
Personal Assistant (Dunwoody)



1455 Lincoln Pkwy E Ste 120, Dunwoody, GA 30346

Responsibilities:

- Plan meetings, take notes and distributing meeting minutes to ensure we stay organized
- Pick up deliveries and run errands as needed
- Schedule travel and arranging for accommodations, flights, and transportation
- Do other assigned tasks as needed
- Organize meeting spaces for guests upon arrival to make sure they feel welcome
- Make calls to turn on utilities for properties and call contractors when needed to make repairs on properties
- Interview contractors to pick the best ones for projects
- Input property information to spreadsheet and evaluate deals

Qualifications:

- Previous work experience as a personal assistant, administrative assistant, executive assistant, or related job experience, such as business administration
- High school or equivalent
- Proficient in Microsoft Office

\$15 - \$18 an hour

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

Source: Indeed

Posted 4/10/2022

Back Office Assistant (Sandy Springs)

POTPOURRI

227 Sandy Springs Place NE Ste 374, Atlanta, Georgia 30328

Atlanta high end Women's Boutique in Sandy Springs has an immediate opening for a Back Office Support Assistant.

- Inventory management
- Receiving and preparing Merchandise for sales floor
- Merchandise Order input
- Preparing Vendor Returns
- Assisting and supporting Sales Staff

[No qualifications specified in ad.]

Contact:

Julie Routenbergg

(404) 915-6622

potpourriofbuckh@bellsouth.net

Apply Online at: <https://bit.ly/38vNLrP>

Source: Theahaconnection

Posted 4/10/2022

Executive Assistant PT

(Alpharetta / Hybrid)



TrainingPros

3251 Compass Way, Milton, GA 30004

Our company, headquartered in Alpharetta, GA, has been virtual for 25 years. Everyone in our company works from our home office or wherever it is we would like to be. We have meetings during business hours, but otherwise work can be completed at all hours of the night if that's what your schedule calls for. We are seeking an Executive Assistant for 25 - 30 hours per week (flexible) to work with the company president on anything that helps with her productivity.

- Scheduling appointments
- Running weekly errands
- Handling administrative tasks
- Track and provide updates on projects
- Take notes during meetings such as action items
- Monitor and process email
- Book travel
- Compile data for reports
- Provide requested administrative support for the company president

Qualifications:

- Proficient with Microsoft products: We use 365 and Teams
- Microsoft Excel: 3 years (Preferred)
- Microsoft Powerpoint: 3 years (Preferred)
- Executive & Personal Assistants: 5 years (Preferred)

From \$30 an hour

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

Source: Indeed

Posted 4/10/2022

Customer Service Rep (Alpharetta)



A Quest Diagnostics Company

11780 Northfall Ln STE 301, Alpharetta, GA 30009

Client Service Representative I's handle all customer contact received by telephone, in writing, and in person. Troubleshoot inquiries. Follow-up with customers on issues that cannot be resolved immediately.

- Handles all customer inquiries by telephone regarding verbal reporting of results, concerns of service failures and other duties to provide customer satisfaction.
- Reports laboratory results to clients using established protocols.
- Documents reporting or call history in the patient's file and maintain appropriate records.
- Contacts the client to resolve routine matters related to patient testing and result reporting.
- Uses established protocols for reporting client concerns.

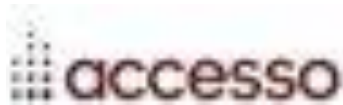
Qualifications:

- High school diploma or equivalent required.
- Basic typing and computer skills
- Some data entry experience preferred Customer service background preferred Medical terminology helpful.
- Previous Medical or clinical laboratory background preferred

Apply Online at: <https://bit.ly/3JbuOY9>

Source: Employer Website

Administrative Assistant (Alpharetta)



100 North Point Center, Alpharetta, GA 30022

We are a solutions-driven property management company, managing a portfolio of commercial real estate properties (office).

