

---

# Processing Coordinator (Sandy Springs)



Two Concourse Pkwy #500, Atlanta, GA 30328

---

This position provides support to dealerships and/or their representative. In executing the duties of the role, the Processing Coordinator will ensure that checks and letters are mailed out timely to our clients. Processing Coordinators will also handle incoming mail, generate reporting, and document actions taken.

- Check pick ups from accounting
- Audit checks to ensure there are no financial impacts to the customer, client, or Safe-Guard
- Ensure checks and letter correspondence match
- Handles check pulls and expedited mailing services
- Ensure timely mailing of checks and letters
- Generate reporting timely
- Documenting steps taken and attaching when necessary
- Handle incoming mail
- Continuous follow-up on rejected checks request and/or checks that need to be mailed
- Complete voids, stop-pay request and manual check request when needed

## Qualifications:

- High School Diploma or equivalent combination of education and experience required
- Strong computer skills
- Proficient in Windows and MS-Office Products
- Proof of vaccination

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

Source: Employer Website

---

# Secretary Receptionist PT (Sandy Springs)



7840 Roswell Rd Bldg. 200, Ste 210, Atlanta, GA 30350

---

## **Responsibilities:**

- Preparing and typing routine correspondence, form letters and reports
- Answering telephone & routing calls to the appropriate person,
- Greeting visitors and patients as applicable and conducting them to the appropriate location or person as needed.
- Setting up and maintaining filing systems and basic databases as applicable.
- Completing forms and reports as required by the various company offices and outside vendors and agencies.
- Recording the minutes of meetings and providing the resulting documents as necessary.
- Making copies of correspondence and other printed matter as required by manager.
- Preparing purchase orders using the appropriate software application.
- Assisting with department/facility accounts receivable and accounts payable functions and responsibilities as needed.
- Distributing incoming mail.
- Maintaining calendar and daily schedules.
- Scheduling appointments & arranging meetings.
- Maintaining inventory of the necessary office forms and supplies.
- Maintains accurate records of hospitalization, patient travel, etc. to facilitate coordination of patient scheduling, ancillary testing, etc.

## **Qualifications:**

- Minimum 6 months relevant experience without a degree - 0-6 months experience with an Associate degree or secretarial school.
- Experience working knowledge of computers with Microsoft Word, Excel and PowerPoint preferred.

Apply Online at: <https://bit.ly/3QEm01s>

Source: Employer Website

---

# Data Entry Specialist (Chamblee)



5675 Peachtree Blvd, Atlanta, GA 30341

---

## Responsibilities:

- Create spreadsheets to track important customer information and orders.
- Transfer data from hard copy to a digital database.
- Update customer information in a database.
- Organize existing data in a spreadsheet.
- Verify outdated data and make any necessary changes to records.
- Operate common office equipment, like scanners and printers.
- Search for and investigate information contained in files.
- Perform regular database backups to secure data.
- Input text-based and numerical information from source documents.
- Provide occasional administrative support.
- Sort and organize hard copies of paperwork after entering data electronically.
- Review data for deficiencies or errors.
- Assist with special projects that require large amounts of data entry.

## Qualifications:

- High school diploma or equivalent
- Strong Computer Skills (Internet, MS Office).

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

Source: Employer Website

---

# Corp Accounting Admin PT (Buckhead)



One Alliance Center, 3500 Lenox Rd NE #625, Atlanta, GA 30326

---

## **Responsibilities:**

- Maintains confidential correspondence and general files.
- Orders supplies.
- 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.
- Supports projects by assisting manager/ department, builds and maintains project plans, schedules and contributes to meetings to ensure project deliverables are met.
- 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.
- Researches, verifies and prepares reports.
- Creates and maintains databases.

## **Qualifications:**

- Requires a HS diploma, 5+ years administrative experience, or any combination of education and experience, which would provide an equivalent background.
- Project Management experience required.
- Proficient in Microsoft PowerPoint required.

