
PT Administrative Assistant

(Work from Home)



ProExel Media

115 Perimeter Center Place, Atlanta, GA

The successful candidate will provide backup to our Client Services department in creating and posting job ads.

- Generating reports
- Assist with creation of customer online career pages - an eye for symmetry and balance required
- Maintaining accurate records and reports
- Assist with various marketing and production tasks as needed
- Work with account managers and Sales Reps

Qualifications:

- Minimum some work experience in a professional office environment
- Must be flexible and available to work on evenings and weekends
- Proficient working knowledge of Microsoft Word and Excel
- Salesforce experience is a plus but not required

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

Source: Employer Website

Entry Level Medical Receptionist (Sandy Springs)



5901 Peachtree Dunwoody Rd c65, Atlanta, GA 30328

Responsibilities:

- Greets, checks-in and checks-out patients
- Handles new and existing patient inquiries
- Ensures patient Electronic Medical Records (EMR) and correspondence are accurate and up-to-date in the EMR system and makes updates as needed and appropriate
- Collects and posts patient payments
- Answers phone calls and emails relaying information and requests accurately and delivering messages as needed
- Schedules, reschedules and cancels patient appointments
- Provides support to their assigned doctor and assists other PCCs as needed
- Provides supplement and nutraceutical information to patients and answers questions as needed

Qualifications:

- High School Diploma and/ or GED required
- Basic/Intermediate computer skills with a willingness to learn our intake and patient care systems

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

Source: Employer Website

Administrative Professional (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

Responsibilities:

- Order office equipment and supplies as needed
- Inform team members regularly about the status of projects and any setbacks or achievements
- Grow in the position through continued learning and revitalization of skillsets in related duties
- Answer phone calls and emails to act as a liaison between clients and staff members to improve customer retention and referral rates
- Create and implement data entry protocols to streamline processes and increase productivity
- Maintain calendars and schedules of Executives
- Work closely with Executives and Executive Assistant to provide support for ongoing tasks and projects

Qualifications:

- Customer service experience in our industry is preferred
- Technologically savvy; basic knowledge of Microsoft Office Word and Excel programs and filing systems with the ability to learn new programs quickly and troubleshoot common issues
- High school diploma or GED required, some college experience preferred

\$18 - \$21 hourly

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

Source: Indeed

Posted 4/3/2022

Administrative Assistant/Receptionist PT (Roswell)



Dealer Performance Group, Inc.

Profit thru Partnership

500 Sun Valley Dr # H2, Roswell, GA 30076

We're looking to hire an entry Level Administrative Office Assistant.

Qualifications:

- Administrative experience and support skills helpful
- Intermediate proficiency in Microsoft Office applications, with specific competency in Excel
- MS Access or other comparable database experience is helpful.

Apply Online at: <https://indeedhi.re/387kLq9>

Source: Indeed

Posted 4/3/2022

Administrative Assistant PT (Chamblee)



2835 Brandywine Rd #100, Atlanta, GA 30341

The successful candidate will support both professional and technical staff.

- Assist department manager with maintaining and organizing schedule.
- Respond to and communicate with clients via phone, email, letter, and in-person.
- Create and/or prepare memos, letters, reports, presentations, proposals, and permits.
- Prepare materials for meetings (agendas, presentations, documents, notes).
- Meeting and event coordination.
- Manage travel, as needed.
- Order supplies and maintain operations of office equipment.
- Handle sensitive information with complete discretion.
- Schedule meetings and keep organized. Schedule food and beverage services during meetings.
- Set up Microsoft Teams meetings and send reminders.

Qualifications:

- High school diploma required, Bachelor's degree preferred.
- 2+ years of office administrative experience.
- Working knowledge of MS Word, MS Excel, MS PowerPoint, MS Outlook, and Adobe Acrobat.
- Knowledge of MS Project is a plus.

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

Source: Employer Website

Parents' Morning Out Coordinator (Buckhead)



2799 Northside Dr NW, Atlanta, GA 30305

The Parent's Morning Out Coordinator is responsible for all aspects of operating the program for children ages 8 weeks through 2 years old which currently runs Monday, Tuesday, and Thursday from 8:45 AM-12:45 PM. This includes managing the budget, reservations and cancellations, supervising and scheduling caregivers, invoicing, collecting payments, registering new children, and collecting relevant forms like release waivers and immunization records.

