
Front Desk Receptionist (Sandy Springs)



352 Sandy Springs Cir UNIT 100, Atlanta, GA 30328

This position's primary responsibility is to answer the office phone, screen calls - including potential client calls, and forward calls appropriately.

- Keeping the reception area well stocked and clean
- Sorting and distributing mail
- Updating calendars and schedules as needed
- Filing, scanning, photocopying, and faxing
- Updating and maintaining mailing lists
- Assisting with other administrative tasks as needed

Qualifications:

- Basic proficiency in computer skills and Microsoft Office programs
- High school or equivalent (Preferred)
- Customer service: 1 year (Preferred)

\$15 - \$25 an hour

Apply Online at: <https://indeedhi.re/3bgyVa1>

Source: Indeed

Posted 6/26/2022

Customer Service Representative – Contract (Perimeter)

CASE·MATE

7000 Central Pkwy #1050, Sandy Springs, GA 30328

Case-Mate, Inc, is a growing designer and distributor of premium smartphone and tablet cases.

- Thorough and accurate resolution of all customer inquiries by phone, email, and chat.
- Assists customers by answering product questions and placing telephone orders.
- Guides customers through the exchange warranty or return process to ensure a seamless transaction.
- Documents all requests and inquiries in the customer service database in a concise and understandable format, ensuring that all appropriate customer transaction information is recorded properly.
- Escalates unresolved customer issues, with all pertinent information included, to management as needed.
- Serves as the advocate and voice of the customer; relaying product needs and potential problems to management and product development.

Qualifications:

- Customer Service: 2 years (Preferred)

Please note that this job will require in office training as well as periodically working in the office (up to 2x per month as needed)

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/3b8oNjB>

Source: Indeed

Posted 6/26/2022

Front Desk Receptionist PT (Perimeter)

CALDWELL, CARLSON,
ELLIOTT & DELOACH, LLP

2 Ravinia Dr NE, Atlanta, GA 30346

Prominent mid-sized Atlanta law firm seeks part-time front desk receptionist to greet clients and counsel, answer and route calls, sort mail, provide refreshment to visitors, and assist with ordering office supplies. Candidate will primarily report to the office manager, though may be given additional tasks by others.

[No qualifications specified in ad.]

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

Source: Indeed

Posted 6/26/2022

Administrative / Project Coordinator

(Sandy Springs)



990 Hammond Dr suite 400, Atlanta, GA 30328

Responsibilities:

- Data entry
- Provide marketing support (putting together SOQs and assisting with RFP and RFQs)
- Write and edit correspondence and meeting minutes
- Format and word process complex documents, reports and contracts, including text, tables, spreadsheets, graphics and other diverse content
- Proofread reports, records, and other data for accuracy
- Process Accounts Payable, manage project invoicing
- Assist in organization of office events
- Coordinate logistics for meetings
- Schedule conference rooms on and off site for employees, clients and vendors
- Order office supplies, organize office, kitchen and supply room
- Serve as the front desk Receptionist in local office- answer phones, greet clients and guests, as needed
- New hire onboarding to assist current admin with these duties.

Qualifications:

- Candidate must be highly proficient in Microsoft Word, Teams, Excel, Outlook, and Power Point
- MS Project and Access skills are a plus
- Technical editing/writing experience a plus
- Some level of basic IT functions a plus

\$25 - \$38 an hour

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

Source: Indeed

Administrative Assistant 2 (Sandy Springs)



MacKelfresh & Associates

5855 Sandy Springs Cir STE 100, Sandy Springs, GA 30328

This employee will be responsible for daily office needs such as answering phones, greeting clients, scheduling, and general administrative activities such as filing, document scanning, database entry, and compliance documentation. This position will rely on the use of various web-based tools and databases, proprietary and public, to assist advisors and staff with client service and plan implementation.

Qualifications:

- Working knowledge of Microsoft Office
- Experienced Office Administrator. 1-5 years; Financial Industry experience preferred
- High School diploma or GED; Associates Degree preferred

Apply Online at: <https://bit.ly/3yeq8Pb>

Source: Employer Website

Administrative Assistant (Brookhaven)



4170 Ashford Dunwoody Rd #525, Atlanta, GA 30319

The Administrative Assistant role will be responsible for supporting the Managing Partner with administrative duties and provide front office support.

