
Receptionist / Office Assistant (Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Greet customers with a smile and maintain a tidy work area
- Ensure a smooth and seamless employee and guest experience by communicating warmly, clearly and effectively to meet the request at hand
- Answer phone calls promptly and professionally, including external and internal calls
- Transfer calls as required, familiar with the roster of approximately 190 employees and their positions
- Coordinate conference room scheduling and set-up as well as vendor lunch and learns
- Perform general office duties, as required, including sorting and delivering mail, perform outgoing shipping, and errands
- Assist with onboarding and training of new employees, processing paperwork and getting compute, phone and desk setup.
- Assist internal clients/teams with logistics, needs, events and outings

Qualifications:

- High School diploma or general education degree (GED)
- College degree and/or related experience and training preferred
- Minimum 2 years of office administration or reception experience (or an equivalent combination of education and experience, sufficient to successfully perform the essential duties of the job)
- Strong proficiency in MS Office Suite

\$15 - \$20 an hour

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

Source: Employer Website

Customer Service Representative (Alpharetta)



3050 Royal Boulevard, Suite #180, Alpharetta, Georgia 30022

Athletes Golive is seeking mature, reliable customer service rep for our office - inside position.

- Answer phone in a friendly and courteous manner.
- Take orders and enter in proprietary software.
- Resolve customer issues
- Maintain order files
- Make follow-up calls as necessary

Qualifications:

- Computer, include Word, email, Excel, and scanning

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

Source: Indeed

Posted 4/24/2022

Administrative Assistant (Sandy Springs)



8800 Roswell Rd building b suite 100, Atlanta, GA 30350

D.R. Horton, Inc. is currently looking for an Administrative Assistant -MTG in the Branch Department. The right candidate will provide general administrative assistance to various Executives or Department Heads.

- Perform general administrative duties
- Prepare presentations, special reports, memoranda, word processing, spreadsheets, etc.
- Compose departmental meeting minutes
- Responsible for sorting departmental mail
- Responsible for ordering departmental office supplies
- May be responsible for reception and telephone duties
- May be required to make meeting and travel arrangements
- May be responsible for sorting and coding invoices to be sent to Accounting

Qualifications:

- Associate degree
- One to three years of related experience and/or training
- Proficiency with MS Office and email

Apply Online at: <https://bit.ly/38SMTh9>

Source: Employer Website

Executive Assistant (Buckhead)



3550 Lenox Road Ne Floor 16; Atlanta, GA 30326

Responsibilities:

- Work as a team with our Admins to jointly support the business groups
- Prepare and produce high quality client presentations, reports, correspondence, graphic presentations, and other documents
- Proof documents and presentations for grammar and ensure all comply with the Aon Brand
- Schedule and coordinate meetings, conference calls, reserve meeting space. Act as support for office guests
- Coordination of travel arrangements and expense reports

Qualifications:

- High school diploma or equivalent
- 3+ years of relevant experience in administrative support
- Advanced-level computer literacy in Microsoft Office Suite and other programs as applicable

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

Source: Employer Website

Locker+ Customer Service Associate PT (Alpharetta)



2800 Old Milton Parkway, Alpharetta, GA

Associates work in designated retail locations helping facilitate the delivery and return of customer orders.

- Receive, pick, and stow customer orders, process returns, and prepare for delivery.
- Assist customers with questions they may have.
- Work through problem-solving scenarios for customers.
- Maintain a clean, safe, and organized workspace.
- Manage responsibilities for a Locker+ location, including opening and closing site.
- Use technology like smartphones and handheld devices to sort, scan, and prepare orders.
- Receive truck deliveries.

[No qualifications specified in ad.]

Part-time between the hours of 6:30 AM and 10:30 PM with schedules varying week to week.

Apply Online at: <https://amzn.to/3MrsVZk>

Source: Employer Website

Posted 4/24/2022

Wellness Screener (Brookhaven)



1575 NE Expy NE, Atlanta, GA 30329

To ensure the safety of our patients, visitors and staff Children's is screening all staff, visitors and vendors who enter our hospitals, ambulatory and administrative locations.