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

Source: Employer Website

---

# Call Center Agent – Temporary (Buckhead)



3438 Peachtree Rd NE Ste 1800, Atlanta, GA 30326

---

## **Responsibilities:**

- First point of contact for Carter's customers via Phone, Email and/or Chat
- Identify and handle all customer inquiries completely and accurately via Phone, Email and/or Chat as determined by the business needs
- Alert management of issues or concerns that require escalation for complete resolution or which may indicate a larger, underlying problem
- Educate and recommend Carter's and OshKosh products to the customer maximizing opportunities to upsell or cross-sell company products and services
- Complete necessary documentation to manage customer complaints, uses and subsequent solutions
- Schedule, assign, or act on any required customer follow-up in accordance with Contact Center guidelines
- Resolve customer complaints and concerns to the satisfaction of the customer and escalate as needed to a call center lead agent

## **Qualifications:**

- High school diploma or a GED preferred (not required)
- Minimum 6 months of customer service experience
- Call center, Retail and/or Ecommerce experience is a plus
- Technical aptitude is a plus, but not required

\$13 - \$15 an hour

Apply Online at: <https://bit.ly/3zZBh65>

Source: Employer Website

---

Posted 8/21/2022

---

# Office Assistant – Contract (Roswell)



11205 Alpharetta Hwy UNIT B2, Roswell, GA 30075

---

A family owned remodeling company in Roswell Ga is seeking a full-time experienced Administrative Assistant to assess job progress and assign installation dates based on readiness of job.

- Assist with answering phones in a timely manner
- Assess job info based on initial measure and anticipate any installation issues
- Delegate tasks to other personnel regarding any missing job information
- Return customer and vendor messages, calls and emails in a timely manner
- Monitor job progress and work closely with other departments to ensure job progress is in line with forecasted installation date
- Contact customers to schedule installations
- Prepare documentation required for installations
- Follow-up with any installation issues
- Create required daily reporting

## **Qualifications:**

- Must be proficient with MS Office including MS Word, Excel and Outlook
- Must be proficient in using Google Maps and reading maps
- Preferred:
- Previous experience in high pressure customer service environments, scheduling or dispatch experience with technicians
- Previous experience with construction, home improvement or design
- College degree

Salary range: \$500 to \$600 per week

Apply Online at: <https://indeedhi.re/3Av6ZK0>

Source: Indeed

---

Posted 8/21/2022

---

# Office Administrator (Sandy Springs)



## Clark, Lowery and Lumpkin LLC

750 Hammond Dr Building 18, Suite 100, Atlanta, GA 30328

---

### Responsibilities:

- Scheduling consultations, providing intake forms and other documents
- Opening new client cases and update them as needed;
- Managing collections;
- Overseeing the closing of client cases;
- Maintaining calendars for attorneys of Clark Lowery & Lumpkin;
- Manage client and vendor payments;
- Manage CL&L social media presence including but not limited to Facebook, Twitter and Instagram at least one time per week
- Process mail and other communications
- Coordinate supply orders and deliveries;
- Opening & closing of client files, in accordance with firm policies and procedures
- Schedule initial consultations, take payments, send out intake forms and retainer agreements;
- Prepare all documents for both virtual and in person hearings;
- Managing the physical and electronic client files

### Qualifications:

- Experience is preferred but not mandatory.
- Knowledge of word processing software (Microsoft Word), videoconferencing (i.e. Zoom) and case management software (i.e. My Case, Clio, Practice panther) preferred.
- Previous history in collections and/or accounting preferred

\$37,500 - \$50,000 a year

Apply Online at: <https://indeedhi.re/3Aug7HG>

Source: Indeed

---

# Office Coordinator (Buckhead)



3405 Piedmont Rd NE Suite 120, Atlanta, GA 30305

---

FuseFX is an award-winning Visual Effects Studio providing visual effects services for episodic television, feature films, commercials, virtual productions, and VR.

