
Administrative Assistant (Buckhead)



3423 Piedmont Rd NE #250, Atlanta, GA 30305

Carpool is a logistics tech platform for shipping cars. As an Administrative Assistant you will ensure operational excellence through supporting both internal and external customers and carriers. You will do this by tracking and tracing our shipments, making appointments, entering shipment data, communicating to help resolve issues and ensure on time departures/arrivals. You will also provide excellent customer service to our carriers and customers.

Qualifications:

- High School Diploma or GED equivalent.
- Proficient in Microsoft Outlook, Excel, Word, PowerPoint.

Monday to Friday

Apply Online at: <https://indeedhi.re/3nH0fBc>

Source: Indeed

Posted 7/10/2022

Underwriting Service Assistant (Perimeter / Hybrid)



State Farm Ashford-Dunwoody Operations Center

4151 Ashford Dunwoody Rd NE, Atlanta, GA 30319

Responsibilities:

- Handle inbound calls/chats from agents, claims partners, policyholders or third-party vendors.
- Engage with customers to identify and address adverse situations.
- Review and process applications and/or policy changes according to established guidelines.
- Perform premium breakdowns, electronically and/or manually calculate rates based on selected coverages.
- Prepare/type a variety of reports, endorsements, filings, form letters and cancellation letters.
- Guide customers through navigating existing resources such as Rate Manuals, Underwriting Guidelines, Auto Answers, etc.

Qualifications:

- Ability to handle multiple computer applications in a fast-paced collaborative team environment, experience with Microsoft Office software.

Training is extensive. Mandatory paid training will take place 8:00 am - 4:30 pm Monday-Friday. Our team works in a shift environment between the hours of 7:00 am - 7:15 pm Monday-Friday and may include holidays. This is a hybrid role, meaning you will work from home most of the time with some time collaboratively in office.

\$19.75 an hour

Apply Online at: <https://bit.ly/3yTplU9>

Source: Employer Website

Administrative Assistant / Reception (Buckhead)



3424 PEACHTREE RD NE, 22ND FLOOR, ATLANTA, GA, 30326

Since 1998, PCCP has been providing commercial real estate debt and equity capital solutions in the U.S. PCCP is seeking an Administrative Assistant who will be responsible for providing administrative support to the Atlanta office. In addition to general clerical duties such as answering phones, reception, filing and mailing, this position oversees the office's communal areas and handles a variety of special projects.

- Inventory, order and stock all office supplies, kitchen supplies, printer paper, etc.
- Ensure communal areas are clean and well organized, including all conference rooms and kitchen.
- Schedule and coordinate meeting requests, conference room reservations, conference call number reservations, appointments for managers, help with meeting setups, and assist with meeting minutes as needed.
- General clerical duties: Faxing, photocopying, in-house printing/binding, food orders, correspondence writing.
- Assist with Salesforce data input.
- Assist IT consultants with office technology related issues.
- Allocate certified mail costs and submissions to Corporate Accounting.
- Assist with processing monthly expense reports for senior management.

Qualifications:

- High school diploma required, college degree preferred.
- 2-3 years' experience as an administrative assistant/receptionist.
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint.

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

Source: Indeed

HR Coordinator / Office Manager (Sandy Springs)



500 Northridge Rd Suite 120, Atlanta, GA 30350

Responsibilities:

- Serves as point of contact between our CEO and internal and external colleagues
- Manage calendar and work directly with Managers as necessary to arrange meetings, travel, and calls as needed.
- Attend meetings and take minutes as required.
- Book travel for COO-CEOs and other management staff as needed
- Apply for and renew Annual LLC registrations to ensure certificate of good standing for all entities.
- Order office supplies, furniture, or any other tools needed for the staff to perform the jobs.
- Assists with office morale (newsletter, event planning and more)
- Assist Human Resources with New Hire Onboarding, Training and other administrative tasks related to HR functions
- Coordinate with IT for new employee tools and effectiveness
- Order approved Welcome package

Qualifications:

- MS office skills (including MS Word, Excel, Outlook, Power Point)
- Project management experience desired
- Bachelor's Degree preferred

Apply Online at: <https://bit.ly/3IgwT6t>

Source: Employer Website

Marketing Coordinator (Alpharetta)



11800 Amber Park Dr Suite 100, Alpharetta, GA 30009

The Marketing Coordinator provides realtors with marketing and administrative support through creation of promotional pieces, database search capabilities, agent website maintenance, client correspondence and by providing general office and computer assistance.

