
Office Administrator (Roswell)



1000 Holcomb Woods Pkwy STE 210, Roswell, GA 30076

Responsibilities:

- Front Desk Management (phones, mail, guests)
- Manage Daily Catering
- Maintain/organize common areas (entrance, café, lounge area, storage, conference rooms etc.)
- Maintain/oversee office maintenance projects
- Assist employees with FedEx, UPS, and postage with needed & maintain postage supplies
- Oversee and manage sub-contractor (janitorial, office supplies, web page administrator, etc.)
- Manage office supplies
- Oversee Fleet Vehicle Pool (Reservations and Service)
- Assist in certain aspects of the onboarding process (Cellphone/extension list, caricatures, directory, org char/ ID cards)
- Direct Fun Committee
- Work with the business development team to coordinate marketing materials and company swag
- Assist with update social media platforms
- Assist and/or manage employee/client events

Qualifications:

- Microsoft Office: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)

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

Source: Indeed

Front Desk Receptionist (Alpharetta)



3980 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Maintain lobby/waiting area
- Answer phones promptly and professionally
- Greet clients, prospects and visitors to office
- Direct calls to appropriate department
- Assist staff through administrative tasks
- Data entry

Qualifications:

- High school or equivalent (Preferred)
- Administrative Assistants & Receptionists: 2 years (Preferred)

\$18 - \$20 an hour

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

Source: Indeed

Posted 5/29/2022

Administrative Assistant – Temporary (Buckhead)



3445 Peachtree Rd NE, Atlanta, GA 30326

This role is to support the CFO with calendaring and heavy international travel abroad, for the summer.

- Provides administrative support for one of the following (or a combination): general management, a research environment or a specific program.
- Responds to incoming telephone calls.
- Maintains calendars and prioritizes meeting requests for management.
- Reviews incoming correspondence and identifies items of special interest to management; handles routine correspondence and prepares appropriate responses.
- May complete forms, grant applications, and/or correspondence.
- Prepares charts and graphs for reports and presentations.
- Creates and edits scientific, programmatic or other reports associated with department's primary business.
- Schedules meetings and handles logistics for meetings and special events.
- Prepares materials for meetings and special events.
- Initiates, processes, and maintains records and invoices.
- Keeps management apprised of account status, identifies cost-effective solutions and may authorize expenditures.
- May monitor or maintain budgets and grants, assist with budget development, and prepare related expense reports and reimbursements.

Qualifications:

- A high school diploma or equivalent and five years of clerical or secretarial experience, or a bachelor's degree.
- Proficiency with various personal computer software applications.
- Positions in this classification may require keyboarding skills.

Apply Online at: <https://bit.ly/3lRQr6t>

Source: Employer Website

Administrative Assistant (Perimeter)



211 Perimeter Center Pkwy NE Suite 425, Atlanta, GA 30346

Our Atlanta office is looking for an Administrative Assistant.

Qualifications:

- High School Diploma or GED required, Associates/Bachelor's degree a plus
- Previous experience supporting an individual, a team or project work

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

Source: Employer Website

Posted 5/29/2022

PT Administrative Assistant / Receptionist (Sandy Springs)



7770 Roswell Rd, Sandy Springs, GA 30350

North Springs United Methodist Church is seeking an experienced Administrative Assistant/Receptionist to provide administrative support for the staff and leadership team.

\$10 - \$12 an hour

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

Source: Indeed

Posted 5/29/2022

Front Desk Receptionist (Alpharetta)



3775 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Answer and direct phone calls
- Distribute mail
- Act as first point of contact for visitors

Qualifications:

- High school diploma or relevant work experience
- Administrative Assistants & Receptionists: 1 year (Preferred)
- Customer service: 1 year (Preferred)

\$16 - \$18 an hour

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

Source: Indeed

Human Resources Assistant (Alpharetta)



2580 Westside Pkwy, Alpharetta, GA 30004

Responsibilities:

- Reinforce CSI's policies and rules.
- Update company forms for style consistency and compliance.
- Assist in employee relations investigations and follow-up coaching as needed.
- Enter new hires and personnel changes into ADP as well as performing time keeping corrections and attendance tracking.
- Assist in recruitment process, including applicant record tracking, phone screenings, candidate mining, and researching alternative candidate sources.
- Assist with verifications of employment (VOE) requests
- Assist with creating and disseminating offer/promotion letters to employees
- Distribute and assist new hires with onboarding paperwork (E-Verify, DocuSign, etc.)
- Facilitate benefits administration through web portals.
- Draft policies, procedures, memos, correspondence, training manuals and handbooks.
- Manage records for job description library.
- Coordinate training and safety programs.
- File maintenance, reporting, and other administrative duties.