- Create and communicate a welcoming atmosphere and positive experience for all clients, vendors, and staff.
- Oversee reception and make sure proper procedures are being used. Support receptionist / front desk duties – answering phones, receiving clients/visitors, checking media/drives in and out, regular restocking.
- Ensure that facilities and security protocols are understood and adhered to by all staff.
- Own the execution of desk and office moves in collaboration with IT and Production
- Order general office supplies (food, cleaning supplies, stationery, business cards and other items) from vendors; electing cost-effective options, when appropriate.
- Receiving and distributing any mail, office supplies, or supply orders.
- Front desk duties – answering phones, receiving clients/visitors, checking media/drives in & out, regular restocking.
- Oversee and coordinate all building maintenance. Handle furniture and supply requests. Communicate any facility-related issues to upper management, and suggest and coordinate solutions.
- Responsible for maintaining a safe, clean, and efficient work space, and partner with HR to ensure compliance with health and safety standards.
- Coordinate, oversee and/ or manage work assignments performed by technicians, vendors, and contractors performing building maintenance, and janitorial work.
- Open and close the office as needed.

## Qualifications:

- Experience working in a studio environment preferred.
- Reliable vehicle and clean driving record

Apply Online at: <https://bit.ly/3At4pE7>

Source: Employer Website

---

# Admin Assistant – District Office (Brookhaven)



1200 LAKE HEARN DR NE, ATLANTA, GA, 30319

---

## Responsibilities:

- Screens telephone calls, redirects to individuals who can quickly and efficiently respond when needed, and takes messages as necessary.
- Screens correspondence, prioritizes mail, and drafts responses as appropriate. Refers more complex issues and/or urgent matters to the appropriate individual, gathers any additional information needed to respond.
- Schedules, prioritizes and follows up on meetings and appointments. Maintains calendar and issues reminders and monitors appointments to assure the office operates efficiently.
- Coordinates meetings by ensuring that the appropriate software, equipment, meeting space, and other items (pre-meeting documentation, food, supplies, etc.) are available.
- Makes necessary travel arrangements
- Processes expense reports and monitors incoming invoices and donation requests. Prepares forms to process and pay invoices for area office and stores. Reconciles district ledgers including payroll distribution on a monthly basis.
- Prepares area staff and store managers' payroll; resolves payroll issues when necessary.
- Processes store or pharmacy hours changes on WalNet, resets Authenticator IDs. Informs Board of Pharmacy about any Pharmacy Manager changes.
- Organizes and maintains paperwork and files from all stores in the area.

## Qualifications:

- High School Diploma / GED.
- Basic level skill in Microsoft Excel, PowerPoint, and Word

Apply Online at: <https://bit.ly/3c1tNYa>

Source: Employer Website

---

# Front Desk Receptionist (Roswell)



1815 Old Alabama Rd, Roswell, GA 30076

---

To assist Director and Owner. Front desk duties in a Childcare Center not limited to: greeting parents, answering phones, updating files, handling any inquiries about enrollment.

**Qualifications:**

- Customer service: 1 year (Preferred)

\$12 - \$14 an hour

Apply Online at: <https://indeedhi.re/3w9xaTK>

Source: Indeed

---

Posted 8/21/2022

---

# Receptionist (Roswell)



ROSWELL

1090 Holcomb Bridge Rd, Roswell, GA 30076

---

## Responsibilities:

- Greet customers as they arrive in the showroom
- Answer all incoming phone calls and route them to the correct person
- Direct customers in the appropriate direction
- Assist staff as needed

## Qualifications:

- Ability to do various administrative work

Apply Online at: <https://bit.ly/3c3xuw7>

Source: Employer Website

---

# Playcenter Attendant PT (Brookhaven)



## **Cowart Family Ashford Dunwoody YMCA**

3692 Ashford Dunwoody Rd, Atlanta, GA 30319

---

### **Responsibilities:**

Under the direction of the Youth Development Director, the Playcenter Attendant will provide care, lead activities, and ensure the safety of children between the ages of three months and twelve years.

- Ensure that toys are cleaned and sanitized daily.
- Assist in the maintaining of accurate records for child check-in and check-out.
- Complete accident/incident reports related to injuries or behavior problems and health concerns.

### **Qualifications:**

- Experience working with youth in a structured setting.
- A working knowledge of computers including MS Word and MS Excel is preferred.

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

Source: Employer Website

---

# Family Experience Concierge (Sandy Springs)



**Scottish Rite**

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

---

Job Description Creates a patient experience that communicates care, respect, and attention to the personal needs of patients, families, and visitors. Connect patients, families, and visitors to a variety of support services available at Children's Healthcare of Atlanta and serves as a resource for outside services. Advocates for the needs of patients, families, and visitors during their stay at Children's Healthcare of Atlanta.