This position will also oversee childcare for staff Monday-Thursday, schedule caregivers for church wide events, Sunday mornings, and Wednesday evenings. The PMO Coordinator is a detail-oriented individual who works well with parents, caregivers, and the extended Children's Ministry team.

Qualifications:

- Either be familiar with the process of licensing for a child care center or be willing to learn how to proceed with licensing.

\$40,000+ benefits

Apply Online at: <https://bit.ly/3x1bIBA>

Source: Workforgood.org

Customer Service Representative

(Work from Home)



400 Northridge Rd, Sandy Springs, GA 30350

The Customer Service Representative will provide exceptional support via telephone, chat and email to respond to the questions and concerns of policy holders and agents.

- Provide exceptional customer service by responding to all inbound customer and agent calls and written correspondence.
- Handle each call or correspondence until a resolution is met; includes follow ups as necessary
- Builds rapport with each customer or agent. Actively listens to requests and inquiries.
- Notates internal systems and trackers to record and monitor inquiries.
- Acts as a liaison between underwriting, claims, accounting and other departments as needed to resolve inquiries.

Qualifications:

- Minimum 1 year working in a call center environment.
- High school diploma required.
- Previous insurance experience highly preferred.
- Ability to work from home with steady internet.

Apply Online at: <https://bit.ly/3wQqtr0>

Source: Employer Website

Administrative Assistant (Roswell)



555 Sun Valley Dr Bldg E Suite 5, Roswell, GA 30076

Responsibilities:

- Create billing spreadsheet
- Greet patients & visitors upon entry to the facility
- Answer phones; monitor faxes
- Obtain medical records from outside facilities when necessary
- Assign faxes/ documents to patient charts in the electronic database
- Enter/update clients data into the electronic database
- Maintain client logs and visitor logs
- Makes contact with referral sources and potential clients for obtaining demographic information
- Coordinate the referral and intake process
- Complete bi-weekly eligibility checks to verify clients benefits
- Monitoring/processing documents received via postal mail/ fax or email
- Assists with contacting/scheduling clients for their appointments
- Point of contact for referrals
- Chart compliance
- Data entry

Qualifications:

- Familiarity with email scheduling tools
- Minimum High School degree, an additional qualification as an Administrative assistant or Secretary will be a plus
- Microsoft Office: 3 years (Required)
- Customer Service: 3 years (Required)

Monday through Friday 9 am to 5 pm.

Apply Online at: <https://indeedhi.re/3iKR0hb>

Source: Indeed

Administrative Assistant (Buckhead)



Elaine Sterling Institute

3393 Peachtree Rd NE #1003B, Atlanta, GA 30326

Responsibilities include supporting and assisting in compliance and reporting, preparing correspondence, customer service support, schedule and coordinate staff and other meetings and assist all department with various assignments as needed. Assist in the development of campus policies and procedures that ensure compliance requirements are met. Provides professional planning, coordination, and development for an academic Institutions assessment of programs and initiatives, in support of the Institutes accreditation goals and objectives. Continually monitors progress toward defined objectives by collecting and analyzing data and communicating with faculty, staff, and other constituents. Interfaces with personnel, academic administrators, external accrediting bodies, and other partners to ensure accurate compilation, retention, and submission of data.

Qualifications:

- Bachelor's (Preferred)
- Administrative Assistants & Receptionists: 3 years (Required)

\$18 - \$25 an hour

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

Source: Indeed

Posted 4/3/2022

Marketing Coordinator (Remote)



The Local Marketing Coordinator will be responsible for implementing all marketing strategies developed by the marketing support team at TPOG franchise parks. This role will also be responsible for maintaining Altitude's public image by being its park brand guardian.

- Work closely with the marketing support team to bring all local campaigns, programs, and events to life and add a unique local flare
- Team up with park GM and marketing agency to execute flawless new park opening marketing programs
- Partner with local senior team to execute integrated TPOG programs, events, and campaigns
- Manage day to day marketing programming and activations including, but not limited to creating and managing the local field marketing calendar, submitting local social content, and fulfilling local donations
- Track results of all marketing efforts to assist the planning of future activations
- Capture compelling, trendy, and relevant social content for the marketing support team
- Become an expert on the market with the ability to identify key competitors and their offerings, local influencers to partner with, and social media groups to follow
- Oversee local park and community events or initiatives

Qualifications:

- 2-3 years of marketing or field marketing experience
- Local Store, Digital Marketing and/or membership sales experience a plus
- Bachelor's Degree in Marketing, Communications, or PR a plus
- Family entertainment background is a plus
- Proficiency in MS Office software and usage of the internet

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

Source: Employer Website

Front Desk Receptionist (Roswell)



1902 Macy Dr, Roswell, GA 30076

Some of job duties include taking phone calls making appointments and INS verification.

