
General Clerk (Sandy Springs)



7741 Roswell Road, Sandy Springs, GA 30350

Performs a variety of clerical support functions/processes for an office or unit. This is the entry/training level of the Clerical job series.

Qualifications:

- High school diploma or GED
- Preferred:**
- Willing to learn electronic medical records system
 - Medical Office administrative experience

Monday through Friday 8:30am to 5:00pm

Apply Online at: <https://bit.ly/3vpai2l>

Source: Employer Website

Receptionist and Administrative Support (Sandy Springs)



8607 Roberts Dr #150, Sandy Springs, GA 30350

The position is responsible for answering all incoming telephone calls, greeting and directing visitors, and daily mail distribution. In addition, this position will provide high-level administrative support to the senior executives at Hemophilia of Georgia.

Qualifications:

- High school diploma
- At least three years of office experience.
- Proficient in Microsoft Office Suite applications

Apply Online at: <https://bit.ly/3s0DA5I>

Source: Employer Website

Administrative Assistant (Buckhead)



3399 Peachtree Road NE, Atlanta, GA 30326

Provides a variety of administrative/support services for Wealth Management staff. This position will serve as a facilitator to coordinate schedules, obtain requested information, maintain reports and other related activities.

Qualifications:

- High school graduate.
- Highly proficient in Microsoft Office (Excel, PowerPoint, Word, Google, etc.)

8am - 5pm, Monday - Friday

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

Source: Employer Website

Front Desk Receptionist (Buckhead)



3355 Lenox Rd. Suite 750 Atlanta, Ga. 30326

Peachtree Offices is a family run locally owned Atlanta Company with 35 years of experience. Peachtree Offices is seeking a Front Desk Receptionist for our Buckhead Atlanta area location.

- High Volume of Phone Answering on multi-line phone
- Customer Service & Relations
- Scheduling Meetings
- Mail & Package Services
- Administrative Tasks

Qualifications:

- At least four years of prior experience in a busy, multi-line phone reception environment
- Microsoft Office proficiency is a plus

8:30-5:00 Monday through Friday.

\$19 - \$20 an hour

Apply Online at: <https://indeedhi.re/38ttVgN>

Source: Indeed

Posted 5/1/2022

Administrative Professional (Sandy Springs)



270 Carpenter Dr NE STE 300, Atlanta, GA 30328

Your primary job will be to serve as the first point of contact with all clients, providing excellent customer service. Additional administrative duties are emails, customers support, problem-solving, answering phone calls, helping your team with daily tasks they encounter and need your support on. Assisting in marketing our brand online and at events.

- Facilitate communication between our customers and team to ensure customer satisfaction
- Produce progress reports and present to the team on a regular basis
- Connect with our customer base and raise brand visibility by coordinating community events
- Manage all paperwork in the office and create a process for team members to follow to ensure efficiency
- Role does require certain days to work in our corporate office.
- Handle customer phone calls, and offer solutions to problems
- Utilize customer facing software to assist in making referrals to members
- Set appointments for patients
- Set up meetings for co-workers
- Set up dinners and lunches for team and customers

Qualifications:

- Technologically savvy; basic knowledge of Microsoft Office Word and Excel programs
- High school diploma or GED required, some college experience preferred
- Prior experience in office management or our industry is a plus

\$38,000 - \$42,000 a year

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

Source: Employer Website

Front Desk Receptionist (Brookhaven)



4400 Peachtree Rd NE, Brookhaven, GA 30319

Provide customer service assistance to clients and clerical support to clinic staff.

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copays
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and providing assistance with walking
- Responsible for opening and closing clinic procedures and reporting

Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Ability to work up to 12-hour shifts during the week or weekend as needed
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Apply Online at: <https://bit.ly/3kkyz3I>

Source: Employer Website

Administrative Assistant (Sandy Springs)



8200 Roberts Dr #100, Atlanta, GA 30350

Responsibilities:

- Answer calls, emails and other correspondence in assigned areas.
- Receive and direct visitors through office as appropriate.
- Maintain supplies inventory in facility for breakroom and offices.
- Receive and distribute deliveries to appropriate department.
- Attend and record minutes of meetings as directed.
- Facilitate badge and key card access program for facility/offices.
- Assist with event planning, organizing and other activities.
- Create and provide reports as requested.

