
Receptionist / Administrative Assistant (Sandy Springs)



1010 Huntcliff NE # 2210, Atlanta, GA 30350

Responsibilities:

- Receive and direct phone calls, visitors and communications
- Receive, sort and distribute incoming and outgoing mail and packages. Daily trips to Post office
- Strong communication and organizational skills. Proficient in English (Spanish a plus) oral and written
- Input work orders from tenants
- Maintain lobby area
- Order office and break room supplies as needed
- Control office access via the reception desk
- Assist with market and data research
- Data entry and electronic filing
- Providing administrative assistance to senior management
- Order corporate uniforms and business cards
- Expense tracking

Qualifications:

- Knowledge of MS Office, particularly Excel and Word
- Notary or ability to obtain Notary designation

Apply Online at: <https://bit.ly/3aJu816>

Source: Employer Website

Administrative Assistant (Alpharetta)



3600 Mansell Rd Suite 220, Alpharetta, GA 30022

Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking virtual and in-person appointments and preventing conflicts.
- Prepare communications such as memos, emails, invoices, reports, and other correspondence.
- Screening phone calls and routing callers to the appropriate party.
- Anticipate the need of others in order to ensure their seamless and positive experience.
- Attend department meetings and maintain the meeting minutes.
- Greet and assist visitors.

Qualifications:

- Associates degree, required.
- Bachelor's degree, preferred.
- 1-2 years of experience in administrative support.

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

Source: Employer Website

Showroom Admin Assistant PT (Roswell)

TARA FUST DESIGN

885 Woodstock Rd #430, Roswell, GA 30075

We are looking for someone to be a right-hand to the owner, and help in the day-to-day operations of our design studio in Roswell.

- Maintain showroom appearance, work with clients, and assist in promoting our brand.
- Support the design team in a wide range of activities. This can include meeting with clients, running errands, picking up mail, visiting job sites to meet with vendors, assist with installations, showroom sales, etc.
- Maintain internal inventory, showroom supplies, and vendor samples.
- Assist in ordering, preparing client estimates, and coordinating presentations. Must be computer/mac proficient.
- Prepare client facing documents for all phases of the design project.
- Handle all claims and resolving issues with vendors, product and/or deliveries.
- Schedule and meet with vendors on select installs; Pick up and drop off for vendors and clients.
- Assist design team on client projects and installations.
- Running errands: Picking up samples, dropping off product or returns, picking up mail/packages, etc.
- Any other tasks or projects that support the owner and allow them to focus on higher value areas for the businesses.

Qualifications:

- Must be comfortable with Excel, creating spreadsheets, and mac-native technology.

\$20 - \$30 an hour

Apply Online at: <https://indeedhi.re/3cb4yCi>

Source: Indeed

Posted 7/17/2022

Customer Service Associate (Alpharetta)



2705 Holcomb Bridge Rd, Alpharetta, GA 30022

Full-time position available in our service department located at our Roswell location.

Qualifications:

- Reliable transportation
- Computer literate
- High school or equivalent
- Customer service: 1 year

No weekends.

From \$16 an hour

Apply Online at: <https://indeedhi.re/3o4cZIK>

Source: Indeed

Posted 7/17/2022

Administrative Assistant / Program Analyst (Chamblee)



CDC, 4770 Buford Hwy NE, Atlanta, GA 30341

The Administrative Assistant / Program Analyst will perform administrative tasks that support the priorities of the Division for Heart Disease and Stroke Prevention. The selected candidate will also support various branches within the Division, including the Office of the Director.

- Assist in the maintenance of manager's appointment calendar, using manual or automated processes, schedules appointments independently, reminds the manager of meetings, briefs the manager on the subject matter prior to the meeting.
- Enter conference announcements into the ICAP system for staff to attend conferences, workshops, seminars, and annual meeting. Arrange local meetings and site visits, requiring interaction and coordination with CDC internal scientists, other governmental agencies, and academic and other institutions.
- Aid in response to telephone requests; refers calls and visitors to appropriate staff.
- Aid in the control of mail and assures timely staff response.
- Review materials prepared for manager's approval for typographical accuracy and proper format.
- Assist with the preparation and maintenance recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, and training plans.
- Aid in preparation of office supply requests and keeping inventory of supplies.
- Maintain office files.
- Make domestic and foreign travel arrangements for staff personnel.

Qualifications:

- High School diploma with at least 5 years of experience performing similar duties, or Associate's degree, from an accredited academic institution, with at least 3 years of experience performing similar duties.