Qualifications:

- Bachelor's degree in business administration, management, or related field of studies
- Two years of HR administration experience preferred.
- Basic knowledge of basic Labor Regulations, HIPAA compliance requirements, Wage & Hour law.
- Basic knowledge of HRIS and Payroll systems - ADP Workforce Now and UKG is a plus.

Apply Online at: <https://bit.ly/38SN0tr>

Source: Employer Website

Receptionist (Roswell)



Brookdale Chambrel Roswell

1000 Applewood Dr, Roswell, GA 30076

Receptionists greet all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff. Our Receptionists sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs. You may also respond to resident emergencies by calling appropriate internal and external parties based on community protocol.

Qualifications:

- Fully vaccinated against COVID-19

Apply Online at: <https://bit.ly/3GknF8b>

Source: Employer Website

PT Office Assistant / Social Media Assistant (Alpharetta)



The Goldbar

Alpharetta, GA 30022

THE GOLDBAR is a small online fashion retail business. The Assistant will be responsible for planning, creating and distributing engaging content on our social media channels using a variety of platforms including Instagram, TikTok and Facebook.

- Assisting with creative concepts and strategies to be implemented across all social media platforms.
- Shooting & editing content for social media posts
- Social Media Engagement across all platforms
- Packaging and shipping

Qualifications:

- Highly proficient with all social media platforms
- Interest in vlogging

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/3lG7sRa>

Source: Indeed

Posted 5/29/2022

Administrative Assistant / Reception (Alpharetta)



10000 Avalon Blvd #600, Alpharetta, GA 30009

Responsibilities:

- Greeting visitors coming into the office and alerting necessary team members.
- Answering or referring inquiries
- Answering phone calls in a timely manner, then connecting callers to the appropriate team member
- Identifying potential new clients and routing those calls to the appropriate intake specialist
- Managing conference rooms/calendars to ensure an easy and smart flow for meetings and events
- Managing the inventory and ordering of snacks/supplies/ beverages/ food as needed
- Monitoring the common areas and conference rooms
- Receiving and distributing letters, packages, mail, etc.
- Preparing outgoing mail and shipments by drafting correspondence, packaging parcels, etc.
- Monitoring office supplies and placing orders when necessary
- Keeping updated records and files
- Keeping the office clean and organized
- Monitor office expenses and costs

Qualifications:

- Minimum 2 years of experience in a similar role
- Proficient technology skills including Microsoft Office

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

Source: Employer Website

Call Center Representative (Dunwoody)



2029 Pernoshal Ct, Dunwoody, GA 30338

Currently looking for a Call Center Representative that can answer calls in our call center for three busy OBGYN Physicians and two locations. This candidate must be able to answer a high call volume with accuracy and efficiency. This candidate will be calling patients from our patient pop portal to schedule appointments as well as verify benefits.

Qualifications:

- Customer Service: 1 year (Preferred)

\$15 - \$18 an hour

Apply Online at: <https://indeedhi.re/3m150VL>

Source: Indeed

Posted 5/29/2022

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. Accommodate Residents' requests for assistance - referring to other staff as necessary.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3wQWYn8>

Source: Employer Website

Posted 5/29/2022

Health Information Specialist I

(Alpharetta / Remote)



925 North Point Pkwy, Alpharetta, GA 30005

Responsibilities:

- Receive and process requests for patient health information in accordance with Company and Facility policies and procedures.
- Maintain confidentiality and security with all privileged information.
- Maintain working knowledge of Company and facility software.
- Assist with additional work duties or responsibilities as evident or required.
- Consistent application of medical privacy regulations to guard against unauthorized disclosure.
- Prepares new patient charts, gathering documents and information from paper sources and/or electronic health record.
- Creates digital images of paperwork to be stored in the electronic medical record.
- Responds to requests for patient records, both within the facility and by external sources, retrieving them and transmitting them appropriately.
- Answering of inbound/outbound calls.