Qualifications:

- High school diploma or general education degree (GED).
- Associate's Degree (AA) or equivalent from a two-year college or technical school, or 6 months to 1 year related experience and/or training, or equivalent combination of education and experience preferred.
- Computer skills preferred: Dolphin, Orthofi, Microsoft Dynamics CRM; Microsoft Outlook & Excel.

Apply Online at: <https://bit.ly/3rVKhG2>

Source: Employer Website

Service Cashier (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

Responsibilities:

- Greets customers at the cashier window in a pleasant and professional manner.
- Computes customer bills.
- Receives cash, checks, and credit card payments from customers; records amount received.
- Makes change and issues receipts to customers.
- Provides refunds or credit memorandums to customers for returned merchandise or as directed by managers.
- Reconciles cash drawer daily.
- Works with department managers to keep abreast of new products and services offered, their features and value, and any changes in price.
- Answers customer questions about service performed or products purchased, or refers them to someone who can.
- Handles customer complaints with integrity and poise and, when necessary, refers dissatisfied customers to the appropriate individuals for resolution.

[No qualifications specified in ad.]

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

Source: Employer Website

Customer Care Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

The Customer Care Coordinator will assist with drafting service agreements and addendums, sending client confirmations, acquiring malpractice coverage from our carrier, and inserting booking information into an Excel tracking spreadsheet. Coordinator will also answer any questions regarding these areas. Coordinators will assist our customer care specialists on various tasks that may include sending weekly welcome gifts to new providers and clients, sending out timesheets and travel packets, and working on other projects as assigned.

Qualifications:

- Bachelor's degree preferred or 3 years of relevant work experience.
- Proficient Knowledge of Microsoft Word, Excel and Outlook.
- Proficient typing skills.

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

Source: Employer Website

Executive Assistant (Perimeter)



1155 Perimeter Center W #100, Sandy Springs, GA 30338

Over the first 6-12 months you will learn to support and coordinate projects for one or more executives within VMware's Professional Services team.

- Heavy calendar management including assessing priority for assigned executive.
- Serve as an extension for leaders you support, escalating and communicating on their behalf with Senior Level Executives and support staff at VMware
- Arrange and confirm local, domestic, and international travel for the Executives
- Event planning as needed for team off-sites, conference calls, and special events, including arrangement of logistics, meeting space, communications, and catering
- Support general organization activities such as organization chart updates
- Handle and maintain highly confidential and sensitive information
- Initiate purchase orders and complete/track expense reports
- Create, edit, and proofread business communications and documents utilizing MS Word, Excel, and PowerPoint, slack and email

Qualifications:

- Experience with International and domestic travel arrangements
- Advanced proficiency with MS Office Suite and other collaboration tools

Apply Online at: <https://bit.ly/39p6rKu>

Source: Employer Website

Human Resources Coordinator PT – Temp (Perimeter)



4000 Summit Blvd NE, Atlanta, GA 30319

Responsibilities:

- Recruitment
- Update Applicant Tracking System (iCIMS) by posting/unposting jobs
- Communicating with applicants via phone and email
- Pre-screen candidates
- Set-Up Interview appointments
- Follow-Up with candidates moving forward in the application process
- Conducting Wage Surveys
- Create New Hire Packets & Folders
- Overall Office Support including filing and making copies

Qualifications:

- Word, Excel & Outlook
- Customer service experience

Apply Online at: <https://bit.ly/3y188Im>

Source: Employer Website

Project Administrative Assistant

(Brookhaven)

Jacobs

2691 Derby Walk Ne, Brookhaven GA 30319

Responsibilities:

- Provides project delivery administrative support to a project team delivering a complex program
- Serves as point of contact for area of responsibility; supports all team members; collaborates and cooperates with others to meet organizational goals and objectives.
- Supports team travel including travel expense reporting
- Organizes and plans for team meetings including conference room reservation, ordering of refreshments, room prep and close out, when requested.
- Completes on and off boarding for employment of team members
- Files project records
- Performs data entry of vendor invoices for project related expenses
- Participates in initiatives related to Opportunities for Improvements in area of responsibility
- Plans, coordinates and as needed organizes team functions and team meetings
- Maintains project templates
- Inventories and orders supplies as needed

Qualifications:

- Administrative and organizational skills in the area of project administration
- High School diploma or equivalent
- Advanced level computer skills in MS Office Suite: Word, Excel, Outlook, PowerPoint
- Experience creating organization flow charts in Visio
- 3 years of administrative experience within an engineering, construction, or related organization preferred

Apply Online at: <https://bit.ly/38s240F>

Source: Employer Website

Administrative Assistant (Roswell)



Roswell, GA 30075

Responsibilities:

- Fax and scan all A/R and A/P
- Assist with supply ordering for facility
- File paperwork into personnel charts and maintain their overall organization.
- Maintain storage of files and purge old documents into archives.
- Coordinate annual eval appointments for staff.
- Perform random personnel chart audits on monthly basis.
- Request outside documentation as needed.
- Monitor petty cash and ensure receipts and ledgers are consistent.
- Assist with filing, faxing, and other administrative duties.
- Participate in other duties as assigned.

Qualifications:

- 2 years experience in Administration
- Proficiency working with Microsoft Office (specifically Outlook, Word, and Excel)

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

Source: Employer Website

Front Desk Receptionist / Concierge – Temp (Sandy Springs)



Somerby Sandy Springs

25 Glenlake Pkwy NE, Sandy Springs, GA 30328

Greet and assist Residents and visitors in a polished, professional, discrete manner. Manage the front desk sign-in and out process for visitors and vendors. Handle and direct incoming phone calls. Inform Residents or staff of the arrival of guests, packages, and flowers.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3LpO4TG>

Source: Employer Website

Posted 5/1/2022

Unit Secretary (Roswell)



3000 Hospital Blvd, Roswell, GA 30076

Performing clerical and receptionist functions including computer order entry, retrieval of data, maintaining unit supplies, transporting supplies/equipment/patient medications, preparing and maintaining patient charts, providing customer service and acting as the central communication source on the nursing unit.

Qualifications:

- High school diploma or equivalent from accredited program required
- Basic computer skills required.
- Six (6) months clinical experience in acute care setting preferred.

Apply Online at: <https://bit.ly/39p0JK>

Source: Employer Website

Customer Service Associate (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

Responsibilities:

- Provide exceptional first-line customer service to all customers
- 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
- Check in all members and guests using agency procedure
- Accept, process and discharge packages and documents following proper procedure

Qualifications:

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

Position includes night and weekend hours

Apply Online at: <https://bit.ly/3Krx1zl>

Source: Employer Website

HR Assistant (Sandy Springs)



5775 Glenridge Dr building b suite 500, Atlanta, GA 30328

Responsibilities:

- Serves as FMLA/LOA administrative liaison between third party leave administrator and HR team and ensures HRIS is updated accurately for all leave of absence status updates.
- Assists Benefits team with verification paperwork with carriers.
- Assists in the administration of health and welfare plans, including enrollments, changes and terminations for open enrollment and newly eligible employees.
- Serves as the Day-1 onboarding contact for all corporate new hires to ensure workstation, supplies, equipment are ready for new hires.
- Coordinates the bi-weekly benefits webinar calendar invitations for new hires.
- Manages the employee gifts for special events (baby, bereavement, etc.).
- Oversees corporate headquarters building maintenance issues, including but not limited to: employee badge access, maintenance requests, supply ordering, etc.
- Ensures the corporate offices are clean and orderly for employees and guests, including break room.
- Receives and sorts mail and packages and ensures recipients receive scanned copies timely.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.

Qualifications:

- Bachelor's Degree in Human Resources or the equivalent years related experience preferred
- Prior HR experience a plus but not required.
- Prior HRIS experience a plus but not required.

Apply Online at: <https://bit.ly/39k8vDj>

Source: Employer Website

Event Operations Coordinator (Alpharetta)



1145 Sanctuary Parkway, Alpharetta, GA 30009

The Event Operations Coordinator is responsible for pre-show, on-site, and post-show tasks for 3-5 events within Emerald's portfolio.