Qualifications:

- No experience required
- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)

On site training Hybrid option available.

\$13 - \$16 an hour

Apply Online at: <https://indeedhi.re/3NR0jui>

Source: Indeed

Posted 4/3/2022

File Clerk (Alpharetta)



3650 Mansell Rd Suite 475, Alpharetta, GA 30022

Growing north metro area family law practice has an immediate opening for a file clerk to organize and manage our filing system.

Qualifications:

- High school or equivalent (Required)
- Professional office: 2 years (Required)
- Proof of vaccination or weekly COVID test.

Hours 8:30 am - 5:30 pm M-F.

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

Source: Indeed

Posted 4/3/2022

Mailroom Clerk (Sandy Springs)



5665 New Northside Dr, Sandy Springs, GA 30328

This position is responsible for retrieving, sorting and distributing mail company-wide. This position will be responsible for conducting mail runs twice a day as well as maintaining a friendly and professional relationship with multiple departments.

- Collect, sort, batch, and distribute mail to the various departments
- Conduct mail run twice a day, which consists of gathering the mail from all departments
- Scan all documents into the system for all departments
- Order supplies for the Accounts Receivable & Cash Applications team bi-monthly, as well as coffee, creamer, and sugar for Billing Department
- Orders paper and claim forms for Billing Department
- Return mail and bad address mail flows back through the mail room
- Special projects consisting of relocating office furniture, hanging white boards, and putting together ordered furniture

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3iP73ud>

Source: Employer Website

Posted 4/3/2022

Receptionist / Office Assistant (Sandy Springs)



8800 Roswell Rd Ste 145, Sandy Springs, GA 30350

The Receptionist / Office Assistant is responsible for overall front office activities, including the reception area, mail, purchasing requests and facilities. Other responsibilities include making arrangements for office meetings and coordinating company functions / events as required; also acts as Assistant to the Executive Team as needed.

- Answers and screens calls.
- Retrieves and distributes faxes, mail and packages.
- Ships various packages for office staff.
- Manages inventory control of kitchen and copy room supplies.
- Keeps kitchens, copy rooms & supply closets organized at all times.
- Schedules lunch and dinner arrangements as needed.
- Arranges and coordinates company functions / events as required.
- Responsible for keeping up with check requests for Accounts Payable Dept
- Billing
- Occasional assistance with mail outs for various departments.
- Liaison between property and employees

Qualifications:

- High School Diploma or equivalent.
- Must be proficient with Microsoft Office applications: Excel, Word, Power Point, etc.
- Working knowledge of mail processes such as postage machine, Federal Express and UPS required.
- Administrative Assistants & Receptionists: 5 years (Preferred)

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

Source: Indeed

Resource Officer (Sandy Springs)



1130 Hightower Trail, Sandy Springs, GA 30350

The Resource Officer provides support for the work of CAC including security, donation pick-up and delivery (both food and thrift) and facilities management.

- Makes sure all doors and windows are closed every night before leaving, except areas in use in the evening
- Investigates thefts and file police reports
- Answers alarms, calls of distress and investigates disturbances •
- Drives CAC truck or van to transport food and other items to satellite locations
- Picks up and/or delivers large donations
- Responsible for driving shuttle as needed
- Keeps outdoors grounds areas clean
- Follows the cleaning schedule for the building
- Inspects windows and doors to ensure locks are in place and working
- Regularly monitors building systems including heating and air and outdoor lights
- Helps with incoming and outgoing donations
- Helps with special events as requested to set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

Qualifications:

- High School Diploma or GED
- Preferred: Two years of college or equivalent work experience
- Nonprofit experience or experience in a small community-based business and a respect for multi-cultural, homeless or low-income families is highly desirable.

Monday-Friday, with some Saturdays required

Apply Online at: <https://bit.ly/3qVzY4m>

Source: Theahaconnection

Customer Service Associate (Sandy Springs)



7640 Roswell Rd, Atlanta, GA 30350

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership.
- Check-in clients for service appointments and ensure that no client waits too long to speak with an advisor.
- Manage the waiting area and amenities.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Record details of inquiries, comments, and complaints. Proactively communicate potential issues to management and other departments in order to provide the best possible customer experience.
- Generate courtesy car loaner agreements, explain terms to clients, collect required documentation, and complete vehicle inspections.
- Check-out clients picking up their vehicles from service, collect payment, complete courtesy car returns, and connect clients with their advisor or manager if they have questions.

