case for delivery, as needed by other team members' vacation
- Performs scheduling function for each case
- Through LMS enter case information and check status of cases in software for customers upon their inquiry.
- Package outgoing cases for delivery
- Scanning of paperwork for each case for electronic storage
- Assist with answering customer calls
- Check all shelves for misplaced cases or hold cases
- Log into computer, access and download digital files and Rx slips from multiple sources, organize them into respective digital folders, and export/upload as needed.

Qualifications:

- Data entry and computer skills
- High school diploma or GED equivalent
- No experience required

9am to 6pm, Monday through Friday

Apply Online at: <https://bit.ly/3q9eq4o>

Source: Employer Website

Office Manager (Roswell)



570 Colonial Park Dr # 307, Roswell, GA 30075

This role is responsible for providing administrative support to our Executive Team as well as our project managers.

- First point of contact for potential clients and inputting new clients/ jobs into the software
- Reconciling Receipts
- Assisting Project Mangers with Paperwork and Data entry for their projects.
- Inputting prebuilt scopes, inspections and change orders into our software.
- Inputting information for desk estimates
- Lead Tracking
- Assist in Job close out procedure
- Ensuring the office is stocked with needed supplies and equipment is set up and working properly
- Answering the phones and taking messages
- Keeping the office organized and free of clutter
- Filing lien paperwork
- Primary liaison with Project Managers to ensure their subcontractor's compliance with contract documents, up to date and valid insurance, proper billing, approval, payment, etc. Follow up with PM when payment is interrupted for any reason.

Qualifications:

- Highly proficient with computers
- Reliable transportation
- Ideally, Quickbooks experience

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

Source: Indeed

Entry-Level Office Coordinator (Dunwoody)



5500 Chamblee Dunwoody Road, Dunwoody, GA 30338

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

Qualifications:

- High School Diploma or equivalent.
- A strong level of comfort navigating a computer and ability learn new computer programs.

Apply Online at: <https://bit.ly/3r19SMA>

Source: Employer Website

CAC is Hiring! (Sandy Springs)



1130 Hightower Trail, Sandy Springs, GA 30350

[VITA Site Coordinator](#)

CAC is seeking a Site Coordinator for the Volunteer Income Tax Assistance program that helps low and moderate-income earners file their taxes by providing accurate, free, and trustworthy tax preparation assistance. This is a contract position, from January to April, during the tax season.

[Food Pantry Inventory Manager](#)

CAC is seeking a Food Pantry Inventory Manager to lead our efforts to coordinate partners, food donations, current inventory and volunteers to ensure our clients have the best service we can provide. This is a full time position.

[Client Liaison and Interviewer](#)

CAC is seeking a Client Liaison and Interviewer to manage the daily operations at our reception desk, interacting with clients, donors and guests, providing resources, managing information and interviewing clients for services. This is a full time position.

Full Job Descriptions available at <https://www.ourcac.org/2022/01/07/hiring/>

Reception / Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet each customer and employee with a level of enthusiasm so that it makes a lasting impression. Answer each call with a smile.
- Assist the guests by physically directing them to their needed department when possible.
- Actively engage with each guest by making sure they are comfortable and are not in need of any items including transportation, snacks, drinks, storage of personal items and more.
- Manage incoming phone traffic efficiently and relay messages as needed via trello board.
- Assist the service department as needed to follow up with the customer's vehicle status.
- Ensure that all incoming mail or similar items are properly put in the HQ or designated bin for transfer.
- Manage the cleanliness and level of comfort in the customer lounge.
- Make sure the store is presentable to the public each morning.
- Take out trash daily, check with other offices as well.
- Maintain the logs for company vehicles and company credit cards
- When there is an event or meeting at your location, assist GM Admin with procurement of the necessary tables, chairs, entertainment , food etc...
- Help with various administration activities, filing, reports etc... as requested..