- Support Operations Managers/Directors with all pre-show planning and onsite execution
- Research and recommend new vendors and show decorations
- Assist with the sponsorship contracting and fulfillment process and collect all sponsor logos for submittal to promotion and signage
- Manage various documents for distribution to attendees and vendors
- Assist with management of housing and food & beverage menu creation/orders
- Order and track promotional items and pub bin items, and coordinate onsite distribution
- Collect, track, and manage meeting room requirements
- Assist with final hotel and vendor billing reconciliation and auditing post-event

Qualifications:

- Event operations experience, with an understanding of meeting and event planning principles, requirements, and procedures
- Well-versed in all Microsoft platforms, including Word, Excel and PowerPoint
- Ability to travel as needed

Apply Online at: <https://bit.ly/3Mzikf0>

Source: Employer Website

Front Desk Agent PT (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

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

Qualifications:

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

Apply Online at: <https://bit.ly/39eOzBN>

Source: Employer Website

Executive Assistant (Alpharetta)



5405 Windward Pkwy, Alpharetta, GA 30004

This position provides executive support to the Sr. Vice President of the Pain Franchise. The position plays a vital role, liaising and coordinating across the organization.

- Handles all scheduling, allocation of time and determining which meetings are essential to attend, with whom and when.
- Screens calls for business significance and priority.
- Review incoming mail to determine what needs to be addressed.
- Assists with the prioritization of the executive's daily activities.
- Provides executive summary and proactive pre-read materials for all meetings and contracts.
- Responsible for budget for use in planning on off-site meetings or conferences. These responsibilities include but are not limited to vendor and special activities selections, coordination with procurement for the negotiating pricing and vendor contracts and on-site management. Attend meetings as appropriate.
- Organize and submit expenses in a timely and accurate manner
- Respond to requests (phone, e-mail, in-person requests, etc.) by gathering and providing information, referring non-routine calls to appropriate staff. Given the high level of external contacts (shareholders, media, board members, bankers), a very high degree of professionalism is required

Qualifications:

- 5-10 years of related experience
- Advanced knowledge of computer applications (MS-Word, Excel, PowerPoint, Outlook) and advanced knowledge of Share Point and SAP

Apply Online at: <https://bit.ly/3y6WcEO>

Source: Employer Website

Customer Service Administrator

(Roswell)



1500 Holcomb Bridge Rd., Roswell, Georgia 30076

Responsibilities:

- Interacts with customers via telephone, email, online chat, or in person to provide support and information on products or services.
- Making Customer Care/ Welcome Calls as needed daily.
- Input any new services that come in via phone, email, or walk-ins if received from Customer Care or from outside your office-call the customer to let them know the service has been received and the technician will be in touch to schedule
- Collects and enters orders for new or additional products or services.
- Fields customer questions and complaints; when the issue is beyond the representative's knowledge, forwards to the assigned specialist or other appropriate staff.
- Call customers once completed to ensure customer satisfaction
- Ensures that appropriate actions are taken to resolve customers' problems and concerns.
- Maintains customer accounts and records of customer interactions with details of inquiries, complaints, or comments.

Qualifications:

- High school diploma or equivalent required; Associate degree in office administration or related field preferred.
- At least three years of administrative and clerical experience required.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of Salesforce is a Huge Plus

\$15 an hour

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

Source: Employer Website

Posted 5/1/2022

Front Desk Assistant (Perimeter)



41 Perimeter Center E Suite 250, Dunwoody, GA 30346

Responsibilities:

- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitors
- Cordially and professionally greet all visitors and phone callers
- Ensure patients and visitors who arrive are escorted to correct locations
- Assist in the check in process for medical appointments
- Assist in the creation of badges for staff
- Manage front desk check-in process through LobbyGuard system

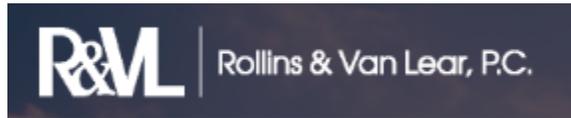
Qualifications:

- Bachelors Degree preferred
- At least 2 years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare setting preferred. Experience in an inpatient hospital setting strongly preferred.