Qualifications:

- Previous experience in a similar role with similar responsibilities.
- High school diploma or the equivalent.

Apply Online at: <https://bit.ly/3qPfiL9>

Source: Employer Website

Executive Assistant (Perimeter)



400 Perimeter Center Terrace Suite 1000, Atlanta, GA 30346

This will primarily support two individuals on the Senior Leadership Team.

Qualifications:

- 10+ years' experience supporting an executive (or two executives) managing multiple priorities, calendars and projects.
- Exceptional computer skills

Apply Online at: <https://bit.ly/36HSvtS>

Source: Employer Website

Posted 4/3/2022

Human Resources Coordinator (Alpharetta)

RonaldBlueTrust™

Wisdom for Wealth. For Life.®

1125 Sanctuary Parkway Suite 500. Alpharetta, GA 30009

The Human Resources Coordinator plays a key role on the Human Resources team in assisting with activities related to professional development, systems support, recruiting, onboarding, payroll, and administration.

- Professional Development and Learning Management System (LMS):
- Provide support in the creation and use of Career Development Plans (CDPs) to systematize and prioritize learning items through the LMS
- Provide overall administration of the LMS to include:
- Load and configure training into the system
- Partner in the creation of course resources and tools, career development plans, assessments, learning plans, and onboarding
- Content Management: Reviewing, refreshing, and archiving content
- Set up certifications and learning plans for initiatives in the LMS
- Assist with Continuing Education process
- Certification and designation reporting and facilitation
- Provide support for Human Resources training events (Legacy Summit, The Conclave, CSA Connection, CEO Roundtable, Women's Initiative, etc.)
- Create and monitor cases with LMS vendor to address issues and enhancement requests

Qualifications:

- Minimum of three (3) years' prior experience in Human Resources or administrative roles required
- Experience with Learning Management Systems or HRIS administration preferred
- Experience using Workday a plus
- Bachelor's degree in Human Resources, management, or a related field a plus
- Basic knowledge of employment law including FMLA, FLSA, ADA, ADEA, etc. preferred

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

Source: Indeed

HR Generalist (Sandy Springs)



1470 Riveredge Pkwy NW, Atlanta, GA 30328

Responsibilities:

- Compensation and Benefits
- Data and Reporting
- Employee Relations
- Employee Engagement and Retention
- Back-up Sr. Payroll Administrator
- Employment Policies and Compliance
- Communications and Culture

Qualifications:

- A bachelor's degree in human resources or a related field with at least 3 years of demonstrated related experience. A combination of education and related experience may be substituted in lieu of a degree.
- Deep knowledge of ADP Workforce Now Preferred.
- Intermediate skills in MS Office software with emphasis on Excel.
- Knowledge of general HR functions and employment related laws.
- PHR/SPHR or the willingness to pursue certification Preferred

Apply Online at: <https://indeedhi.re/3Du3kfl>

Source: Indeed

Administrative Assistant (Alpharetta)



North American Properties

Avalon, Alpharetta, GA

Responsibilities:

- Provide front desk coverage through answering main phone lines timely and greeting guests in a professional, courteous manner
- Answers and directs incoming call
- Logs in packages; coordinates distribution to employees
- Distributes mail.
- Informs security if there are any issues for their attention
- Shares knowledge of the Forum events with callers & employees
- Maintains and updates employee contact information on phone lists, titles, quick lists, etc.
- Maintains and updates all Vendor and Tenant contact and insurance information
- Prepare and edit correspondence, communications, presentations, and other documents
- Informs appropriate individuals of any Lobby or other maintenance issues
- Assist in responding to and logging all guest issues/comments
- Gather monthly tenant gross sales information, distribute appropriately, and enter into Yardi
- Assist the accounting department by preparing/sending out monthly tenant rent statements, tracking and input cash receipts using MRI
- Code and process all invoices in a timely manner and effectively communicate with the accounting team
- Maintain and organize tenant and vendor files
- Order and maintain an inventory of office supplies and equipment

Qualifications:

- Minimum 1-2 years of administrative experience, preferably in property management
- Bachelor's degree required from 4-year college or university