- Uses a contactless thermometer to screen and read temperature.
- Screens staff and guests using a basic questionnaire concerning health status and travel.
- Wears PPE as required for performing medical screening
- Processes accurate paperwork (Health Insurance Portability and Accountability Act standards) on each patient/contact in a timely manner and logs
- Manages social distancing restriction in assigned area

Qualifications:

- Two years of experience in customer service in a business office environment
- Computer skills that include the internet and Microsoft Outlook and Word
- High school diploma

Apply Online at: <https://bit.ly/3xH0D92>

Source: Employer Website

Assistant to the City Clerk (Dunwoody)

Jacobs

Dunwoody City Hall

4800 Ashford Dunwoody Rd NE, Dunwoody, GA 30338

Responsibilities:

- On-site clerical and administrative support for the office of the City Clerk
- Organize, store, maintain and administer the City's system of archiving documents, records, and contracts for all City departments at the direction of the City Clerk
- Protect the integrity of all public records in accordance as set forth in the Official Code of Georgia Annotated (OCGA)
- Maintain and administer the City's document imaging system and records retention management
- Format, print, route, and store ordinances, and resolutions for the City Clerk
- Manage, document and respond appropriately to open records requests on behalf of the City as directed by the City Clerk
- Attend all City Council meetings and duplicate and distribute materials
- Post public notices as directed
- Ensure compliance with all open records and open meeting laws
- Perform City Clerk's responsibilities upon the City Clerk's absence

Qualifications:

- Three or more years of administrative experience
- High school diploma/GED
- Advanced proficiency in Microsoft Word, Excel, and Outlook
- Valid driver's license

Preferred:

- Experienced at recording and transcribing minutes
- Current certification as a Notary Public, or ability to obtain within 12 months of start date
- Current State of Georgia certification as a Municipal Clerk

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

Source: Employer Website

Executive Assistant (Johns Creek)



5985 State Bridge Road, Johns Creek, GA, 30097

Provides secretarial and administrative support to the President, SVP, GVP or VP. Planning, scheduling, and arranging meetings and travel, providing administrative support for projects and presentations and coordinating correspondence and other data that may include highly sensitive and confidential information. Deals with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization.

- Schedules and organizes complex activities such as meetings, travel, conferences and department activities. Maintains and coordinates executive's daily schedule.
- Types and designs general correspondence, memos, spreadsheets, charts, graphs, etc. Proofreads copy for spelling, grammar, layout and accuracy, making appropriate changes when necessary. Responsible for accuracy and clarity of final copy.
- Plans, creates and coordinates visual presentations, disseminates information, coordinates mailings.
- Establishes, develops, maintains and updates filing/information storage system for timely retrieval.
- Prepares and submits travel reimbursement forms and submits invoices for payment.
- Acts as a liaison with other departments and outside agencies, including high level staff.

Qualifications:

- High School education and extensive knowledge of secretarial, office and administrative procedures required.
- Prefer at least 5 years of experience.
- Familiarity with a variety of computer software applications including word processing, spreadsheets, database and presentation/visual software (e.g. MS Word, Excel, Outlook, Powerpoint).

Apply Online at: <https://bit.ly/3vzxQ3N>

Source: Employer Website

Front Desk Coordinator (Alpharetta)



2710 Old Milton Pkwy, Suite 150 Alpharetta, GA 30009

Anderson Center for Hair & Aesthetics is looking for a Front Office Coordinator to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a Front Office Coordinator, you will be the first point of contact for our practice. Our Front Office Coordinator's duties include offering administrative support. Welcome guests and greet people who visit, coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

- Greets patients and visitors in a prompt and helpful manner; provides instructions/directions as needed.
- Ensures patient information is complete and accurate; updates patient profiles and scans required documents.
- Collects payments and outstanding balances, records all transactions in the EMR (Electronic Medical Record).
- Manages patient monies collected and closes batches at end of day.
- Provides necessary release and HIPAA forms to patients for completion and signature.
- Monitors schedule and organizes patient flow for office appointments.
- Maintains clean and orderly waiting area; coordinates patient movement.
- Answers emails and voicemails and returns patient calls.