- Proactively manage Partner's calendar, coordination of internal and external meetings and travel
- Interact with clients by telephone or in-person to provide information and rectify concerns.
- Demonstrate exceptional organizational skills when performing typical clerical tasks such as answering phones, scheduling, and handling client files
- Exhibit strong interpersonal communication skills to connect with Managing Partner, our team and clients around in a friendly and adaptable manner
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems, etc.

Qualifications:

- High School diploma or GED equivalent
- Working knowledge of Microsoft Office and basic computer skills
- At least one year of receptionist or administrative assistant, experience, or similar preferred

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

Source: Indeed

Concierge PT (Sandy Springs)



Huntcliff Summit

8592 Roswell Rd, Sandy Springs, GA 30350

At Sunrise, our Concierge is responsible for providing excellent hospitality as they are the first impression for all visitors into the Sunrise community. The Concierge will be greeting potential residents, families, visitors, managing both external and internal calls, taking and communicating messages. The Concierge provides an overview of community information to those inquiries in support of the marketing and sales efforts.

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties
- Welcoming and support the hospitality of a Sunrise community.

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel
- Mandatory Covid-19 vaccine

Apply Online at: <https://bit.ly/3y8Qfa7>

Source: Employer Website

Front Desk Receptionist PT (Alpharetta)



3005 Old Alabama Rd Ste. 4000, Alpharetta, GA 30022

Responsibilities:

- Provide an exceptional Aqua-Tots experience from the first point of contact and throughout a family's entire journey.
- Build trust and sense of community/family, help parents understand importance of lessons and the process we use, and connect them to our belief that swimming creates opportunities.
- Maintain appearance of lobby and changing room area
- Attend staff meetings and regular in-service training

Qualifications:

- Experience handling challenging customer concerns

\$13 an hour

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

Source: Employer Website

Customer Service Representative I (Alpharetta)



A Quest Diagnostics Company

11780 Northfall Ln STE 301, Alpharetta, GA 30009

Client Service Representative I 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:

- A high school diploma or equivalent is 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/3nuQQwR>

Source: Employer Website

Part Time Client Specialist (Sandy Springs)



800 Mount Vernon Hwy NE Suite 325, Sandy Springs, GA 30328

A privately owned Physical Therapy practice is seeking a part time Client Specialist to work out of our Sandy Springs location.

- Greeting and welcoming patients
- Answering telephone calls
- Process Payments
- Schedule appointments

Qualifications:

- 1 year experience in a front desk environment
- Strong phone and internet skills

\$17 - \$18 an hour

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

Source: Indeed

Posted 6/26/2022

HR Coordinator (Sandy Springs)



1000 Abernathy Rd NE, Atlanta, GA 30328

In this role, you will support the team's HR Business Partners with various activities to include performance management, onboarding, talent reviews, and compensation management. You will work closely with our HR systems to initiate various transactions, to include new hires, promotions and exits. You will also respond to routine questions on HR policies and procedures and assist with special projects.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related discipline
3+ year's professional experience in a fast-paced environment, providing general HR support, preferred
- Advanced computer skills to include the use of computer programs such as Microsoft Office (Outlook, Word, Excel, PowerPoint)
PeopleSoft HR experience, preferred

Apply Online at: <https://bit.ly/3HJO9kd>

Source: Employer Website

Administrative Assistant (Buckhead)



3500 Lenox Rd NE, Atlanta, GA 30326

The Administrative Assistant is responsible for providing day-to-day administrative support for one or more commercial property managers.