- Create brochures, flyers/postcards, marketing materials, social media assets and other promotional pieces; May create letters to clients, presentation materials, sales associate introduction cards, and prepare buyers and sellers guides.
- Set up and update client and customer sphere of influence databases; and create farming database for sales associates. Maintain internet by updating company website and sales associate's personal websites/pages. May perform data input, maintain and monitor data files, create files and documents and produce reports.
- Provide administrative and clerical support to management and sales associates which may include assisting sales associates with sending and receiving company e-mails, providing computer assistance, handling written correspondence, ensuring forms are stocked, answer phones, greet visitors, route mail, prepare schedules and maintain accurate billing records.
- May assist agents with setting marketing plans and organizing and facilitating agent training activities.

Qualifications:

- One to three years clerical or administrative experience.
- Marketing and graphic design background helpful.
- Knowledge of real estate, title and/or mortgage business preferred.
- Strong computer/technology skills: proficient in Microsoft Office products and Adobe InDesign.

\$30,575 - \$67,959 a year

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

Source: Indeed

Posted 7/10/2022

Hospitality Coordinator (Perimeter)



Hospitality Ventures Management Group

5 Concourse Pkwy Suite 2828, Atlanta, GA 30328

We are searching for a Hospitality Coordinator professional to join our Corporate team in Atlanta, GA.

- Welcome,/Receive Guests – serve as receptionist for the corporate office and notify staff of arrivals/ departures of visitors.
- Receive, direct and relay telephone messages and fax messages
- Kitchen and Office Inventory/Equipment – manage inventory and ordering of supplies for kitchen and office. Troubleshoot phone/mailroom equipment and information technology issues
- Event Planning Support – assist with corporate events such as meetings, conferences, conference telephones, transitions, monthly corporate recognition, holiday functions, and other company programs
- Retrieve and drop off mail on a daily basis
- Property Management Contact - manage communications from the building management company
- Conference/Cube Scheduling - manage conference room availability and upkeep between meetings
- Executives Support - assist the Executive/Leadership team with administrative activities
- Process miscellaneous deposits for the management company
- Facilitate the opening and closing of bank accounts

Qualifications:

- Bachelor's degree in general business or hospitality administration
- Proficiency in Microsoft Office products, specifically Outlook, Excel, and PowerPoint.
- Administrative Assistant experience preferred

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

Source: Employer Website

Executive Assistant / Office Manager

(Alpharetta)



Securities Compliance Management

6250 Shiloh Rd, Alpharetta, GA 30005

Responsibilities:

- Project Management - Help oversee company wide projects and programs. Join calls to help determine and track action items. Report status of tasks/projects. Monitor hours used for projects. Provide project updates and on a consistent basis to CEO.
- Administrative Support - Coordinate all aspects of business and sales meetings for the CEO. Provide calendar coordination to keep the CEO well informed of upcoming commitments. Review and respond to correspondence and draft appropriate responses. Provide a bridge for smooth communication between the CEO's office and internal departments and remote employees and contractors.
- Office Management - Oversee and support all administrative duties in the office and ensure the office is operating smoothly, including phone management, mailing, basic equipment maintenance, managing and maintaining office supply inventory, and more.
- Human Resources - Help manage onboarding and off boarding of employees. Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, benefits and employee leaves of absence.

Qualifications:

- Associate's Degree in business related courses or extensive Executive Assistant and/or Project Manager experience accepted.
- 3 years in Executive Assistant role with excellent computer skills (MS Office: Word, Excel, PowerPoint, Outlook).