- Answer phone calls, emails, and other business correspondence as well as sending and receiving mail and/or overnight packages
- Responsible for all aspects of administrative management and all day-to-day operations
- Assists in entering accounts payable invoices into Yardi Accounting software
- Assists in preparing vendor service contracts
- Manage the property work order system, input service requests, assign tasks, closing out completed work orders to include following up on all open work orders daily
- Updates Tenant and Vendor insurance certificates
- Manages Tenant and Vendor files
- Updates all Tenant and Vendor contact information
- Ensure that all emergency after-hours contact information is current for both employees and vendors
- Coordinates access between building personnel and tenants to include tenant and vendor access to suites with security
- Assist with coordinating tenant move-ins and move-outs
- Coordinates Fire/Life Safety Procedures for all tenants, including tenant-related correspondence emails, captivate newsletters, etc.

Qualifications:

- Associates Degree (AA/AS).
- Proficient with Microsoft Office

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

Source: Indeed

Office Manager (Brookhaven)



2970 Clairmont Rd Suite 945, Atlanta, GA 30329

Responsibilities:

- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office General and Administrative budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Liaise with facility management vendors
- Plan in-house or off-site activities, like parties, celebrations and conferences

Qualifications:

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

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

Apply Online at: <https://indeedhi.re/3jbuj64>

Source: Indeed

Posted 4/10/2022

Administrative Services Coordinator (Sandy Springs)

INSPIRE



Inspire Brands

Three Glenlake Parkway Ne, Atlanta, Georgia 30328

Responsibilities:

- Schedule team meetings, maintain and distribute department meeting minutes, and track the progress of completed items
- Provide backup coverage at Reception as needed
- Daily floor walks to track fR&M needs and place service requests into property management software
- Update floor plans to ensure accuracy; communicate with department leaders to track open positions and vacancies
- Assist with conference coordination as needed
- Provide support as needed for corporate events.
- Coordinate event needs with Admin Services
- Source and order office supplies or other facilities needs for the support center

Qualifications:

- High School diploma or GED required
- 2-year degree or some college coursework preferred
- Basic Microsoft Office knowledge

Apply Online at: <https://bit.ly/3r6WM15>

Source: Employer Website

Hospitality Desk Associate PT (Sandy Springs)



8 Concourse Pkwy, Atlanta, GA 30328

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:

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

Schedule Monday - Thursday 5:30 PM - 9:00 AM, Sunday 1:00 PM - 6:00 PM

Apply Online at: <https://indeedhi.re/3r8wA66>

Source: Indeed

Posted 4/10/2022

Real Estate Administrative Assistant (Alpharetta)



Keller Williams North Atlanta

5780 Windward Pkwy #100, Alpharetta, GA 30005

Primary duties include print & social media advertising of real estate listings and to design ongoing marketing campaigns to grow the brand. This individual reports directly to the team owner. This is not a market center position - you would be working for an agent's personal team.

Create marketing and promotional materials, both print & electronic, to advertise new listings and grow the team's brand. (Much of this is already created in templates - but, experience in Canva (or similar software) is desirable for custom pieces.)

Create client marketing "swag" & seasonal pop-by gifts for top clients.

Schedule & coordinate details of 2-3 clients events per year and market to our sphere.

Manage automated messages for internet leads captured through our software.

Ensure final graphics, video's and layouts are visually appealing and appropriately branded.

Miscellaneous administrative tasks for the team (which consists of 2 lead agents, administrative assistant & transaction coordinator)

Qualifications:

- Proficient with template software for postcards, etc. and custom design software (such as Canva) is highly desirable.
- Experience using social media networks such as Facebook, Twitter, YouTube, LinkedIn, Instagram & TikTok.
- High school or equivalent (Required)
- Administrative: 2 years (Required)

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

Source: Indeed

Youth Coordinator PT (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Ln, Roswell, GA 30076

Responsibilities:

- Collaborate with Youth and Recreation Manager to execute youth and family events.
- Coordinate, schedule, and oversee youth programs and events.
- Maintain a clean and safe work environment.
- Develop and maintain excellent relationships with members.
- Provide excellent customer service.