Qualifications:

- 1 to 3 years related experience and or training with documented previous performance
- Clean MVR to be insurable under our insurance

Apply Online at: <https://bit.ly/3q55Qn5>

Source: Employer Website

Administrative Assistant (Buckhead)



3350 Peachtree Rd #1125, Atlanta, GA 30326

Responsibilities:

- Preparing and editing complex reports and presentations
- Coordinating marketing materials
- Coordinating and maintaining schedules and travel arrangements
- Maintaining/organizing project files
- Creating and maintaining reports/spreadsheets
- Maintaining calendars, coordinating meeting schedules and assisting with travel arrangements for senior staff
- Working with project managers for invoice approvals and distribution
- Preparing, maintaining and tracking quality assurance documentation
- Sorting mail, preparing packages for shipping
- Organizing and assisting with the daily activities in the office
- Sharing front-desk responsibilities such as answering phones, shipping, receiving, office supply ordering, and other duties as required

Qualifications:

- Minimum of 5 (five) years' experience providing administrative support to a team, of which, at least two or more senior/executive level staff
- Bachelors degree or some college coursework is preferred
- Strong working knowledge of Access, Excel, Word, PowerPoint, Outlook and Internet Explorer required

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

Source: Employer Website

Admin Assistant 1 (Chamblee)



5025 New Peachtree Rd, Chamblee, GA 30341

Performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records.

Qualifications:

- Associate's degree from an accredited college or university
- OR Two years of related experience.

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

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/3zriNKS>

Source: Employer Website

Office Assistant PT (Sandy Springs)



1200 Abernathy Rd, Atlanta, GA 30328

Responsibilities:

- Acts as the onsite point person for all incoming clients, visitors, and new hires to the office.
- Plans and coordinates office activities and events, such as team lunches, outings, holiday parties, off-sites, etc.
- Orders and manages snacks and beverages as well as supplies for the office through approved vendors.
- Proficient operating onsite IT equipment such as printers and conference room set ups to assist colleagues when necessary.
- Schedules meetings and makes corresponding travel arrangements.
- Manages and audits expenses related to office.
- Ensures cleanliness of the conference rooms, front office area, communal kitchen area, and office space in general in coordination with facilities management.
- Arranges office repairs and maintenance as necessary.
- Helps to receive, sort, and distribute mail and packages as well as take incoming calls.
- Works with office team on expansion and/or move plans.
- Assists leadership and employees with administrative projects on an ad hoc basis.

Qualifications:

- At least 2+ years' experience in a corporate or start-up environment with prior office administration and/or executive support experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and generally tech-savvy.

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

Source: Employer Website

Patient Care Secretary (Sandy Springs)



2000 Riveredge Parkway Northwest, Atlanta, GA 30328

The Patient Care Secretary is a skilled secretarial person whose job is to support the work of the Team Manager and who is generally responsible for accomplishing all patient care related clerical procedures.

- Screens telephone calls for Team Manager. Facilitates communication between patients/families and other team members, including volunteers.
- Takes and keeps daily schedule for all team members.
- Attends weekly team meetings. Prepares agenda for team meeting. Follows through on assignments given by the Team Manager.
- Establishes, maintains, and closes patient charts in an orderly fashion. This may include but is not limited to the mailing of and follow-up on all required documentation such as Plans-Of-Care, Attending Physician Authorization forms and Medical Information Request forms.
- Provides back-up documentation to Billing Department routinely and as requested.
- Orders D.M.E. and maintains record of dates ordered and picked-up.
- Enters patient care and volunteer data into Vx and event tracking.
- Communicates with staff and outside agencies as directed by Team Manager.
- Does routine correspondence for Team Manager and other members of the team.

Qualifications:

- Three years prior work experience preferred.
- Good typing skills.
- Computer literate.
- High school graduate or equivalent required.

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

Source: Employer Website

Front Desk Agent (Perimeter)



Atlanta Marriott Perimeter Center

246 Perimeter Center Pkwy NE, Atlanta, GA 30346

Welcoming and serving each guest with exceptional service either in person or by phone and ensuring that guests are checked in and out.

Qualifications:

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- Marriott experience preferred: One to three months in related experience and/or training.

May be required to work nights, weekends, and/or holidays.

Apply Online at: <https://bit.ly/3n3HCrj>

Source: Employer Website

Team Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

Responsibilities:

- Efficiently gather customer information, access and fulfill customer needs, educate the customer where applicable to prevent the need for future contacts and document interactions in company database.
- Retrieve Missing Timesheets through email, texting, and phone calls
- Complete and maintain weekly reports with status and notes
- Complete provider expense forms
- Compile weekly exceptions form by EOD Friday
- Fill out timesheets for doctors
- Text and call doctors and compile list for reminder emails about timesheets
- Pull provider pay sheets
- Pull invoices for sales team
- Check requests
- Respond to team's provider pay issues
- Send out daily, midweek, and monthly call report

Qualifications:

- Bachelor's Degree preferred but not required.
- Minimum of one year of administrative/customer service experience in a professional office work environment.
- Experience with Salesforce CRM preferred

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

Source: Employer Website

Front Office Secretary (Alpharetta)



3035 Fanfare Way, Alpharetta, GA 30009

Qualifications:

Bachelor's (Preferred)

9:00 am to 6:00 pm.