Apply Online at: <https://indeedhi.re/3Rj3bSu>

Source: Indeed

Receptionist (Alpharetta)



3675 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Answers and screens all incoming telephone calls in a courteous and professional manner, routing calls and taking messages as appropriate.
- Greets all visitors in a friendly, courteous, and professional manner.
- Screens and requires visitors to "sign in" at reception desk.
- Notifies Residents of visitors.
- Receives and processes incoming mail.
- Accepts all outgoing mail/packages.
- Types, copies, orders, and maintains inventory of office supplies, performing other clerical duties as assigned.
- Maintains and updates Emergency Phone Number Log and keeps log at frontdesk.
- Maintains and updates emergency contact information on each Resident and keeps information at front desk.
- Assists managers with various clerical responsibilities.
- Pages staff as necessary.
- Takes RSVPs for special functions, as necessary.
- Oversees sign-up for scheduled transportation.

Qualifications:

- High School Diploma required.
- Must have word-processing and clerical skills.

Required to work weekends and holidays as assigned. May be required to work on shifts other than the one for which hired. May be required to work extended hours (up to 16 hours per day).

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

Source: Employer Website

Front Desk Receptionist (Brookhaven)



4004 Summit Boulevard NE, Atlanta, US, GA, 30319

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks. Performs basic filing and recordkeeping.

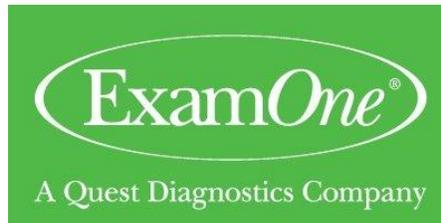
Qualifications:

- Proficient with Microsoft Office Suite or related software.
- High school diploma or equivalent required.

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

Source: Employer Website

Customer Service Representative (Alpharetta)



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/3Awu6UC>

Source: Employer Website

Administrative Assistant (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

Responsibilities:

- Provide administrative support to multiple PYA executives with responsibilities which include office management, calendar management, coordination of client meetings, telephone and video calls, and travel logistics and planning
- Enter time, expenses, and other reporting using Salesforce
- Duties include: scanning, organizing, filing documents electronically, creating and maintaining projects in workflow software
- Assist with general office duties and back-up to other Administrative Assistants as needed

Qualifications:

- 1+ years of administrative experience in a fast-paced, professional services firm preferred
- Proficiency in producing Microsoft Office documents including extensive experience utilizing Outlook calendar usage for high volume scheduling
- Experienced in travel planning and management for senior executives

Office hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

Apply Online at: <https://bit.ly/3yuID0K>

Source: Employer Website

Campus Shop and Café Associate PT (Buckhead)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

- Greet customers and assist with sales
- Explain products and services to customers
- Monitor inventory to ensure the product is in stock; merchandise and restock as needed
- Enter and process customer orders
- Operate cash registers
- Operate and maintain food service equipment

Qualifications:

- Computer literate
- Familiarity working with a Point of Sale (POS) system

This is a part-time (2-3 days a week, 7:30am – 4pm), year-round position that follows the school calendar.

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

Source: Employer Website

Administrative Assistant (Buckhead)



945 East Paces Ferry Rd NE, Atlanta, GA 30326

CGI is seeking an Administrative Assistant in our Atlanta office.

- Provide confidential administrative support to metro-area leaders
- Coordinate shifting schedules of leadership staff to facilitate meetings and travel arrangements
- Schedule internal and external meetings, providing proactive and real-time calendar management
- Screen meeting requests to determine priority level
- Maintain administrative procedures, including business mail, travel arrangements, expense reports, time reporting, authorizations, etc.
- Order supplies and special requirements for metro members
- Manage Office vendor relationships
- Assume responsibility for all administrative activities related to the operation of the office
- Manage time frames and budget related requirements
- May act as coordinator for special projects and special events planning

Qualifications:

- Minimum 2 years administrative support experience at the senior/executive level in a large organization is preferred
- Proficient Outlook skills
- Proficient computer skills in Word, Excel and PowerPoint
- Bachelor's degree highly desired

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

Source: Employer Website

Receptionist – Entry-level (Buckhead)



860 Johnson Ferry Rd #100, Atlanta, GA 30342

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

Qualifications:

- High School Diploma or equivalent preferred.
- A strong level of comfort navigating a computer and ability learn new computer programs.