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



Brandon Hall School

1701 Brandon Hall Dr, Atlanta, GA 30350

The Administrative Assistant in the Great Hall is often the first point of contact with visitors, parents, and other guests of the School, and is responsible for a variety of administrative tasks.

- Assist with administrative meetings and calendars, including scheduling, sending reminders, preparing meeting rooms, and organizing catering when necessary.
- Attend and take minutes of various meetings and events (some early mornings and evenings required).
- Manage visitor communications from the call box in support of gate operations.
- Maintain and update visitor logs.
- Ensure the Great Hall is neat, presentable, and equipped with basic office supplies.
- Maintain various contact lists.
- Answer and screen phone calls in a positive, helpful manner. Redirect phone calls to the appropriate person or department and take down messages as necessary.
- Accept all mail and packages, and sort and deliver to the appropriate person, office, or location.
- Maintain polite and professional communication via in-person, phone, email, and mail.
- Assist Student Services with student attendance tracking and related parent communications.
- Order office supplies and research new deals and suppliers.

Qualifications:

- Proven experience as an Administrative Assistant
- Experience with Google Workspace and Blackbaud strongly preferred

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

Source: Employer Website

Administrative Assistant / Extended Day Program Coordinator (Sandy Springs)



7901 Roberts Dr, Atlanta, GA 30350

Provides administrative support for Lower School programs.

- Covers lunch/recess duty/carpool as needed
- Provides administrative support for various administrators responsible for all Lower School and certain all-school programs and activities including:
- Field trips (day) and overnight trips (logistics support, transportation, permissions forms etc.)
- Assisting in rsvp for events, registration for the after-school programs, registration for the play as well as organization and communication with other lower school activities and events.
- Coordinates the afternoon busing process; maintains current list of riders and ensures riders are on the bus
- Organizes and maintains supplies in all supply closets, admin support areas and teacher workrooms
- Supports coverage of school reception role including certain evening/weekend events as needed.
- Distributes Challah and juice each week
- Maintains a clean and attractive Extended Day space
- Maintains student files including contracts, and documentation of arrival and dismissal
- Responsible for planning and implementing adequate activities (indoors and outdoors), homework time and educational materials

Qualifications:

- Must have at least 3 years of administrative assistant experience and at least 3 years of child care experience.

Apply Online at: <https://indeedhi.re/3RF8MCL>

Source: Indeed

Client Service Associate (Alpharetta)



Morgan Stanley

2400 Lakeview Pkwy Suite 300, Alpharetta, GA 30009

Responsibilities:

- Manage daily volume of inbound calls and emails from participants, providing world-class customer service to both internal and external clients in all interactions
- Strengthen and enhance existing client relationships through the processing of client requests, timely resolving of client inquiries, and making sure key client information and documentation is up to date
- Conduct outreach to maintain strong relationships with client base and identify Firm services and solutions, such as digital, online access and cash management offerings, that support clients' needs
- Identify opportunities to deepen existing relationships through a referral based model; balance efficient issue resolution with discovery conversations to identify opportunities for deepening client relationships
- Onboard new client accounts by collecting and inputting required documentation and client information
- Apply Firm verification policies and procedures for all clients to avoid identity theft and fraudulent activity

Qualifications:

- High School Diploma/Equivalency
- Strong computer skills and knowledge of Microsoft Office products
- Bachelor's degree preferred
- Relevant industry and customer service experience preferred
- SIE, Series 7 and/or 66 licensing highly preferred

Apply Online at: <https://bit.ly/3ICN6mp>

Source: Employer Website

Receptionist (Sandy Springs)



5671 Peachtree Dunwoody Rd St 680, Atlanta, GA 30342

Check patients in as stated in policy and procedure manual, collect and post payment per front desk training manual. Update patient information as needed in Centricity. Alert nurses of patient arrivals; ensure patient has a ride home with an adult. Prepare charts for procedures. Contributes to the overall function of the unit by being responsible for all clerical duties, some housekeeping chores, and nursing errands as designated.

Qualifications:

- High school graduate or the equivalent or MA, certificate.