Apply Online at: <https://bit.ly/372X0PA>

Source: Employer Website

Administrative Assistant (Roswell)



80 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Greets visitors and provides tours of the center.
- Serves as liaison between the center manager and center staff, general public and outside representatives.
- Accurately and clearly convey directives, assignments, and instructions and other information from the Center Manager to the center staff as directed.
- Assists center management with scheduling substitute teaching staff.
- Prepares routine correspondences.
- Assist in set up for meetings and conferences.
- Efficiently operates phone system, copier, computer and fax (all office equipment).
- Prepares center newsletter.
- Proofreads and edits reports and other documentation to ensure accuracy and completeness.
- Records and prepares meeting minutes
- Maintains accurate organized and accessible center files for staff, children and appropriate documents for licensing, accreditation, etc.

Qualifications:

- High School Diploma or equivalent and four (4) years of professional, administrative experience required or Bachelor's degree in Business Administration or a related field from an accredited college or university and one (1) year of administrative experience

Apply Online at: <https://bit.ly/35v8nzw>

Source: Employer Website

Service Express Agent (Buckhead)



The Whitley

3434 Peachtree Rd NE, Atlanta, GA 30326

Support the Front Office in providing superior guest service by fielding all guest issues and requests received by telephone with the goal of addressing and resolving any problems.

- Promptly answer telephone calls, greet callers with a positive and clear voice. Listen to ascertain the correct extension. Reading and using a moderately complex computer console, direct calls to appropriate line. Requires sitting in a confined space for long periods of time to continuously perform essential functions.
- Transcribe complete messages and repeat information to verify accuracy. Input and retrieve messages from the computer as requested. Read and verbally recite exact messages for guests.
- Receive wake up call information, input cautiously into the automated wake-up system and verbally confirm time to guest.
- Page guests and patrons using the public address system in a courteous and clear manner.
- Act as dispatcher for security, guest services and property operations associates. Provide timely information via paging system and two way radios to associates in response to emergencies and guest requests such as plumbing problems, airport shuttle service, etc.
- Briefly answer basic inquiries, time, extension numbers, outlet hours, etc.
- Immediately answer the emergency line, listen to details to identify nature of problem and respond appropriately in accordance with established procedures. Initiate emergency response as necessary and legibly document pertinent details.

Qualifications:

- Ability to access and accurately input information using a moderately complex computer system with or without reasonable accommodation.

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

Source: Employer Website

Receptionist / Call Center Representative (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

Responsibilities:

- Answer, screen and forward incoming phone calls
- Respond efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued.
- Taking part in training and other learning opportunities to expand knowledge of company and position
- Understanding and striving to meet or exceed call center requirements
- Review submitted information for completion, correctness and transferring data into system
- Efficiently and effectively update and maintain the internal system for electronic clinical records
- Perform general clerical duties to that may include: photocopying, faxing, mailing, and filing
- Answering a multi-line phone and greeting visitors to the office

Qualifications:

- Previous Call Center experience preferred
- Healthcare and/or customer service experience a plus

Monday - Friday 9am - 5:30pm

Apply Online at: <https://bit.ly/3wWZ5Yj>

Source: Employer Website

Human Resources Generalist (Buckhead)

AUTOGRAPH
COLLECTION®

HOTELS

Hotel Colee

3377 Peachtree Rd NE, Atlanta, GA 30326

You'll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. You'll act as the main point of contact for employees' queries on HR-related topics.

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations

Qualifications:

- Two-year proven experience in the Human Resources field
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems
- BSc/BA in Business administration or relevant field preferred
- Additional HR training will be a plus

Apply Online at: <https://bit.ly/35tvYAE>

Source: Employer Website

Customer Service Associate PT (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

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.

- 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
- Cover box office and ticket sales using 3rd party system
- Build and maintain relationship with repeat customers
- Follow up with customers via hand written thank you notes, emails, and in-person communication.
- Flexibility with schedule and offering assistance other to departments when asked
- Handle administrative duties of the department
- Identify emergencies, incidents, and follow appropriate procedures

Qualifications:

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

10 - 25 hours/week - will include nights and weekends

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

Source: Employer Website

Human Resources Assistant (Alpharetta)



11380 Southbridge Pkwy #225, Alpharetta, GA 30022

HR Assistant -The HR Assistant is primarily responsible for assisting the HR Manager with recruitment and retaining our caregiver roster and all other HR activities.