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

Source: Employer Website

Receptionist (Alpharetta)



3625 Brookside Pkwy Suite 130, Alpharetta, GA 30022

We're looking for an enthusiastic, professional receptionist to join our team! You'll play a crucial role as the face and first point of contact for our organization. Other responsibilities include answering phone calls and emails, scheduling emails, managing mail and deliveries, and other assignments as needed to ensure efficient business operations.

Qualifications:

- 1+ year of front desk receptionist experience or related job experience preferred
- High school graduate, G.E.D. recipient, or equivalent
- Exhibits working knowledge of Microsoft Office and basic computer skills

\$14 - \$16 an hour

Apply Online at: <https://bit.ly/3atA1z8>

Source: Employer Website

Posted 7/10/2022

Administrative Assistant (Buckhead)



3344 Peachtree Rd NE, Ste 1000; Atlanta, Georgia 30326

The Administrative Assistant uses experience and professionalism to support a team of Service Delivery professionals in their daily responsibilities.

- Maintains communications (e-mail, written, phone, and fax) while team is traveling.
- Makes travel arrangements for team members as needed.
- Maintains calendar appointments and deadlines to ensure proper accountability and client deadlines are observed.
- Answers telephone calls and takes accurate and concise messages, escalating appropriately.
- Creates files, as needed, for clients and projects utilizing Microsoft® Excel and Access.
- Tracks and reports time and expenses in detail for self and Manager as needed.

Qualifications:

- High-school diploma or general equivalency diploma (GED) required with one to two years related administrative support experience.
- Intermediate knowledge of Microsoft® Word, Excel, Access, PowerPoint, Outlook, and Internet navigation and research.
- Valid driver's license required.

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

Source: Employer Website

HR Coordinator (Buckhead)



3535 Piedmont Rd NE Building 14 Suite 1500, Atlanta, GA 30305

We are looking for a Human Resources Coordinator to join us and undertake a variety of HR administrative duties.

- Recruit for open job requisitions as they become available
- Monitor Ware2Go's Applicant Tracking System
- Usher candidates through the recruitment process
- Interview potential applicants regarding their skills, experience and education
- Respond to internal and external HR related inquiries or requests and provide assistance
- Assist with maintaining employee and company compliance at the state and federal level
- Maintain professional relationships with employees of all levels to promote a positive work environment
- Send out company-wide emails as needed
- Make purchases and ship items on the company's behalf
- Assist in ad-hoc HR projects
- Helping out where necessary during the pre-boarding and onboarding of employees

Qualifications:

- Bachelor's degree in Human Resources or Communications
- Excellent computer skills, including Microsoft Office Suite and Adobe Creative Suite

8 hour shift Monday to Friday

From \$20.00 per hour

Apply Online at: <https://indeedhi.re/3IIEW1D>

Source: Indeed

Posted 7/10/2022

Receptionist and Assistant to Policy Holder Services (Buckhead)



5040 Roswell Rd, Atlanta, GA 30342

Responsibilities:

- Provide access to building and greet guests, review voicemails left after going through auto-attendant. Maintain and help with conference room calendars. Maintain and monitor office equipment; printers, copy machines, postage machine and telephone systems as needed.
- Initial point of contact after the sale of the policy includes but is not limited to recognizing exposure and asking the appropriate, probing questions.
- Will need to have excellent phone etiquette, dedication to customer service, and strong problem-solving abilities with the ability to de-escalate the call where appropriate and provide solutions that leave the customer satisfied with the resolution
- Answer inbound calls and emails with questions pertinent to an existing insurance policy and determine appropriate course of action, as well as submit and follow up on the servicing transaction

Qualifications:

- Customer service: 1 year (Preferred)

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

Source: Indeed

Front Desk Receptionist (Alpharetta)



10905 Haynes Bridge Rd, Alpharetta, GA 30022

Peachtree Immediate Care has an opening for a Front Desk Receptionist to provide excellent 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
- Perform additional clerical duties as necessary

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/3ypYqO1>

Source: Employer Website

Human Resources Coordinator

(Sandy Springs)



5500 Interstate North Pkwy Ste 600, Atlanta, GA 30328

This role will be an integral part of the People Operations function with responsibility for executing some administrative tasks while assisting with larger HR projects, program, and process deliverables.