Apply Online at: <https://indeedhi.re/3ID3vHy>

Source: Indeed

Posted 7/17/2022

Office Manager (Sandy Springs)



270 Carpenter Dr NE # 400, Atlanta, GA 30328

Responsibilities:

- Greet all visitors and create a hospitable environment
- Answer main telephone line, direct calls and relay messages, ensuring callers speak with a person versus an automated voicemail greeting
- Check main e-mail account hourly and forward referrals and other time-sensitive communications, as appropriate
- Maintain office-wide calendar, notifying colleagues of potential conference room and swing space conflicts, reserve conference rooms on other floors as necessary
- Coordinate luncheon/catering needs
- Ensure printer is operational and well stocked with paper
- Track, order and stock office/kitchen supplies, as needed
- Other administrative duties (FedEx requests, filing, etc.) as assigned

Qualifications:

- Bachelor's degree, or at least 3 years of prior receptionist/office assistant experience
- Familiarity with mental health services, social work, medical offices, etc.

\$35,000.00 - \$40,000.00 per year

Apply Online at: <https://indeedhi.re/3P9Vo7M>

Source: Indeed

Posted 7/17/2022

Human Resources Coordinator (Sandy Springs)



1500 Riveredge Pkwy Suite 100, Atlanta, GA 30328

Responsibilities:

- Respond to internal and external HR related inquiries or requests and provide assistance
- Maintain communication between supervisors/managers and hiring agencies
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing job offers etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback

Qualifications:

- Proven experience as an HR coordinator or relevant human resources/administrative position
- Strong ability in using MS Office (MS Excel and MS Access in particular)
- Familiarity with social media recruiting

Apply Online at: <https://bit.ly/3vb1BbV>

Source: Employer Website

Project Administrative Assistant (Roswell)



Roswell, GA 30076

Archer Western a member of The Walsh Group is currently seeking an Administrative Assistant for Big Creek WRF project located in Roswell, GA. The Administrative Assistant is responsible for providing administrative support to a Project, Regional or Service Group office. Construction office assistants provide customer service and support to the project team, as well as other vendors and subcontractors.

- Data entry and reporting
- Processing invoices, check requests or other departmental paperwork
- Maintenance of SharePoint sites and/or a document library
- Tracking department certifications and other administrative duties as assigned.
- Organizing meetings and correspondence such as phone calls, emails, mail and other deliverables.
- Coordinates meetings, assists with travel arrangements and hotel accommodations as needed, gifts or awards purchase, and food and drink services.
- May coordinate the schedule for conference rooms.
- Orders office supplies and wearables through corporate provided vendors.
- May perform basic internet research, compile lists and gather information from other departments.
- General HR or PTO recordkeeping
- Basic Payroll Administration duties

Qualifications:

- High school diploma or GED required
- Associates degree or some administrative training is a plus
- 1 year of experience in an office setting
- Proficient with MS Office Programs

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

Source: Employer Website

Front Desk Receptionist (Brookhaven)



Peachtree Immediate Care

4400 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- 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
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

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

Source: Employer Website

Front Office Clerk / Receptionist PT (Roswell)



12030 Etris Rd, Roswell, GA 30075

Responsibilities:

- Answer telephone and respond to in-person inquiries.
- Facilitate office access and security by checking in/out guests and handling deliveries .
- Manage staff schedules, handle scheduling requests from staff and coordinate with guests
- Process payments for services and order supplies.
- Serve as a liaison between clients and stylists
- Handle logistical requests for events and meetings.
- Maintain office supplies; file, fax, photocopy etc.

[No qualifications specified in ad.]

\$12 - \$13 an hour

Apply Online at: <https://indeedhi.re/3Pc87ai>

Source: Indeed

Posted 7/17/2022

Shipping and Receiving Coordinator (Dunwoody)



4646 N Shallowford Rd #6308, Atlanta, GA 30338

Responsibilities:

- Process, package, and ship phone and internet orders, according to company policies.
- Process all orders and shipments in a prompt and accurate manner
- Process incoming orders in a timely matter
- Assist in helping to maintain a neat and organized warehouse.
- Review orders prior to packaging for accuracy and quality.
- Maintain organized shelves/inventory bins and work space.
- Provide customer service via phone or email.

Qualifications:

- 6+ Months Warehouse Experience (Preferred)
- High School Diploma or GED
- Ability to lift packages that may weigh up to 65 lbs.
- Proficient in Microsoft Office
- \$16 - \$19 an hour

Apply Online at: <https://indeedhi.re/3z7AbWM>

Source: Indeed

Front Desk Associate PT (Dunwoody)



5342 Tilly Mill Rd, Dunwoody, GA 30338

We are looking for a Front Desk Associate to serve as our patients' first point of contact with checking patients in and out of the clinic, scheduling appointments, assisting in billing and maintaining accurate medical records.