- Process background checks/fingerprinting for all caregivers
- Process caregivers through E-Verify system and/or confirm HireTech has completed.
- Report new hires to Georgia Hire website
- Assist HR Manager with recruitment by reviewing caregiver resumes and scheduling interviews for HR manager
- Assist with scheduled student career fairs.
- Assist with basic caregiver questions pertaining to job duties, schedules & caregiver software including eRSP, Paycheck Viewing software and Onboarding software.
- Assist with new hire onboarding processes by collecting necessary pre-hire paperwork prior to scheduled orientation i.e. employment application, I-9 forms, credentials, new hire orientation paperwork, direct deposit information, etc
- Assist with creating employees in ERSP profile by entering and updating personal information for HR practices and confirming that all fields in eRSP are complete and accurate.
- Tracks certifications for expirations in the scheduling Software Database (eRSP)
- Run a credential report and notify caregivers of expired credentials every week and update credentials in ERSP once received- DL, CNA or PCA certification, TB skin/chest results, CPR/FA certification, Auto Insurance, Employment Authorization Card (if necessary)
- Set up orientation room with supplies, new hire paperwork, and company information, and create caregiver ID badges

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/35wBxy2>

Source: Employer Website

Posted 4/3/2022

PT Human Resources Coordinator – Contract (Buckhead)



3475 Piedmont Rd NE Suite 1150, Atlanta, GA 30305

In addition to assisting with recruiting and placing new employees, an HR Coordinator assists with guiding employees through various human resource processes, answering any questions they may have about policies. The position also has an active role in ensuring all human resource functions are complying with local, state and federal regulations.

- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files
- Maintain hard and digital copies of employees records
- Assist with preparation of performance review processes
- Update records of new staff
- Send birthday, anniversary, and promotion updates
- Administers health and welfare plans, including enrollments, changes and terminations
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions
- Assisting with new employee onboarding & orientation
- Produce and submit reports on general HR analytics

Qualifications:

- Associates degree in a related discipline
- 1-2 years minimum of experience in Human Resources
- HR certifications preferred but not required
- Highly computer literate with capability in email, MS Office and related business and communication tools

8 hour shift; Monday to Friday

Apply Online at: <https://indeedhi.re/3IWd433>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 4/3/22

Front Counter Associate (Sandy Springs)

\$15 an hour

Fabricare Center Cleaners / 8611 Roswell Rd NE, Sandy Springs, GA 30350

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

Food Service Utility (Sandy Springs)

FLIK - Mercedes-Benz USA Headquarters / 1 Mercedes Drive, Atlanta, GA 30328

<https://bit.ly/36FTfQx>

Car Washer / Porter (Perimeter)

\$15 per hour; 6 hours per day / 5 days a week

BLS Limousine Services/ 303 Perimeter Center North, Suite 300, Atlanta, Georgia 30346

<https://indeedhi.re/3J3N8m6>

Dishwasher (Buckhead)

\$14 - \$16/hr

True Food Kitchen / Lenox Mall

<https://indeedhi.re/3NMoxG6>

Housekeeping Attendant PT (Sandy Springs)

\$11.73 an hour

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/3DobHc4>

Kitchen Helper / Dishwasher (Alpharetta)

Cottonwood Estates / 255 Vaughan Dr, Alpharetta, GA 30009

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

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

\$15 an hour

RBM of Atlanta / 7640 Roswell Rd, Atlanta, GA 30350

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

Food Service, Housekeeping, & Other Now Hiring – Week of 4/3/22

Sanitation Specialist (Roswell)

Krispy Kreme / 10781 Alpharetta Hwy, Roswell, GA 30076

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

Dishwasher (Dunwoody)

\$12 - \$16 an hour

Barn Booze and Bites / 5521 Chamblee Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3qUTPk3>

Dishwasher / Utility Worker (Dunwoody)

Dogwood Forest Dunwoody / 7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

Dishwasher (Perimeter)

Taco Mac / 1211 Ashford Crossing Atlanta, GA - 30346

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

House Attendant (Buckhead)

The Whitley / 3434 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/388IN47>

Prep Associate (Perimeter)

La Madeleine / 1165 Perimeter Center W Ste 330 Atlanta, GA - 30338

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

Cashier PT (Alpharetta)

\$12 an hour

Cook Out / 11475 Haynes Bridge Rd Alpharetta, GA - 30009

<https://bit.ly/3j0ACcc>

Packer- Temp (Alpharetta)

Scientific Games / 1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

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