- All day-to-day administrative support for one or more property managers
- Monthly invoicing for additional customer charges such as sub-meters, after-hours HVAC, and other customer requests
- Assist with all correspondence to customers and vendors; set up templates for management staff use
- Assist managers with the distribution and collection of customer surveys
- Keep property management emergency manual current
- Handle all the filing and electronic coding of invoices and vendor files
- Create and maintain tenant lease file
- Set up and maintain customer database and email address system
- Assist property managers with special events
- Assist property managers in special projects including budgeting, preparation of monthly reports, capital expenditures, and annual CAM reconciliation letters
- Responsible for completion of documents regarding move-in and move-outs as submitted by property managers
- Assist in tracking and updating of vendor certificates of insurance
- Maintain customer contact notebook with emergency information
- Assist property managers with accounts receivables including research and documentation, communication with customers, and sending monthly statements
- Assist customers, maintenance staff, and contractors
- Prepare service contracts as directed by the property manager

Qualifications:

- Computer proficiency MS Office and Internet
- Associate degree preferred
- Three or more years of administrative experience, preferably in property management

Apply Online at: <https://bit.ly/3HKxi0y>

Source: Employer Website

Receptionist (Dunwoody)



2151 Peachford Rd, Atlanta, GA 30338

Responsibilities:

- Answer and respond to telephone and face-to-face inquiries promptly and in a pleasant, courteous and clear manner.
- Demonstrate knowledge of hospital emergency code response procedures.
- Provide routine hospital-related information to callers and visitors.
- Maintain a safe and secure lobby area.

Qualifications:

- A high school diploma or GED is required and previous hospital switchboard experience is preferred.

Apply Online at: <https://bit.ly/39QVfa1>

Source: Employer Website

Executive Assistant to the Vice President (Alpharetta)



Arrow Electronics

11545 Wills Rd #102, Alpharetta, GA 30009

Responsibilities:

- Prepares, composes, and initiates correspondence, memoranda, presentation materials and reports.
- Answers and screens telephone calls, takes messages, provides information, or redirects calls as appropriate. Receives and directs visitors.
- Schedules and maintains calendar of appointments, meetings, travel itineraries and coordinates related arrangements.
- Creates accurate expense reports
- Maintains appropriate records, files, and documentation.

Qualifications:

- 4-year degree
- 2-4 years' experience in a professional setting
- Proficient using Microsoft Office (Excel, PowerPoint, Outlook)

\$23.65 - \$32.79

Apply Online at: <https://bit.ly/3yhf6lF>

Source: Employer Website

Posted 6/26/2022

Customer Service Desk Associate

(Perimeter)

VON MAUR®

Perimeter Mall

A Customer Service Desk Associate provides excellent customer service to customers and employees at the service desk, answers telephones, provides customer charge account services, gift wraps packages, and prepares packages for shipping.

- Provides excellent customer service.
- Answers a multi-line telephone and handles the telephone call, or directs callers to the appropriate person or area.
- Provides customer charge account services, including opening instant accounts, accepting payments, answering customer questions, and giving approvals as requested.
- Prepares and wraps gifts with attention to detail, accuracy, and in a timely manner.
- Completes customer tickets for gift wrap orders and verifies customer tickets at pick-up for order accuracy.
- Completes necessary cash work, including balancing the service desk drawer, balancing sales floor cash reports, and preparing the bank deposit.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3Nlw8K4>

Source: Employer Website

Posted 6/26/2022

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.

Monday - Friday (9a-5p)

Apply Online at: <https://bit.ly/3yKkx50>

Source: Employer Website

HR Coordinator (Alpharetta)



3050 Northwinds Pkwy, Alpharetta, GA 30009

Responsibilities:

- Assists HR Team and Hiring Managers with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up e-mails at the end of the recruiting process
- Schedules meetings and interviews as requested by HR Manager and Hiring Managers
- Assists in the administration of health and welfare plans, including enrollments, changes and terminations. Processes required changes and notifications through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Reconciles benefit statements
- Review and process leave requests under the FMLA and the American with Disabilities Act
- Ensuring all employee records are maintained and updated with new hire information or changes in employment status
- Assists in the development and performance of job evaluations and job analyses. Works with HR Manager and Hiring Managers to write job descriptions
- Assists with processing of terminations
- Assists with the preparation of the performance review process
- Ensure compliance with Human Resources policies and procedures

Qualifications:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience required

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

Source: Employer Website

Customer Service / Sales Support (Buckhead)

PORCELANOSA®

3255 Peachtree Rd NE, Atlanta, GA 30305

Porcelanosa provides architectural and design solutions to homeowners and the A&D community.