Qualifications:

- High School Diploma or GED.
- Basic computer proficiency.
- Strong data entry skills.
- Fully vaccinated against COVID-19.

Preferred:

- Experience in a healthcare environment.
- Previous production/metric-based work experience.
- In-person customer service experience.

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

Source: Employer Website

Clerk I – Contract (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Makes and receives phone calls to exchange information to accomplish tasks.
- Routinely files work, reports, etc. in case files and designated areas.
- Sorts, labels, alphabetizes documents/files, etc. for others to execute work effort.
- Extracts, sorts, preps, batches and routes documents within the company as needed.
- Operates camera/scanner and retrieves previously scanned information as needed.
- Copies incoming and outgoing correspondence.

Qualifications:

- Requires a High School diploma or GED; up to 1 year of related work experience; or any combination of education and experience, which would provide an equivalent background.
- Proficiency with Microsoft Office products & general working knowledge of standard computer programs (i.e., email, teams, etc.).

Monday – Friday; 9am - 5pm EST (flexible on start and end times; as early as 7am)

Contract (6 months 20 days)

Apply Online at: <https://bit.ly/3IG9G39>

Source: Employer Website

Office Assistant PT (Roswell)



1460 Woodstock Rd, Roswell, GA 30075

Responsibilities:

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule Client appointments
- Call Prospective Clients and Past Clients
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Computer Data Entry
- Assist with Marketing Programs
- Perform receptionist duties when needed

Qualifications:

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Proficiency in MS Office

Apply Online at: <https://indeedhi.re/3z6lvaq>

Source: Indeed

Lifestyle Coordinator (Alpharetta)

GREYSTAR™

The Global Leader in Rental Housing

Everleigh Halcyon Village

6550 Halcyon Way, Alpharetta, GA 30005

Responsibilities:

- Greets prospects and residents as they enter the office/leasing area. Assists with tours as needed
- Answers phone calls, routes all calls to the appropriate team member for assistance, and assists with completed service request call backs as necessary.
- Maintains the guest suite schedule to ensure proper payment and cleanliness upon guest arrival and manages and monitors the loading dock and/or elevator schedule for move-ins and move-outs.
- Manages all package deliveries by documenting arrival information and notifying residents of all package deliveries within 24 hours.
- Ensures all amenities are in tour condition and prepared for resident use.
- Offers recommendations to residents on a variety of services or needs and keeps up to date on events within the community.
- Monitors and responds to Lifestyle E-mail Account and works with Lifestyle Team to ensure messages are responded to in a timely fashion and to create marketing and awareness of events, programs, services, and initiatives.
- Creates and produces the monthly calendar, newsletter, and flyers with activities and events. Monitors and submits items for Resident Portal postings.

Qualifications:

- Property management: 1 year (Preferred)
- Event planning: 1 year (Preferred)

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

Source: Indeed

Assistant Toddler Teacher (Roswell)



89 Grove Way, Roswell, GA. 30075

We are seeking an Enthusiastic Assistant Toddler Teacher to help implementing a pre-planned curriculum for our toddler and preschool children's program while creating a safe space for the children by actively engaging and using positive communication during daily activities to promote learning through play and reinforce positive behavior.

Qualifications:

Minimum of one year working in a licensed child care center with children, ages 1-5 & High School Degree

B.S. degree in early childhood education or related field required with state certifications highly preferred

Monday through Friday | 9:15am - 6:00pm

Up to \$15 per hour

Email your resume to Teach@CDAkids.org

Source: Referral

Posted 5/29/2022

Human Resources Generalist (Sandy Springs)



5665 New Northside Dr, Sandy Springs, GA 30328

This position reports directly to the Director of Human Resources. This position is responsible for the execution of day-to-day HR processes, compliance, employee engagement, leave administration, talent management, as well as enforcing company policies and practices.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Contributes to the recruitment and hiring of qualified job applicants for open corporate positions; collaborates with departmental managers to understand skills and competencies required for openings.
Implements employee recognition programs.
- Manages leave administration including requests and approvals of FMLA and ADA accommodations.
- Assist in disciplinary matters, disputes, and investigations.
- Oversee performance management and annual performance reviews.
- Develop employee engagement activities aimed to increase recognition and morale.
- Handles employment-related inquiries and/or sensitive matters with the appropriate staff.