Apply Online at: <https://bit.ly/3EYLx0p>

Source: Employer Website

Administrative Assistant (Buckhead)



3343 Peachtree Rd NE #500, Atlanta, GA 30326

Responsibilities:

- Provide administrative support to President and Office Manager
- Type proposals, presentations and financial statements
- Manage documents and correspondence
- Coordinate travel arrangements
- Greet clients before appointments
- Answer incoming calls
- Perform errands as needed

Qualifications:

- Associates Degree (Bachelor Degree preferred)
- Proficient with Microsoft Office

Experience:

- 10 Key: 1 year (Preferred)
- Data Entry: 1 year (Preferred)
- QuickBooks: 1 year (Preferred)
- Administrative assistant: 2 years (Required)

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

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

Source: Employer Website

Part-Time Office Assistant (Roswell)



352 S Atlanta St, Roswell, GA 30075

Responsibilities:

- Maintain & track office and property supply orders.
- Check and log mail daily.
- Improve the current office organizational system & aesthetic. Goal is to maximize efficiency and minimize paper!
- Ensure office space is always customer ready.
- Assist in maintaining company dashboards.
- Maintain databases and form responses.
- Help compile monthly expense reports.
- Assist finance with invoice entry into Quickbooks.
- Work cross-functionally to help track key store milestones and renewals.
- Assist in the creation and filing of various applications ie: lenders, licenses, trademarks etc.
- Schedule meetings and capture meeting notes and deliverables.
- Help plan staff travel arrangements.

Qualifications:

- 2+ years of office or administrative experience
- Knowledge of Quickbooks Software preferred.

Apply Online at: <https://bit.ly/3LtMd01>

Source: Employer Website

Operations Administrative Assistant (Sandy Springs)

HAVERTYS®

Corporate Office

780 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Perform general administrative duties to include: distribution of mail, typing, light dictation, copying, faxing, filing and answering the phone.
- Process invoices.
- Triage and respond to customer complaints.
- Prepare meeting presentations.
- Plan and execute various meetings throughout the year. This includes making room reservations, arranging for catering and audio-visual, ordering of promotional items, preparing agendas, and arranging for award presentations.
- Manage various monthly, quarterly and yearly projects. Examples include: all house plan report; profit center classification report; productivity index report; profit center objectives report; net sales & pre-tax profit report; sales correspondence and awards, store traffic and staffing analysis.

Qualifications:

- Four-year college degree and minimum of one year administrative experience, or a combination of education and experience

Apply Online at: <https://bit.ly/3F0eyc8>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/1/22

Service Valet/Lot Attendant (Alpharetta)

Nalley Volkswagen / 1550 Mansell Rd, Alpharetta, GA 30009

<https://bit.ly/3MvGw1S>

Cleaning Crew/Housekeeping (Alpharetta)

Topgolf / 10900 Westside Pkwy, Alpharetta, GA 30009

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

Warehouse Runner (Roswell)

From \$15 an hour

TE Certified Electrical / 9800 Old Dogwood Rd, Roswell, GA 30075

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

Reciever - Temporary (Alpharetta)

\$16.50 - \$17.50 an hour

Fischer Connectors / 1735 Founders Pkwy # 100, Alpharetta, GA 30009

<https://indeedhi.re/3KqDiv8>

Room Attendant (Buckhead)

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

<https://bit.ly/38x8HPs>

Banquet Setup (Perimeter)

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

<https://bit.ly/36WImK1>

Service Porter (Sandy Springs)

Rick Hendrick Toyota / 6475 Roswell Rd NE, Atlanta, Georgia 30328

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

Part-Time Showroom Stock Associate (Roswell)

Summer Classics / 855 Holcomb Bridge Road, Roswell, GA 30076

<https://indeedhi.re/3rZ89so>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/1/22

Dishwasher (Buckhead)

\$14 - \$16 an hour

True Food Kitchen / Lenox Mall

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

Parks Laborer (Chamblee)

Public Works Department

<https://bit.ly/3s1BnH6>

Salad and Sandwich Makers (Dunwoody)

\$16 - \$17 an hour

Alon's Bakery and Market / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/38Bg3Bv>

PM Bellman / Shuttle Driver (Roswell)

\$12 an hour

DoubleTree by Hilton / 1075 Holcomb Bridge Road, Roswell, GA 30076

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

Housekeeping Attendant (Sandy Springs)

\$11.73 an hour

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

<https://bit.ly/37VO3Zd>

Spa Attendant (Alpharetta)

\$13 an hour

Woodhouse Day Spa / 7150 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/37SMV8A>

Front Counter Associate PT (Sandy Springs)

\$15 an hour

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

<https://indeedhi.re/3kq1G5F>