Qualifications:

- Experience working with children is highly recommended.
- Ability to work Holidays and Weekends.

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

Source: Employer Website

Administrator – Operations (Roswell)



11350 Old Roswell Rd. Suite 100. Alpharetta, GA 30009

You will perform general administrative duties such as running various reports, maintaining customer information, and assisting with tasks to ensure the company is compliant.

- Data entry
- Basic accounting
- Support multiple operational functions including but not limited to: processing freight claims, non-ra credit processing, return to vendor entry, preparing international shipping documents
- Learn Operation's SOPs (Standard Operating Procedures) to help with field questions
- Help resolve internal discrepancies which may involve multiple departments
- Run various reports as needed

Qualifications:

- High School degree or equivalent
- 1 year of operational or administrative experience preferred
- Excellent typing skill
- Customer service and inside sales experience preferred
- Demonstrated experience using MS Excel, Word, and Outlook required

Apply Online at: <https://bit.ly/3v40Ujw>

Source: Employer Website

Data Entry Coordinator II (Alpharetta)



11390 Old Roswell Rd, Alpharetta, GA 30009

The Pathology Data Entry Specialist II accurately inputs patient information into a comprehensive report format. Including diligently seeking erroneous or inconsistent information, then verifying and correcting the inaccurate information.

- Register patient demographics and specimen samples in the LIS (Laboratory Information System)
- Gather data to identify areas of improvement
- Understands and performs basic quality control protocols
- Establish and maintain strong relationships internally and externally to achieve high quality patient care

Qualifications:

- High school diploma or equivalent.
- Typing 50 WPM
- General knowledge of medical terminology (gastrointestinal pathology/general pathology/cytology/anatomy and physiology), preferred

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

Source: Employer Website

Office Assistant / Customer Service Representative (Roswell)



995 Mansell Rd Suite D, Roswell, GA 30076

Responsibilities:

- Receive incoming calls in professional and courteous manner
- Learning jobs/services and pricing them over the phone
- Customer and job data entry
- Prioritize and coordinate the scheduling of services
- Coordinate delays in schedule with customers and service technicians
- Speak with customers about additional services

Qualifications:

- Strong data entry skills
- Prior experience for a home service provider is a plus

Monday - Friday 8am - 5pm

\$12 - \$15 per hour

Apply Online at: <https://bit.ly/3LI5sTi>

Source: Employer Website

Posted 4/10/2022

Customer Service Rep (Roswell)



1035 Mansell Rd Ste 100, Roswell, GA 30076

The Auto Club Group is seeking prospective Member Representative I's who can promote ACG product and services, promote customer satisfaction, and participate in office events to help generate revenue by improving member awareness of products.

- Provide support services to members including greeting, servicing and selling travel and membership products (car, hotel, basic tour packages, etc.), generating leads, updating members on travel and insurance specials and providing travel information including triptiks, tour books, maps, etc.
- Respond to customer inquiries and refers to senior staff or agent when appropriate.
- Provide cashiering services to members including taking insurance payments (installment, lapse or reinstatement), travel and membership payments, sale of tickets and travel money products, processing remittance/depository transfers and balancing cash drawer.
- Receive and resolves member/customer complaints and seeks assistance from management in complaint resolution when appropriate.
- Provide administrative support to the travel and/or insurance sales staff during peak periods.

Qualifications:

- Successful completion of Customer Service, Club, Travel and Payment Processing training within 6 months of hire
- Experience working in a customer focused environment
- Word software application

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

Source: Employer Website

Front Desk Receptionist (Alpharetta)

**BODY PROS
PHYSICAL THERAPY**

1750 Founders Pkwy # 126, Alpharetta, GA 30009

Qualifications:

Customer service: 1 year (Preferred)

\$13 - \$18 an hour

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

Source: Indeed

Administrative Assistant (Peachtree Corners)



3720 Davinci Ct suite 200, Peachtree Corners, GA 30092

Handle clerical and administrative duties such as generating reports and communicating via phone and email and provide exceptional customer service to our internal and external customers.