Qualifications:

- Two - five years of work experience preferred -or-
- Bachelor's degree in Human Resources, Business Administration, or related field.

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

Source: Employer Website

HR Generalist PT (Sandy Springs)



5665 New Northside Dr UNIT 540, Atlanta, GA 30328

Responsibilities:

- Talent acquisition / recruitment
- Develop and maintain job descriptions
- Conduct employee onboarding and schedule / coordinate trainings
- Assist in development and implementation of company policies / updates to Employee Handbook
- Support quarterly / annual performance evaluation and performance management processes
- Gather and analyze data producing useful HR metrics (e.g. turnover rates, time to hire, etc.)
- Maintain employee files
- Respond to requests for information including employment verification and unemployment claim filings
- Assist in administration of benefits programs and annual open enrollment process
- Ensure compliance with all labor laws
- Administer employee recognition programs

Qualifications:

- Proven experience as an HR Generalist
- Minimum 2 years' experience in a relevant HR position
- Experience using major job sites and social media to attract a diverse pool of candidates

\$16 - \$21 an hour

Apply Online at: <https://indeedhi.re/3GoW71f>

Source: Indeed

Posted 5/29/2022

Office Supervisor (Alpharetta)

HAVERTYS®

6731 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- Supervises and performs all functions in the Guest Services Office
- Assist with duties required of the Office Coordinator as needed (see job description)
- Communicates and trains any changes to company policy and procedures for the Guest Service Office
- Ensures the Guest Service Office is staffed sufficiently at all times
- Answers incoming calls, distributes calls/messages and manages store's voicemail
- Handles customer complaints, initiates and follows up on existing customer service tickets
- Completes opening/closing procedure checklists daily
- Maintains office supplies and office machines
- Performs regular audits of the store operations as stated in the Quarterly Audit Checklist
- May assist manager with inventory
- May process AP functions: merchandise and expense invoices, RTVs, purchase orders, special orders, etc.
- May make or ensure bank deposits are made daily by management
- May create and process employee sales
- May also do HR/Payroll

Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- One year experience in an office environment preferred
- One year experience in a customer service role
- Microsoft Word, Excel and O365 experience preferred

Apply Online at: <https://bit.ly/3NE2ksC>

Source: Employer Website

Fitness Receptionist PT (Sandy Springs)



Cherokee Town & Country Club

665 Hightower Trail, Atlanta, GA 30350

Qualifications:

- 2 years experience as an Administrative Assistant or similar position
- Proficiency in Microsoft Office
- Experience in hospitality is a plus!

\$15 an hour

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

Source: Employer Website

Posted 5/29/2022

Front Office Assistant (Sandy Springs)

NORTHSIDE HOSPITAL

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Serves as initial patient contact, initiates patient record and account. Greets patients and families in a welcoming and caring manner, courteously assists callers with information and directions.
- Answers phones (operator, appointment, back office lines, etc.) in compliance with service goals.
- Accurately schedules all categories of appointments – new, return/office, follow-up, pre-op, post-op, procedure, consultation, etc.

Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment.
- Successful completion of course in Medical Terminology or commensurate experience preferred
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint) preferred

Apply Online at: <https://bit.ly/3t1DgnI>

Source: Employer Website

Office Administrator (Perimeter)



5 Concourse Pkwy Suite 2250, Atlanta, GA 30328

Responsibilities:

- Provide a friendly greeting for corporate guests, maintain the visitor sign-in log, and ensure expected guests are seen by the appropriate corporate personnel.
- Manage the calendars and schedule requests for the social room.
- Answer and direct all incoming phone traffic in a friendly and timely manner.
- Take and deliver messages as needed.
- Keep all office supplies organized and readily available, including basic supplies (paper, folders, pens, sticky notes, etc), sanitation supplies (paper towels, soap, toilet paper, etc), shipping supplies (USPS postage, FedEx envelopes, boxes, pouches, etc).
- Order and restock supplies as needed or as requested and approved.
- Assist with Office & People Ops Functions.
- Answer phones and field questions for incoming calls.
- Assist in the scheduling, setup and coordination of on-going and occasional functions such as corporate team-building events/activities, breakfasts, luncheons, birthday celebrations, etc.
- Process E-verify for new-hires, onboarding functions and personality evaluations for candidates.