- Handle all internal and external inquiries via People Operation mailbox, in person or phone and ensure inquiries are distributed and responded to in the defined timeline.
- Provide direct administrative support to People Operations Leadership
- Seek assistance from People Operations management and team members as necessary throughout the training cycle and as issues arise.
- Complete basic job duties related to the daily operations of the department like scheduling and preparing for meetings, digital filing, etc.
- Generate official internal documents such as offer letters, salary Change notifications and required forms.
- Responsible for meeting deadlines and accuracy expectations which includes hires, terminations, and personnel changes.
- Responsible for processing Workman's Compensation and Unemployment claims and communicating with associates and managers to meet deadlines

Qualifications:

- Undergraduate College Degree in Human Resources or Business required. SHRM or HRCI certification preferred. Willing to sponsor the certification process
- 1-2 years of HR experience preferred, if applicant do not have an HR degree or certification.
- Microsoft Office skills: PowerPoint and excel

Apply Online at: <https://indeedhi.re/3AC3zpc>

Source: Indeed

Customer Service - Test Center Administrator PT (Dunwoody)



5909 Peachtree Dunwoody Rd Suite 120 , Atlanta, GA 30328

Prometric employs more than 600 TCAs worldwide who are highly respected for their ability to lead and control the computer-based test center environment.

- Greet examinees and verify identification
- Register and prepare candidate scorecards
- If applicable, digitally scan and record candidate fingerprint identification
- Continuously monitor candidates as they complete exams
- Resolve or report candidate issues with urgency
- Secure all computer software in the test center at all times
- Reboot computer servers and reset passwords as necessary
- Report any occurrences outside company guidelines to corporate management

Qualifications:

- High School Diploma required, college experience a plus
- One to two years customer service related experience required
- Familiarity with computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

Apply Online at: <https://bit.ly/3uz5Gq1>

Source: Employer Website

General Assistant (Buckhead)



945 East Paces Ferry Rd NE, Atlanta, GA 30326

We're searching for a General Assistant to join our Casualty team in Atlanta! This entry-level position is a great opportunity for those looking to start their insurance career. The General Assistant works closely with underwriters and assistants to provide essential support to the team.

- Submission clearance for Casualty underwriters
- Handle Broker of Record letters
- Attach additional information to files via ImageRight
- Process Loss Run requests
- Review and file Certificates of Insurance via ImageRight
- Process Cancellation Notices (non-payment, non-renewal)
- Use Policy Terminator
- Check payment status

Qualifications:

- High school diploma or equivalent business experience
- Experience in a business environment, specifically a professional services firm, preferred
- Excellent typing and/or keyboarding skills
- Familiarity with Microsoft Office Products (Outlook, Excel and Word)
- Strong math aptitude

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

Source: Employer Website

Front Desk Associate PT (Buckhead)



Atlanta Marriott Buckhead

3405 Lenox Rd NE, Atlanta, GA 30326

Responsibilities:

- Check-in and check-out guests;
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner;
- Answer inquiries pertaining to hotel services, registration, shopping, dining and travel directions;
- Handle cash and credit card transactions and process guest accounts;
- As needed, fulfill all job responsibilities expected of Shuttle Driver and Concierge Attendant;
- Ensure proper disinfecting/sanitization/cleaning of shuttles, front drive, and lobby;
- Print and distribute Daily Event Sheet, door signs, and reader board signs;
- Fax and make copies for guests, along with other services of the Business Center;
- Arrange for sending and receiving of packages;

Qualifications:

- Customer service experience
- High School Diploma or equivalent
- Hospitality industry experience preferred

Apply Online at: <https://bit.ly/3P4IAQX>

Source: Employer Website

Receptionist (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

Qualifications:

- Valid driver's license and clean driving record

Apply Online at: <https://bit.ly/3Is2keb>

Source: Employer Website

Temporary Call Center Representative (Alpharetta)



4501 North Point Pkwy #260, Alpharetta, GA 30022

This position performs various Section 8 waiting list opening support activities.