Qualifications:

- High School diploma or equivalent
- Minimum of 5+ years' office experience
- Experience working in Administrative Assistant role or equivalent position
- Strong knowledge of MS Excel, MS Word, PowerPoint, Adobe, Outlook, and Teams

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

Source: Employer Website

Posted 4/10/2022

Customer Care Representative (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Responds to internal and external customer questions via telephone and written correspondence regarding insurance benefits, provider contracts, eligibility, and claims.
- Analyzes problems and provides information/solutions.
- Operates a PC/image station to obtain and extract information, documents information, activities and changes in the database.
- Thoroughly documents inquiry outcomes for accurate tracking and analysis.
- Develops and maintains positive customer relations and coordinates with various functions within the company to ensure customer requests and questions are handled appropriately and in a timely manner.
- Researches and analyzes data to address operational challenges and customer service issues.
- Provides external and internal customers with requested information.
- Under immediate supervision, receives and places follow-up telephone calls / e-mails to answer customer questions that are routine in nature.
- Uses computerized systems for tracking, information gathering and troubleshooting.
- Outbound calls are conducted in the ZipDrug business area.

Qualifications:

- Requires a HS diploma or equivalent and previous experience in an automated customer service environment; or any combination of education and experience which would provide an equivalent background.

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

Source: Indeed

Concierge/Receptionist PT Sunday (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA

Greet, screen, and direct all visitors and residents; answer and direct incoming phone calls; miscellaneous typing.

Qualifications:

- High school diploma or equivalent
- Basic computer skills - must be proficient in Microsoft products (primarily Word, Excel, & Outlook)
- Experience in upscale, service-oriented position, preferably with seniors

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

Source: Employer Website

Test Scorer – Temporary

(Alpharetta / Remote)



Data Recognition Corporation is a national leader in educational testing and we are seeking temporary Test Scorers to assist us in our busy assessment season. You will be scoring standardized tests that students take to comply with Common Core State Standards. These tests are administered to elementary through high school grades in the subjects of reading, writing and math.

Qualifications:

- Four year degree

Monday - Friday 8:30 am - 4:00 pm

\$18 an hour

Apply Online at: <https://indeedhi.re/3rer1Ds>

Source: Indeed

Posted 4/10/2022

Marketing and Outreach Coordinator (Roswell)



2201 Macy Dr, Roswell, GA 30076

Responsible for the planning, development and implementation of all of the organization's marketing, communications and public relations activities. This includes the development activities that increase donor awareness and engagement, digital communications, and the recruiting, training and coordinating of volunteers.

- Manage marketing and communications including print, digital, social media, and website, monitoring analytics to enhance outreach
- Write, update, edit and oversee production and design of printed materials.
- Create and produce videos to raise awareness about programs
- Write testimonials and blog/news stories for website and social media.
- Manage and execute email communications program
- Provide event support and serve as a representative of GTF at events as needed.
- Cultivate and sustain relationships with community stakeholders to support programs and fundraising.
- Enhance GTF's community presence, relationships, and reach by attending events and community meetings and building relationships with mass media influencers.
- Recruit, schedule, train and manage all volunteers.

Qualifications:

- Bachelor's degree in Marketing, Communications or related field.
- Experience with various types of software, including MS office, Constant Contact, and Adobe Creative Suite. Raiser's Edge knowledge is a plus.
- Experience with social media platforms.

Work in-office (Roswell, GA) on Tuesdays and Thursdays, and work remotely on Monday, Wednesday and Friday.