\$35,000 - \$40,000 a year

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

Source: Indeed

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.

Qualifications:

- Experienced with customer service.

\$12 - \$13 an hour

Apply Online at: <https://bit.ly/3n3JlwN>

Source: Employer Website

Customer Service Representative (Alpharetta)



418 N Main St #2, Alpharetta, GA 30009

Answering incoming customer calls in a courteous & professional manner; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

Qualifications:

- High School Diploma or GED at a minimum
- Previous experience with customer service on the phone
- Excellent computer, typing, and 10-key skills

Apply Online at: <https://indeedhi.re/3JYuQo7>

Source: Indeed

Administrative Assistant PT (Chamblee)



Toussaint Law, PLLC

2900 Chamblee Tucker Road, Atlanta, GA 30341

Duties of the Administrative Assistant include providing support to our attorney(s) and paralegal(s) and assisting in daily office needs. Administrative Assistant responsibilities include making travel and meeting arrangements and maintaining appropriate filing systems.

- Distribute email, correspondence memos, letters, faxes and forms
- Develop and maintain a filing system
- Maintain contact lists
- 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 degree; additional qualification as an Administrative assistant or Secretary will be a plus'

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/32P7W11>

Source: Indeed

Posted 1/9/2022

Executive Secretary (Sandy Springs)



2000 Riveredge Parkway Northwest, Atlanta, GA 30328

The Executive secretary is responsible for managing supervisor's calendar and independently scheduling appointments. Answers routine inquiries in absence of manager. Resolves routine issues in absence of manager and develops reports and presentations. Complies, researches and tabulates data. Screens incoming calls and correspondence and responds independently when possible. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance. Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling budget. Directs preparation of records such as agenda, notices, and minutes for corporate meetings. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other documents. Creates and maintains database and spreadsheet files.

Qualifications:

- Three to five years prior experience

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

Source: Employer Website

Executive Assistant (Perimeter)



1155 Perimeter Center West, Atlanta, GA 30328

The Executive Assistant (EA) will support the global sales VP.

- Liaise with senior-level leaders and team members across the SBU and other BUs and GTM teams
- Balance management of demanding Outlook calendar requests with keeping the VP accessible
- Coordinate domestic and international travel and expense reporting
- Schedule large cross-functional meetings and provide follow-ups
- Manage multiple projects simultaneously
- Handle and maintain highly confidential and sensitive information
- Serve as the brand extension for leaders you support, escalating and communicating on their behalf and serving as a team liaison
- Event planning as needed for team off-sites, business and operational reviews, and other team meetings, including arranging meeting rooms and catering requests
- Initiate purchase orders, reconcile invoices, and complete/track expense reports
- Act as back up for the other Executive Assistants within the SBU GTM team; supporting other VPs and GMs

Qualifications:

- Minimum 10 years of high level, complex executive administration work experience supporting a senior-level executive; corporate setting preferred
- Experience with extensive international and domestic travel arrangements
- Advanced proficiency with MS Office Suite and other collaboration tools
- Bachelor's degree preferred

Opportunity for working remotely

Apply Online at: <https://bit.ly/3qU4s5X>

Source: Employer Website

Front Desk Receptionist PT (Alpharetta)



7661 North Point Parkway, Alpharetta, GA 30022

Responsibilities:

- Ensure high quality customer service.
- Ensure a smooth flow of customers through the store.
- Answer, screen, and forward incoming phone calls in accordance with NVI protocol.
- Process and understand managed care plans.
- Obtain and document information from the insurance company as needed.
- Schedule and confirm appointments, follow-up visits and classes.
- File all patient records daily and pull patient files for the next day's appointments.
- Check on status and notify customers when orders are in or of any delays.
- Ensure all WIP Report functions are performed daily; cancelled job status, backorder list and problem jobs.
- Keep reception area tidy and presentable, with all necessary stationery and materials.