- Answering applicant phone calls timely and assisting applicants with submitting applications.
- Answering applicant phone calls and/or web chats which may contain questions or where the applicant is seeking assistance with completing an online application.
- Updating applicant records and tracking.
- Utilize computer programs to prepare correspondence and reports.

Qualifications:

- Candidates must be able to efficiently use a computer with Internet and Microsoft Suite, call center software, and webchat software.
- Candidates must have a reliable form of transportation

This is a temporary assignment that may last up to 4 months, starting around late September/early October 2022. Hours may fluctuate from 16-36 hours per week, which may include nights and/or weekends. For 14 days, the call center will be open every day from 10 am-9 pm (Eastern) and the remainder of the call center is expected to be open from 11 am-8 pm (Eastern) Monday through Friday.

\$17 an hour

Apply Online at: <https://indeedhi.re/3OU289Z>

Source: Indeed

Human Resources Service Center Specialist (Alpharetta)



1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

This position will respond and resolve inquiries regarding HR policy, payroll, benefits and other matters that occur during the employment life cycle.

- Serve as a first contact to answer employee questions about company correspondence and clarify any company communications and policies such as benefits, employment, payroll, timekeeping, PTO etc. within a timely fashion.
- Resolve and follow up with internal customer inquiries by researching issues and taking additional steps as required while providing excellent customer service.
- Provide escalation support or refer calls for advanced support and provide follow-up as needed.
- Complete verifications of employment
- Collaborate with HR Business Partners to gather information and respond to unemployment claims.
- Process all invoices related to HR.
- Provide input and recommendations on processes and improvements.
- Run ad hoc reports to validate organizational and personnel data as needed

Qualifications:

- Minimum of 3 years of experience providing customer service, shared services, or administrative support in a large corporate environment.
- A Bachelor's degree or equivalent combination of education and experience.
- Experience working in HR is a plus
- Experience with Workday and ADP systems preferred.
- International experience a plus

Apply Online at: <https://bit.ly/3OXXd7V>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 7/10/22

Porter (Sandy Springs)

\$13.58 an hour

The Whitney / 5555 Roswell Rd, Atlanta, GA 30342

<https://bit.ly/3aog3WI>

Car Wash Attendant (Buckhead)

\$14 - \$16 an hour

Wash Factory Express / 3721 Roswell Rd, Atlanta, GA 30342

<https://indeedhi.re/3yN6jOV>

Receiver (Alpharetta)

Dave and Buster's / 6500 North Point Pkwy, Alpharetta, GA 30022

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

Dishwasher (Sandy Springs)

\$15 an hour

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

<https://bit.ly/3OMeMb1>

Bellman / Security (Perimeter)

\$15 an hour

Atlanta Marriott Perimeter Center / 246 Perimeter Center Parkway NE, Atlanta, GA 30346

<https://bit.ly/3ah3Vqj>

Stock Associate (Buckhead)

Prada / 3393, Lenox Square, Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3ys1MQW>

Housekeeper (Roswell)

From \$15 an hour

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

<https://indeedhi.re/3P6F0o7>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/10/22

Food Service Workers and Runners (Perimeter)

\$15 - \$18 an hour

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

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

Kitchen Support (Sandy Springs)

\$15 an hour

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

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

Cashier (Alpharetta)

\$14 - \$18 an hour

BurgerFi / 5475 Windward Pkwy, Alpharetta, GA 30004

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

Breakfast Attendant (Perimeter)

\$13 an hour

Hyatt Place Perimeter / 1232 Hammond Dr, Dunwoody, GA 30346

<https://indeedhi.re/3uxYA4R>

Cashier (Sandy Springs)

\$12 - \$15 an hour

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

<https://bit.ly/3ImSiL2>

Backroom Associate Hiring Event (Alpharetta)

Jul 11, 2022 | 9 am-5 pm

Sam's Club / 10600 Davis Dr, Alpharetta, GA 30009

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

Laundry Attendant (Perimeter)

\$11.50 an hour

Heyday Skincare - L5 Skincare / 123 Perimeter Center W., Suite 300, Dunwoody, GA 30346

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