- Supports inside/outside Sales Staff
- Assists with placing orders and sending out catalogs and samples
- Work with product returns, processing credits, submitting claims with shipping carriers

Qualifications:

- Computer efficient - Word, Excel, Outlook, SAP software & Microsoft Suite

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

Source: Indeed

Admin Assistant / Receptionist PT (Roswell)



Killingsworth Spencer, LLC
Certified Public Accountants
Helping Clients Understand the Choices that Matter™

10892 Crabapple Rd, Roswell, GA 30075

Job functions include conversing and scheduling meetings with clients, scanning, encrypting, and emailing sensitive financial information.

Qualifications:

- Customer service: 1 year (Required)

\$12 - \$16 an hour

Apply Online at: <https://indeedhi.re/3HPBV9M>

Source: Indeed

Posted 6/26/2022

Hotel Front Desk Receptionist (Perimeter)



Hampton Inn Atlanta Perimeter Center

769 Hammond Dr, Atlanta, GA 30328

Responsibilities:

- Greet, check-in, and check out guests when they arrive and leave the premises, distribute keys and room assignments, and record credit card information
- Connect with the housekeeping department to ensure guest accommodations are ready
- Mitigate customer complaints as needed
- General bookkeeping: ensure all hotel guest account information is accurate and up-to-date
- Manage room bookings in-person, online, and through incoming calls, and answer inquiries about guests' needs, including questions about available rooms, amenities, room rates, special requests, and rewards programs

Qualifications:

- At least one year of hospitality industry experience as a hotel front desk agent or similar position preferred
- High school graduate, GED recipient, or equivalent
- Exhibits working knowledge of Microsoft Office and reservation management systems

\$13.50 an hour

Apply Online at: <https://bit.ly/3HPM85Y>

Source: Employer Website

Posted 6/26/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 6/26/22

Hotel Breakfast Attendant / Cook (Alpharetta)

From \$13 an hour

Aloft Alpharetta / 7895 North Point Pkwy, Alpharetta, GA 30022

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

Party Host PT (Sandy Springs)

\$12 - \$14 an hour

Ready Set Fun / 6331 Roswell Rd NE, Sandy Springs, GA 30328

<https://indeedhi.re/3bnBs2s>

Dining Room Server (Sandy Springs)

\$17.50 - 19.50/hour

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

<https://bit.ly/3Nh8K0e>

Dishwasher (Buckhead)

\$16 - \$18 an hour

Postino / 3340 Peachtree Rd NE Suite 1010, Atlanta, GA 30326

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

Housekeeper (Roswell)

From \$15 an hour

Brickmont Assisted Living / 2560 Holcomb Bridge Rd, Roswell, GA 30022

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

Groundskeeper (Roswell)

\$11 - \$12 an hour

Economy Hotel / 9995 Old Dogwood Rd, Roswell, GA 30076

<https://indeedhi.re/3OxDJa5>

Service Valet (Roswell)

Honda at Carland / 11085 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3A30G0a>

Food Service, Housekeeping, & Other Now Hiring – Week of 6/26/22

Housekeeping Attendant (Perimeter)

\$13.25 - \$14.00 an hour

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

<https://indeedhi.re/3Olj8Wm>

Janitor (Dunwoody)

Chili's / 4784 Ashford Dunwoody Rd, Dunwoody, GA 30338

<https://indeedhi.re/3tZxcg3>

Floor Staff PT (Alpharetta)

14.00hr

Regal Avalon 12 / 12 Avalon Blvd, Alpharetta, GA 30009

<https://bit.ly/3OJWh6F>

Cashier (Sandy Springs)

Zaxby's / 6545 Roswell Rd, Sandy Springs, GA 30328

<https://bit.ly/3xPPXU5>

Groundskeeper (Sandy Springs)

\$16 an hour

Aqua at Sandy Springs / 100 Greyfield Ln, Sandy Springs, GA 30350

<https://bit.ly/3OoF3vQ>

Dishwasher (Perimeter)

From \$13 an hour

Newk's Eatery / 1181 Hammond Drive Unit 1000, Dunwoody, GA, 30346

<https://bit.ly/3OIItGi0>

Landscape Maintenance Laborer (Brookhaven)

\$18 - \$20 an hour

Beyond the Curb / 2895 Buford Hwy NE, Atlanta, GA 30329

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