- Greeting & Checking patients in
- Answering Telephones
- Scheduling appointments
- Assisting Patients with Completing Necessary Forms and Documentation
- Insurance Verification
- Processing & Scanning Paperwork
- Setting up New Patient charts
- Keeping a Clean and Calm Reception Area
- Collecting payments from patients
- Pulling charts for following day

Qualifications:

- Work experience as a Front Desk Associate, Receptionist or similar role
- Experience with scheduling software, like WebPT (not required)
- Customer service: 3 years (Preferred)
- Medical terminology: 2 years (Preferred)
- Computer skills: 4 years (Preferred)

No weekends

Apply Online at: <https://indeedhi.re/3PwA7oF>

Source: Indeed

Claims Administrator (Buckhead)

MimiClaims.com

Midway Insurance Management International

3355 Lenox Rd NE, Atlanta GA, 30326

Responsibilities include setting up new claims, answering phones, drafting letters and scanning mail and faxes.

Qualifications:

- High school or equivalent (Preferred)
- Administrative: 1 year (Required)
- Experience in a position dealing with Insurance preferred
- Experience with file management and editing skills preferred

\$35,000 - \$55,000 a year

Apply Online at: <https://indeedhi.re/3Pzj3i2>

Source: Indeed

Posted 7/17/2022

Law Firm Receptionist (Sandy Springs)



200 Sandy Springs Pl NE, Atlanta, GA 30328

Our office is looking for a front desk receptionist to greet clients as they walk into the building. You will also be responsible for other administrative duties such as answering phone calls, scanning documents, mail duties, event scheduling, and other office tasks.

Qualifications:

- Previous receptionist and administrative experience

\$35,000 - \$45,000

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

Source: Indeed

Posted 7/17/2022

Human Resources Coordinator (Dunwoody)



Jewish Family & Career Services of Atlanta
4549 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Expedite the hiring process including new hire paperwork and properly update and maintain all HR personnel files for the Agency.

- Initiates the onboarding process, including but not limited to, tracking of pre-hire paperwork, preparing offer letters, and tracking and reporting to hiring managers of new hires' progress.
- Maintain HR personnel files so they are current and complete for all new, existing and inactive employees.
- Submit new hire and volunteer background checks.
- Create new hire HR file folders; collect all appropriate paperwork to collate and apply to files (applications, backgrounds/drug screens, TB, FP, etc.).
- Ensure that New Hire Paperwork Packets are current for on-boarding process and include appropriate department-specific information.
- Submit New Hire Rec forms, IT New Hire Onboarding forms and all Status Change forms to appropriate departments (Payroll, Facilities and IT).
- Copy new hire paperwork to submit to Payroll for processing and file I-9 forms appropriately.

Qualifications:

- Must have outstanding computer skills: including Microsoft Office Suite/Excel and database knowledge.
- Bachelor's degree preferred.
- Prior administrative and database experience required.
- Fully vaccinated

Apply Online at: <https://bit.ly/3o6XF7S>

Source: Employer Website

Customer Service Associate (Buckhead)



Apartments.com

3438 Peachtree Rd NE #1500, Atlanta, GA 30326

Responsibilities:

- Receive inbound customer service calls and cases ensuring the timely resolution of issues resulting in minimal brand impact and maximum customer satisfaction
- Be the person who delivers first time resolution with quality and professionalism
- Improve listing coverage through proactive customer service, including effective questioning, listening, probing, building rapport and objection handling
- Maintain an accurate directory of customer contact details and company information for assigned customers and communities as well as proactively seek out opportunities to obtain electronic data feeds and websites
- Support sales colleagues to ensure the highest standard of customer service is maintained

Qualifications:

- Associates degree required
- 2 years of experience in a customer service role

Some weekends.

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

Source: Employer Website

Administrative Assistant PT (Buckhead)



4055 Roswell Rd NE, Atlanta, GA 30342

Responsibilities:

- Implement donor and volunteer data entry
- Process acknowledgement and gifts for donors
- Onsite assistance during spring and fall fundraising events
- Provide administrative support for other tasks, as needed, for the Executive Director
- Create photography and written content for social media postings

Qualifications:

- Bachelor's degree
- Donor management software experience preferable with programs comparable to Neon
- Social media experience and familiarity with Hootsuite

Hybrid work model, 10 hours/week with 4 hours minimum onsite weekly

\$17-18/hour

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

Source: WorkForGood

Customer Service Representative (Doraville)



2801 Bankers Industrial Dr, Atlanta, GA 30360

Our Customer Service Representatives are the liaison between our customers and the Abbott Label Production Team. The role requires the ability to understand the various applications and needs of our customers' requirements. Labels are simple, but there is a wide application for our products, as such our top Customer Service Representatives serve as requirements analysts.