Qualifications:

- A High School Diploma and/or GED, but preferably Medical Assistant Certificate, Associate's Degree, or equivalent work.
- A minimum of 2 years professional front desk experience, preferably in a medical setting.
- Proficient computer skills; Experience with Nextech (EMR) preferred.

\$15.00 - \$20.00 per hour

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

Source: Indeed

Posted 4/24/2022

Client Service Representative (Perimeter)



1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The WOTC Client 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/3rErr6l>

Source: Employer Website

Posted 4/24/2022

District Coordinator / Administrative Assistant (Dunwoody)



10 Peachford Circle, Dunwoody, GA 30338

Responsibilities:

- Responsible for answering phones, providing information, and receiving information concerning matters involving the region
- Direct resident issues to proper manager when necessary and assist in resolving resident problems via telephone and email
- Respond to residents in a timely manner via phone or email
- Coordinate appointments, meetings, seminars, training classes, planning sessions
- Make travel arrangements for regional employees
- Prepare expense reports and PCARD statements for regional employees as directed
- Responsible for Onboarding and first day activities for all new hires within the region
- Record and complete minutes of meetings as assigned
- Collect and review monthly incentives; obtain approvals from District Manager (s) and forward to correct department

Qualifications:

- High School Diploma required; Bachelor's degree preferred
- 1-3 years of experience at administrative level supporting multiple managers performing complex clerical duties
- Experience with OneSite, YieldStar, and Ultimate Software preferred
- Advanced training in typing and general office procedures
- Proficient in Word, Excel, Outlook, PowerPoint

Hybrid Schedule is in-office Monday, Wednesday, Thursday with remote work Tuesday and Friday. *may vary as projects demands*

Apply Online at: <https://indeedhi.re/383JXxU>

Source: Indeed

Receptionist (Sandy Springs)



Sandy Springs Health & Rehabilitation Center

1500 S Johnson Ferry Rd NE, Sandy Springs, GA 30319

Responsibilities:

- Answer the telephone in a professional manner; directs calls to appropriate individuals, and/or takes messages.
- May fax and photocopy information as needed.
- Maintain current resident/patient and staff directories
- May accept job applications and forwards to appropriate department.
- Announce emergency codes and instructions over public address system as required.
- Assist Residents, family members, and others with inquiries regarding Resident and facility information.

Qualifications:

- Minimum high school diploma or equivalent.

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

Source: Employer Website

Administrative Assistant PT (Buckhead)



3414 Peachtree Rd NE # 1160, Atlanta, GA 30326

Responsibilities:

- Accurately process contracts on the company's data platforms.
- Input data and create relevant records.
- Manage email inboxes within agreed timescales.
- Accurately process system change requests on the company's data platforms.
- Attend to incoming and outgoing post; process internal and external correspondence within agreed timescales.
- Manage and keep up to date all scanning and filing for the client services department
- Undertake adhoc projects and tasks, as required.

Qualifications:

- Previous administrative experience is a benefit, but not a requirement.
- A good knowledge of Microsoft Office applications including; PowerPoint, Excel, Outlook and internet applications.

Apply Online at: <https://bit.ly/3rH1KC4>

Source: Employer Website

Retail Office Assistant (Perimeter)



1201-A Hammond Dr Ste A, Atlanta, GA 30346

Responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties.

Qualifications:

- Three to six months of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14-16 per hour,

Apply Online at: <https://bit.ly/3v3q1Em>

Source: Employer Website

Posted 4/24/2022

Customer Care Coordinator (Alpharetta)



Corporate Office

3820 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Administrative support to Construction department by digitally filing home paperwork
- Handle all in-coming phone calls from customers regarding warranty and service concerns
- Process and maintain all in-coming service requests.
- Updating warranty tracker - showing status of all outstanding items by rep and community
- Provide homeowners with digital warranty documents
- Manage sign off reports, ensure signoffs are completed correctly.
- Assist in obtaining any information required to complete service requests. For example, looking up original contractors and supplier, looking up decorating selections, determining effective warranty dates.
- Preparing and processing service-related correspondence when necessary
- Prepare the "example" homeowner orientation packages for field members
- Maintain supply of all warranty documents, e.g. folder inserts, emergency stickers for builders, warranty books for the field, etc.
- Maintain Closing Tracker Report; reaching out to field members for missing documents.
- Maintain Guild Quality Account by submitting data for uploads, managing user accounts, upcoming survey reports, and monthly/bonus reports.
- Prepare various reports for Customer Care Manager and V.P., Operations including quarterly bonus data.