Qualifications:

- High school diploma preferred
- Technological savvy and comfort in learning new computer systems and programs
- Multi-line phone systems: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)

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

Source: Indeed

HR Coordinator (Alpharetta)



2001 Westside Pkwy Ste 155 Alpharetta, GA, 30004

Responsibilities:

- Respond to internal and external HR inquiries or requests and provide assistance.
- Liaise with other departments or functions (payroll, benefits, etc.).
- Maintain and update the HRIS.
- Respond to Verification of Employment requests.
- Manage the equipment recovery process for terminated employees.
- Make updates in our HRIS (salary changes, title changes, manager changes, etc.).
- Create salary change and position change letters.
- Ensuring new hires are entered in our HRIS.
- Manage the HR ticketing system.
- Assist with onboarding contractors by ensuring they complete the Security Awareness Training.
- Assist with projects.
- Assist with completion of audit requests.
- Create FedEx labels and manage shipping HR department items.
- Provide backup to the Front Desk Admin.

Qualifications:

- Bachelor's (Preferred)
- Office: 2 years (Required)
- Human resources: 1 year (Required)

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

Source: Indeed

Executive Administrative Assistant (Buckhead)



3350 Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Writes and routes confidential correspondence.
- Screens, handles or distributes incoming phone calls and complaints.
- Maintains confidential correspondence and general files.
- Orders supplies.
- Prepares and tracks budgets.
- Coordinates travel plans.
- Submits expense reports.
- Compiles and distributes meeting minutes.
- Compiles information for reports, documents and proposals.
- Collates and assembles materials, makes arrangements for meetings/presentations.
- Organizes chart up-dates.
- Prepares forms and reviews documentation for conformance with internal policies and procedures.
- Utilizes various software packages such as spreadsheet, word processing, data base and graphics to produce high quality reports, presentations and documents.

Qualifications:

- Requires a HS diploma and a minimum of 5+ years administrative experience; or any combination of education and experience which would provide an equivalent background.
- Advanced proficiency with Microsoft Office Suite (Word, PowerPoint, Excel) strongly preferred.
- Experience within the healthcare industry preferred.

Apply Online at: <https://bit.ly/3sVYnb5>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/29/22

Laundry Attendant (Alpharetta)

\$14.00 / Hour

TownePlace Suites / 7925 Westside Pkwy, Alpharetta, GA, 30009

<https://bit.ly/3z6cgqK>

Dining Room Server (Sandy Springs)

\$17.50 - \$19.50 an hour

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

<https://bit.ly/3z1goIA>

Housekeeper (Sandy Springs)

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

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

Dishwasher (Roswell)

\$13.00 - \$14.00 per hour

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

<https://indeedhi.re/3aric3H>

Dishwasher (Buckhead)

\$14 - \$16 an hour

Alma Cocina Buckhead / 3280 Peachtree Rd NE #100, Atlanta, GA 30305

<https://indeedhi.re/3NCxFw4>

Food Truck Crew (Roswell)

\$16 - \$19 an hour

Freakin Incan Rest / 4651 Woodstock Rd Ste 305, Roswell, GA 30075

<https://indeedhi.re/3LNHOV2>

Dishwasher (Sandy Springs)

Up to \$16 an hour DOE

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

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

Food Service, Housekeeping, & Other Now Hiring – Week of 5/29/22

Housekeeper (Sandy Springs)

\$15 an hour

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3Gq6OB0>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

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

<https://bit.ly/3LT0V0a>

Busser (Sandy Springs)

\$14 an hour

Casi Cielo / 6125 Roswell Rd STE 200, Atlanta, GA 30328

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

Dishwasher (Alpharetta)

\$16 - \$20 an hour

Village Tavern / 11555 Rainwater Dr, Alpharetta, GA 30009

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

Turndown Attendant (Buckhead)

\$15 an hour

Waldorf Astoria / 3376 Peachtree Rd NE, Atlanta, GA 30326

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

Dishwasher (Buckhead)

Bartaco / 3802 Roswell Road Atlanta, GA - 30342

<https://bit.ly/3LY2EkG>