Qualifications:

- High School Diploma or some equivalent
Preferred:
- 2+ Years Receptionist/Customer Service Experience
- Computer Skills - Word/Excel/Internet
- Typing Skills - 30 WPM

\$17 - \$19 an hour

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

Source: Employer Website

HR Generalist (Buckhead)



3350 Peachtree Rd NE, Atlanta, GA 30326

Supports HR initiatives across multiple areas within the HR department including talent and performance management, recruiting, employee relations, training and development, benefits, regulatory compliance, and HR reporting and analytics.

- Lead core HR processes including, new hires, onboarding, & terminations, job changes, department changes/allocations, salary changes and employee name changes
- Support Area recruiting process; responsible for end to end requisition management of all postings and partnership with RPO
- Oversee all FMLA, leave of absence and ADA cases acting as a resource for employees/managers and partnering with corporate benefits, legal and Pulte's leave vendor
- Serve as first point of contact for benefits and eTime issues; assessing situations and escalating as necessary to applicable parties so issues are properly addressed and resolved in a timely manner
- Generate HR reports and conduct data analysis as directed to include compensation planning, Gallup analysis, turnover and diversity analysis, OSHA reporting, etc.
- Manage eTime compliance and accuracy; Partner with Finance and other departments to ensure payroll accuracy and audit compliance
- HR System support and Liaison to Home Office, Payroll, Benefits, IT, etc.

Qualifications:

- Minimum Bachelor's Degree in Business, Human Resources or related field
- HR certification preferred (aPHR or PHR)
- Related Functional Experience: Minimum 1-3 years' experience in a Human Resources-related role and a continued education related to HR topics
- Strong foundational knowledge of HR processes and payroll
- Intermediate to advanced ability in PowerPoint and Excel

Apply Online at: <https://bit.ly/3PhH4dy>

Source: Employer Website

Office Coordinator Float (Roswell)



540 W Crossville Rd Suite 203, Roswell, Georgia 30075

An Office Coordinator is an entry-level office role that is responsible for maintaining pleasant and consistent daily operations of the clinic.

- 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.

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 7/17/22

Traffic Control Flagger (Dunwoody)

\$13.50 an hour

WRIGHT

<https://bit.ly/3uN0Wgy>

Laundry Attendant (Dunwoody)

\$15 an hour

Doubletree by Hilton / 4386 Chamblee Dunwoody Rd, Atlanta, GA 30341

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

Package Handler (Roswell)

\$15 an hour; Shift: Preload (4:00 AM - 9:00 AM) Twilight (6:00 PM - 11:00 PM)

UPS / 1300 Old Ellis Road, Roswell, GA 30076

<https://bit.ly/3yIcl23>

Ladies Locker Room Attendant PT (Sandy Springs)

\$12.75 an hour

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

<https://bit.ly/3o0YNd9>

Dishwasher (Roswell)

From \$14 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

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

Dishwasher / Steward (Perimeter)

\$15 an hour

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

<https://bit.ly/3P9OT1A>

Room Attendant (Perimeter)

SpringHill Suites Perimeter / 1005 Crestline Pkwy, Atlanta, GA 30328

<https://bit.ly/3z3XXCH>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/17/22

Valet (Alpharetta)

Angela Krause Ford / 1575 Mansell Rd, Alpharetta, GA 30009

<https://bit.ly/3Pa6JET>

Housekeeping (Perimeter)

From \$15 an hour

Holiday Inn Express & Suites / 765 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3cf79Ly>

Dishwasher (Alpharetta)

\$16 - \$18 an hour

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/3O7OuP5>

Car Wash Attendant (Roswell)

\$10 - \$12 an hour

Tidal Wave Auto Spa / 1564 Holcomb Bridge Rd, Roswell, GA 30076

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

Game Room Attendant (Alpharetta)

Chuck E. Cheese / 925 North Point Dr, Alpharetta, GA 30022

<https://bit.ly/3RH14bk>

Dishwasher (Buckhead)

Lenbrook Square Foundation / 3747 Peachtree Rd NE, Atlanta, GA 30319

<https://bit.ly/3Ba0blN>

Service Drive Valet / Shuttle Driver (Chamblee)

Ed Voyles Acura / 5700 Peachtree Industrial Blvd., Chamblee, GA 30341

<https://bit.ly/3IHe2l4>