## **Qualifications:**

- Two years of experience in customer service in a business office environment
- High school diploma
- Valid Georgia driver's license
- Proficient in Windows and Technology including Microsoft Office (Word, Excel, Outlook)

### **Preferred:**

- Bachelor's degree
- Experience in a healthcare-related office or a communications center
- Medical terminology knowledge

Apply Online at: <https://bit.ly/3T08LtO>

Source: Employer Website

---

# Corporate Human Resource Admin (Perimeter)



1 Ravinia Dr NE #1600, Atlanta, GA 30346

---

The Corporate Human Resource Admin will have oversight for General Human Resources Administration (Benefit, Compensation, Compliance, and Projects) for Davidson Hospitality. This role will assist with coordinating legal reporting requirements, act as HRIS liaison working with corporate payroll and accounting counterparts to ensure systems link correctly and that the data transfer of information from the HRIS to the payroll system runs smoothly.

- Assists with the administration of human resources systems and applications, including Human Resource Information System (HRIS), applicant tracking (ATS), candidate resources management (CRM), and learning management (LMS) applications
- Helps to maintain all Home Office personnel records and Human Resource files, ensuring confidentiality
- Assists with the data in the HRIS (new hires, changes, transfers etc.)
- Assists with Management offer letters for corporate and field locations
- Assists with tracking Education Assistant applications
- Assists with hotel due diligence, transitions and/or acquisitions as needed.
- Acts as a resource for Davidson's HRDs and RHRDs
- Assists with all benefit carriers, insurance brokers, and properties.

## **Qualifications:**

- Bachelors Degree or equivalent education hospitality experience required
- Experience in an administrative role strongly preferred
- HRIS and benefit administration experience highly desired
- Advanced Microsoft Office skills required

Monday thru Friday

Apply Online at: <https://bit.ly/3QB3WFF>

Source: Employer Website

---

# Concierge Hiring Event (Roswell)

Aug 25, 2022 | 10 am–5 pm



## Addington Place of Roswell

550 Barrington Drive, Roswell, GA 30075 US

---

### Responsibilities:

- Greet residents and provide general assistance to visitors, prospective residents, and families.
- Answer telephone calls.
- You may be asked to ensure the safety of the residents and property by monitoring surveillance cameras, door alarms, life safety systems, building alarms and investigating any unusual activity.
- Process reports for such things as work orders, incidents and concerns.
- You will receive packages, plants, prescription drugs, etc. and deliver or hold as requested.
- Maintain the sign in/out log for the issuance of community keys, and gate passes.
- You will assist other departments with administrative functions.
- Ensure that resident/family/employee concerns receive timely response and follow up, thus striving to provide a high level of customer satisfaction.

### Qualifications:

- Three (3) months of related experience is preferred.
- You have highly proficient computer skills. Proficiency with Outlook, Excel and Word is required.

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

Source: Employer Website

---

# Front Desk Assistant PT (Perimeter)



41 Perimeter Center E Suite 250, Dunwoody, GA 30346

---

## **Responsibilities:**

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

## **Qualifications:**

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

Apply Online at: <https://bit.ly/3weFr8T>

Source: Employer Website

---

# Shipping and Receiving Clerk (Chamblee)



**Jim Ellis Volkswagen**

5901 Peachtree Blvd, Chamblee, GA 30341

---

## **Responsibilities:**

- Using a scan gun to process a daily parts order
- Labeling special order parts as they arrive
- Putting daily stock away on the parts shelves in their assigned locations
- Pulling outgoing customer orders to wholesale repair shops
- Processing incoming FedEx/UPS shipments and distributing them to the appropriate recipients
- Maintaining a clean, neat, and orderly parts warehouse, including sweeping, taking out trash, and other housekeeping duties

## **Qualifications:**

- High school diploma or equivalent preferred
- Must have a valid Driver's License
- No prior experience required

\$15 - \$17 an hour

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

Source: Indeed

---

# Mail Room Distribution Specialist (Alpharetta)



1750 Founders Pkwy, Alpharetta, GA 30009

---

The Distribution Specialist is responsible for preparing, auditing and distributing outgoing medical files via a variety of mediums.