Apply Online at: <https://bit.ly/37usn5K>

Source: Workforgood.org

Executive Assistant to CEO (Roswell)



695 Mansell Rd #120, Roswell, GA 30076

Responsibilities:

- Calendar management/appointment confirmation
- Assist with Marketing and Team Events as needed
- Drive operations initiatives when CEO is traveling and away from the office
- Contractor quotes and oversees repairs for investment properties
- Visual inspections as needed
- Voice mail and email hourly, the first point of contact for repair requests
- Managing the household, including coordination of vendors, contractors, managing maintenance, collecting quotes
- Working with professional vendors: attorneys, financial planners, bankers, CPA, etc.
- Running errands, following up on whatever is needed as might be necessary at times

Qualifications:

- Must have experience with this type of role

\$42,000 - \$57,000 a year

Apply Online at: <https://bit.ly/3rf9St4>

Source: Employer Website

PT Customer Service / Front Desk Receptionist (Alpharetta)



5755 North Point Pkwy UNIT 31, Alpharetta, GA 30022

Responsibilities:

- Warmly greeting and checking in patients and escorting them to treatment rooms.
- Answer incoming telephone calls/messages/email.
- Schedule initial/follow up appointments for patients, both in person and on the phone.
- Ensure new patients have completed new patient paperwork and all forms have appropriate waivers signed.
- Organize and monitor daily schedules.
- Maintain timely patient flow.
- Keep inventory and place supply orders.
- Maintaining office space and treatment rooms clean and welcoming.
- Plan and schedule social media content platforms (Facebook, Twitter, Instagram, Google Business, LinkedIn).

Qualifications:

- Prior office skills are a plus.
- Basic knowledge on Google docs and spreadsheets.
- Experience in working in people / patient centered small businesses.
- Ability to use Canva to design social media graphics.

\$14 - \$18 an hour

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

Source: Indeed

Posted 4/10/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 4/10/22

Linen Attendant (Sandy Springs)

\$13.25 an hour

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

<https://indeedhi.re/3r8UIFL>

Culinary Assistant (Dunwoody)

First Baptist Church Atlanta / 4400 N Peachtree Rd, Atlanta, GA 30338

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

Refuse Collector (Roswell)

\$15.00 - \$16.56 an hour

City of Roswell

<https://indeedhi.re/3LP9EAX>

Valet 3pm-11pm (Buckhead)

\$12 an hour

AAA Parking / Intercontinental Buckhead, 3315 Peachtree Rd NE, Atlanta, GA 30326

<https://indeedhi.re/3Kf1jpG>

Dishwasher (Sandy Springs)

Flower Child / 6400 Blue Stone Rd, Sandy Springs, GA 30328

<https://indeedhi.re/3r6YUG7>

Stock Associate (Alpharetta)

From \$15 an hour

Tommy Bahama / 6130 Avalon Blvd Suite 6030, Alpharetta, GA 30009

<https://indeedhi.re/3r6mUJv>

Veggie Prep (Alpharetta)

\$14 - \$17 an hour

Surcheros Fresh Mex / 91 S Main St, Alpharetta, GA 30009

<https://bit.ly/3uVSF9m>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/10/22

Executive Lounge Attendant PT (Alpharetta)

Hilton / 5775 Windward Pkwy, Alpharetta, GA 30005

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

Service Valet (Roswell)

United BMW / 1501 Alpharetta Hwy, Alpharetta, GA 30009

<https://bit.ly/36Wy10T>

Donor Attendant (Sandy Springs)

Goodwill / 6650 Roswell Road, Sandy Springs, GA 30328

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

Dishwasher (Sandy Springs)

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

<https://bit.ly/3LMFQ7W>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

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

Housekeeper/Server (Roswell)

Sanford Estates / 500 Walton Way, Roswell, GA 30076

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

Housekeeper PT (Roswell)

\$14 - \$15 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

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

FRONT DESK ATTENDANTS (Roswell)

Bowlero / 785 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3LKRRv0>