Qualifications:

- Experience as a Receptionist, Front Office Representative or similar role is preferred.
- Experience handling multiple phone lines.

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

Source: Employer Website

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.

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

Apply Online at: <https://bit.ly/3n54Q0k>

Source: Employer Website

HR Support Center Representative (Alpharetta)

The McKesson logo consists of the word "MCKESSON" in white, uppercase, sans-serif font, centered within a dark blue rectangular box.

1110 Sanctuary Pkwy, Alpharetta, GA 30009

Responds to telephonic and/or electronic first-level HR Support center inquiries from McKesson, employees and managers, former employees and dependents and outside agencies. Provides either direct resolution or routes the inquiry to the appropriate Operations and/or Shared Service department to address accordingly. Reports to HR Support Center Manager.

- Serve as first point of contact for HR questions, responding to all HR Support Center inquiries and providing transaction administration for employee life cycle events. This may include: first tier employee relations intake, arrivals, transitions, and departures.
- Provide user navigation support, as well as general routine inquiry support, for HR programs and policies. Apply understanding of McKesson policy and programs to answer general employee inquiries.
- Provide transaction support for employee life cycle events.
- When applicable, troubleshoot general employee issues received through the HR Support Center, using critical analysis and problem solving to resolve the issue before escalating or routing to another department.
- Provide high level customer service by ensuring employee questions are fully addressed, providing follow up to ensure that each case is fully resolved.

Qualifications:

- Requires 3+ years of relevant experience in human resources or customer service/call center environment
- Associates degree or Bachelors degree preferred in human resources, business administration, organizational development, or related equivalent experience
- fully vaccinated for COVID-19

8am to 4:30pm or 9:30am to 6pm.

Apply Online at: <https://bit.ly/34uTdtc>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/9/22

Executive Lounge Attendant (Alpharetta)

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://bit.ly/3F9JsNr>

Food Prep/Dishwasher (Alpharetta)

\$16/hr

Miller's Ale House / 10750 Davis Drive, Alpharetta, GA 30009

<https://indeedhi.re/33aMTq2>

Cleaning Associate (Sandy Springs)

Marshalls / 1131 Hammond Dr, Atlanta, GA 30328

<https://bit.ly/3r9qYrN>

Patient Transportation Attendant (Dunwoody)

St. Joseph's Hospital / 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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

Dishwasher (Perimeter)

Veritas Collaborative / 41 Perimeter Center E Suite 250, Dunwoody, GA 30346

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

Car Wash Attendant (Buckhead)

\$13 - \$17 an hour

Wash Factory Express Car Wash / 3721 Roswell Road NE, Atlanta, GA 30342

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

Dishwasher (Buckhead)

Bartaco / 3802 Roswell Road, Atlanta, GA 30342

<https://bit.ly/3G0mFVE>

Cashier (Alpharetta)

HomeGoods / 7491 North Point Parkway, Alpharetta, GA 30022

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

Food Service, Housekeeping, & Other Now Hiring – Week of 1/9/22

Janitorial PT (Perimeter)

Chuy's / 118 Perimeter Ctr W, Atlanta, GA 30346

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

Housekeeping (Buckhead)

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

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

Cashier (Buckhead)

\$10 - \$11 an hour

Kula Coffee Co / 3423 Piedmont Road NE, Atlanta, GA 30305

<https://bit.ly/3JXF9J0>

Janitor (Alpharetta)

\$10.50

Goodwill / 10779 Alpharetta Highway, Roswell, GA 30076

<https://bit.ly/3f27Ndy>

Stock Associate PT (Buckhead)

Deckers Brands / 3393 Peachtree Road NE Space 3061. Atlanta, GA 30326

<https://bit.ly/3zCdad9>

Laundry Attendant - Part Time (Alpharetta)

\$14 an hour

TownePlace Suites / 7925 Westside Parkway, Alpharetta, GA 30009

<https://bit.ly/33gCEjP>

Cashier (Sandy Springs)

Home Depot / 6400 Ptree-Dnwdy Rd Nw, Sandy Springs, GA 30328

<https://thd.co/3zDSwJw>

Dishwasher (Sandy Springs)

Gus's World Famous Fried Chicken / 6518 Roswell Rd, Sandy Springs, GA 30328

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