Qualifications:

- High school degree required
- Proficient in Word, Excel and Outlook
- Construction or building industry experience desired.

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

Source: Employer Website

Health Information Specialist (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

This is an entry level position responsible for processing all release of information (ROI), specifically medical record requests, in a timely and efficient manner ensuring accuracy and providing customers with the highest quality product and customer service.

Qualifications:

- High School Diploma or GED.
- Basic computer proficiency.
- Strong data entry skills.
- Experience in a healthcare environment preferred

Full-Time: Monday-Friday 7am-3:30pm EST

Apply Online at: <https://bit.ly/3rGI5Cm>

Source: Employer Website

Posted 4/24/2022

Executive Assistant (Perimeter)



Sisecam Chemicals Resources

5 Concourse Parkway Northeast Suite 2500 Atlanta, GA 30328

The Executive Assistant will provide administrative support to the Leadership Team and senior staff based in the Atlanta Corporate office.

- Serve as primary support for the Leadership team, as well as any other support needed for the Administrative Team.
- Facilitate internal and external communication, including screening of incoming phone calls and regular interaction with both internal and external audiences.
- Maintain calendars, and schedule meetings and appointments.
- Arrange domestic and international travel, including preparation of international travel documents/itineraries when necessary, and in accordance with the company's current Travel Policy and Procedures.
- Prepare expense reports utilizing the company's electronic expense report program.
- Assist with the preparation and distribution of presentations, meeting materials, reports and other documents as needed. Composes or edits confidential correspondence, memorandum, spreadsheets, and reports for distribution both internally and externally. Must be able to accurately proofread, format as required and meet deadlines.
- Plan and coordinate meetings, including management events (as applicable).
- Handle time sensitive and confidential matters expeditiously and proactively.
- Maintain filing systems, ensuring records are kept in an organized and readily accessible manner.

Qualifications:

- Five (5) or more years of executive support or applicable administrative experience required
- Expertise in utilizing Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- Bachelors or better in Business Administration or related field preferred

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

Source: Employer Website

Concierge PT (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

Responsibilities:

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers for residents and the Community
- Checks in visitors, vendors and 3rd party providers

Qualifications:

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.
- Working efficiency with Microsoft Office applications, including Word, Excel and Outlook.

Apply Online at: <https://bit.ly/3v1BELV>

Source: Employer Website

Entry Level Corporate Recruiter (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

The Corporate Recruiter is primarily responsible for creating and executing the full cycle recruitment for MedSide Healthcare. He/she will generate diverse candidate pools, maintain and promote positive relationships with external services.

- Establish recruiting requirements by studying organization plans and objectives; meeting with managers to discuss staffing needs.
- Full cycle recruiting in all functions/ departments within the organization including posting, sourcing, screening, scheduling and offers.
- Build applicant sources by researching and contacting community service associations, colleges, employment agencies, recruiters and job boards; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Develop and nurture a pipeline of exceptionally qualified candidates and maintain their level of interest to meet current and future demand.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on a consistent set of qualifications.
- Evaluate applicants by discussing job requirements and qualifications with management.
- Assist with coordination of continuing education courses for MedSide's current clinical team and also invite clinicians from the metropolitan area

Qualifications:

- Bachelor's degree preferred
- Experience working with Applicant Tracking Systems

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

Source: Employer Website

Concierge / Receptionist (Buckhead)



4804 Roswell Rd, Atlanta, GA 30342

Qualifications:

Customer service: 1 year (Required)

High school or equivalent (Preferred)

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/3vAzD8E>

Source: Indeed

Art Camp Assistant – Temporary



Recreation, Parks, Historic and Cultural Affairs

This position is a customer service and staff support position. The employee will be expected to assist the instructor with room set up and takedown of the art portion of Strokes camp. The employee will assist with scheduled activities and programs throughout the camp. This will include encouraging and helping children with their art projects, assisting with group projects, supervising children, and performing first aid as necessary. Employee is also responsible for screening and handling a variety of routine inquiries in person.