- Processing outgoing mail on a daily basis
- Assuring all processing is completed in a timely and professional manner
- Auditing all outgoing files to ensure all HIPAA rules and regulations are met to the highest standard
- Reporting daily key performance indicators
- Responding to all communications within the department and company in a timely manner
- Creating labels for outgoing mail with a high degree of accuracy
- Performing repetitive tasks accurately and efficiently
- Communicating with management and clients effectively
- Alerting management when an issue arises and impacts your daily workflow
- Distributing medical records in accordance with HIPAA guidelines and DataFile best practices
- Assure 24-hour commitment is upheld
- Assess volume of requests presented for the day and plan accordingly
- Comply with a comprehensive audit process
- Refer to company internal documentation as a resource to make decisions to process request

## **Qualifications:**

- Proficient in computer usage (Word, Excel, Outlook, PowerPoint)

Monday-Friday 8am-4:30pm (open to part-time candidates as well)

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

Source: Employer Website

---

# Automotive Cashier (Roswell)



11446 Alpharetta Hwy, Roswell, GA 30076

---

## **Qualifications:**

- Experience in customer service
- Cashier Experience is a plus but not required. We will train you.
- Computer, Communication, and Customer Service skills

From \$14.00 per hour

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

Source: Indeed

---

Posted 8/21/2022

---

# Front Desk Receptionist (Roswell)



1145 Woodstock Rd Ste. 610, Roswell, GA 30075

---

## **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

## **Qualifications:**

- Experience handling challenging customer concerns

\$13 an hour

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

Source: Employer Website

---

Posted 8/21/2022

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 8/21/22

## **Banquet Server (Dunwoody)**

**\$13 - \$16 an hour**

Dunwoody Country Club / 1600 Dunwoody Club Dr, Atlanta, GA 30350

<https://indeedhi.re/3K0XZPK>

## **Car Washer (Roswell)**

**\$18 an hour**

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

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

## **Dishwasher (Roswell)**

**\$15.00 - \$16.50 an hour**

St. George Village / 11350 Woodstock Rd, Roswell, GA 30075

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

## **Apartment Groundskeeper (Buckhead)**

**\$15 - \$18 an hour**

Cyan on Peachtree / 3380 Peachtree Rd NE, Atlanta, GA 30326

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

## **Culinary Assistant - Entry Level (Dunwoody)**

First Baptist Church of Atlanta / 4400 N Peachtree Rd, Atlanta, GA 30338

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

## **Part Time Janitor (Dunwoody)**

**\$13.50 - \$14.85 an hour**

LifeSouth Community Blood Center / 4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

<https://bit.ly/3QB2mn9>

## **Housekeeping Associate (Alpharetta)**

**\$12 - \$15 an hour**

Ashley HomeStore / 5980 North Point Pkwy, Alpharetta, GA 30022

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

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 8/21/22

## **Dishwasher (Brookhaven)**

**\$14 - \$16 per hour**

HOBNOB / 804 Town Blvd A1010, Atlanta, GA 30319

<https://bit.ly/3K123Q0>

## **Dishwasher (Roswell)**

**\$15 - \$18 an hour**

Olive Garden / 905 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3A7p9jv>

## **Cashiers - Line Service (Alpharetta)**

**\$14.00 - \$16.00 per hour**

Chipotle / 10910 Haynes Bridge Rd, Alpharetta, GA 30022

<https://indeedhi.re/3A3ldAj>

## **Automotive Detailer - Car Washer (Alpharetta)**

**\$17 an hour**

Enterprise Rent-A-Car / 1805 Hembree Rd Ste A, Alpharetta, GA 30009

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

## **Laundry Attendant (Alpharetta)**

**\$14 an hour**

TownePlace Suites / 7925 Westside Pkwy, Alpharetta, GA 30009

<https://bit.ly/3dy77iG>

## **Food Server (Sandy Springs)**

**From \$13 an hour**

Sunrise of Huntcliff Summit / 8480 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3Cc4gGx>

## **Party Host PT (Sandy Springs)**

**\$12 - \$14 an hour**

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

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