Qualifications:

- No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

Monday to Friday

\$11 - \$14 an hour

Apply Online at: <https://indeedhi.re/39c3ZqA>

Source: Indeed

Executive Assistant (Roswell)



11270 Elkins Rd, Roswell, GA 30076

The Executive Assistant will provide general office operations and administrative support for the Executive Director and back up support for the finance and development teams.

- Process Incoming and Outgoing Mail
- Respond to Telephone Calls & Emails
- Assist with Bank Deposits Assist with Accounts Payable
- Manage Office Supplies
- Help Manage Office Equipment
- Process Timesheets/ PTO requests Help Process New Hire Paperwork
- Assist Creating Staff Newsletter Assist Staff w General HR
- Assist ED with Monthly Reports Maintain Board Minutes, Board Portal Maintain Board Documents (By-Laws, Policies, Conflict of Interest, etc.)
- Assist with the Onboarding of new board members
- Assist with board meetings, retreats, committee meetings
- Provide CRM administrative/ user support Help maintain data in CRM

Qualifications:

- Excellent computer skills with expertise in Microsoft programs including Word, Excel, PowerPoint
- Three years experience

\$15 per hour.

Apply Online at: <https://bit.ly/3vgsVo7>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 4/24/22

PT Package Handler Hiring Event (Roswell)

Apr 28, 2022 | 10 am-2 pm; \$15 an hour

UPS / 1300 Old Ellis Rd, Roswell, GA 30076 US

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

Laundry Attendant (Perimeter)

\$14 - \$16 an hour

Westin Atlanta Perimeter / 7 Concourse Pkwy, Atlanta, GA 30328

<https://indeedhi.re/3vwS7a7>

Dishwasher / Utility (Dunwoody)

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

<https://bit.ly/3v192CN>

Service Greeter/Valet (Roswell)

Nalley Audi / 11505 Alpharetta Hwy, Roswell, GA 30076

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

Buffet Attendant (Roswell)

Cicis / 10516 Alpharetta Hwy, Roswell 30076

<https://bit.ly/396nkJN>

Lobby Attendant / Room Attendant (Alpharetta)

\$16 an hour

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

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

Crew Member PT (Roswell)

From \$15.50 an hour

American Pasta Factory / 1123 Alpharetta St, Roswell, GA 30075

<https://indeedhi.re/3Op0iOe>

Groundskeeper (Perimeter)

Point at Perimeter / 100 Ashford Gables Dr, Dunwoody, GA 30338

<https://bit.ly/3L6S3EG>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/24/22

Pool Snack Bar Attendant - Seasonal (Sandy Springs)

\$11 an hour

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

<https://bit.ly/3OE2phw>

Part-Time Merchandiser Grader (Roswell)

\$10.75 an hour

Goodwill / 10779 Alpharetta Hwy, Roswell, GA 30076

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

Dishwasher PT (Roswell)

\$15 an hour

Another Broken Egg / 10800 Alpharetta Hwy Ste 120, Roswell, GA 30076

<https://bit.ly/3L6gX7l>

Dishwasher (Roswell)

\$13 - \$14 an hour

Mazzy's Sports Bar & Grill / 10729 Alpharetta Hwy #1424, Roswell, GA 30076

<https://indeedhi.re/38bvT5u>

Stock & Order Fulfillment PT (Buckhead)

\$15 an hour

Crate and Barrel / 3400 Around Lenox Rd, Atlanta, GA 30326

<https://indeedhi.re/38dGjS0>

Server Assistant (Perimeter)

Chilis / 4784 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3MstWk7>

Dishwasher PT (Perimeter)

\$14 an hour

The Cheesecake Factory / 4400 Ashford-Dunwoody Road, Atlanta, Georgia, 30346

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