
Administrative Assistant (Sandy Springs)



ChatComm 911

859 Mount Vernon Hwy, Atlanta, GA 30328

This position will report directly to the Director of Operations and is responsible for performing a variety of intermediate level administrative support functions to the Director of Operations and the Chatcomm 911 Center.

- Produce correspondence, report and other documents as assigned; obtains necessary signatures, copies and mails correspondence.
- Opens, sorts and distributes mail
- Receptionist responsibilities including: answering of incoming calls, greeting and directing visitors to the appropriate staff members.
- Schedules meetings, arranges room reservations and distributes notices.
- Coordinates office travel.
- Provides miscellaneous, routine information to the public, customer agencies and potential applicant's.
- Performs varied clerical, statistical, data gathering and compilation.
- Public/Agency Records Requests.
- Filing of confidential personnel and training documents.
- Reviews applications/resumes.

Qualifications:

- Demonstrated competence in MS Office Suite
- Ability to keyboard accurately at 50 words per minute NET
- High School Diploma.
- Administrative or Secretarial experience in critical operations environment.
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.
- Third party typing certificate preferred.

Apply Online at: <https://bit.ly/3TvVpW7>

Source: Employer Website

Office Admin Assistant (Roswell)



75 Oak St, Roswell, GA 30075

Responsibilities:

- Answer telephone calls and emails from customers, providing exceptional service in a timely manner
- Write up work orders, create invoices, and accept payments
- Review design proofs for accuracy
- Keep track of approved orders, making sure orders are completed within deadlines and payments received timely
- Maintain order efficiency by assessing daily priorities and managing multiple orders simultaneously
- Maintain accurate documentation and filing
- Monitor supplies and order as required

Qualifications:

- Previous experience in customer service, clerical, or administrative role in an office environment
- Previous experience in Quick Books or other accounting software, as well as MS Excel * (we will consider training in the accounting software for the right candidate if no prior experience)

Monday - Friday, 9:00am to 5:00pm

\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/3e6o2cq>

Source: Indeed

Posted 9/4/2022

Receiving and Issuing Clerk (Sandy Springs)



Cherokee Town & Country Club

665 Hightower Trail, Atlanta, GA 30350

In this inventory control position, you assist in maintaining our storeroom's cleanliness and organization. As you receive deliveries, you review invoices, inspect items, and place stock in the appropriate storage area. You also perform deliveries and pick-ups of your own between the country club and town club. You keep a close eye on stock levels and ensure that requisitions include a note of any out-of-stock materials.

Qualifications:

- Valid driver's license
- Ability to operate inventory management software

\$15 - \$17 an hour

Apply Online at: <https://bit.ly/3Re4YaJ>

Source: Employer Website

Posted 9/4/2022

Receptionist (Buckhead)



Peachtree Rd, Atlanta, GA 30326

Responsibilities:

- Responsible for managing and organizing of the front desk activities.
- You will assist employees with special requests and act as an employee relations liaison to provide helpful and accurate information to employees and visitors.
- Duties will include greeting visitors and maintaining visitor sign-in process using the Envoy system.
- This will also include issuing of temporary badges for employees, vendors, contractors, directing visitors appropriately and notifying company personnel of visitor arrival. Ensure incoming calls are answered promptly and directed to the appropriate destination.
- Multiple administrative tasks include event support, producing monthly newsletters, and assisting with property management ticket requests.

Qualifications:

- High School Diploma or GED equivalent
1-3 years' experience required
- Previous experience with computer applications, such as Microsoft Word, Excel and PowerPoint

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

Source: Employer Website

Administrative Specialist (Sandy Springs)



8100 Roswell Rd Suite 410, Atlanta, GA 30350

The administrative specialist will be responsible for administrative support to the President and Executive staff.

- Maintaining calendar for professional events
- Organizing conference calls and management meetings
- Preparing materials and documentation for meetings and/or clients as appropriate
- Manage and coordinate office events and functions
- Schedule sales meetings and client meetings
- Assist in preparation of proposals
- Assist in market research, assist in industry events
- Assist in preparation/development of presentations for sales
- Assist with updating information on various social media platforms; LinkedIn, Facebook, etc.
- Collections of Safety Data Sheets for clients
- Assist in the preparation of safety manuals
- Maintain relationships with current clients
- Coordinate travel arrangements

Qualifications:

- 1 to 3 years' experience in administrative assistant position.
- Proficient in Microsoft Office products – Word, Excel, Outlook, PowerPoint, Publisher
- Must be a skilled user of Adobe Pro – Candidates will be skills tested

\$50,000 - \$55,000 a year

Apply Online at: <https://bit.ly/3wS4yPk>

Source: Employer Website

Office Admin (Roswell)



1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

Responsibilities:

- Oversee New Hire paperwork
- Scheduling Travel and Lodging
- Communicating with New Trainees and current trainees
- Working directly with various departments to ensure trainees are set up properly with all logins necessary

Qualifications:

- Solid PowerPoint and Excel knowledge

Mon-Fri between the hours of 8:00 am and 5:00 pm

\$18 - \$22 an hour

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

Source: Indeed

Mailroom Clerk (Sandy Springs)



6100 Lake Forrest Dr NW STE 200, Atlanta, GA 30328

Responsibilities:

- Process and distribute USPS mail, incoming and outgoing
- Run postage on USPS mail
- Mail Courier to several post office boxes
- Organizes and distributes office supplies

Qualifications:

- Must be willing to obtain a notary or already have your notary certificate

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

Source: Indeed

Posted 9/4/2022

Administrative Assistant (Chamblee)



PDK Airport | 2000 Airport Rd, Atlanta, GA 30341

Responsibilities:

- Invoicing customers for multiple service center departments.
- Warranty administration for multiple vendors.
- Creating new customer profiles.
- Answering customer phone calls.
- Assist fellow team members in a variety of tasks.

Qualifications:

- Experience in aviation terminology, acronyms and general familiarity is preferred but not required.
- Strong Microsoft Excel and Outlook experience also preferred.

8 hour shift; Monday to Friday

\$18 - \$20 an hour

Apply Online at: <https://indeedhi.re/3Q3q62a>

Source: Indeed

Posted 9/4/2022

People Services Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Prescreen and evaluate candidates for multiple positions in alignment with the job profile
- Work timely within Workday (ATS) and external job boards to manage job postings and applicants
- Job requisition maintenance (open/close) and posting of jobs
- Regularly track and communicate recruiting strategies, candidate flow/challenging staffing with stakeholders
- Manage HR Service Tickets, responding for HR and partnering as needed for accurate answers within our prescribed Service Level Agreements (SLAs)
- Responds promptly to phone calls, email and other communications from the stores or others with inquiries related to HR matters/policies
- Partner with store Leaders for compliance and auditing; includes New Hire Onboarding, I-9 forms (TNC in e-verify), performance/check-ins, break room posters, Associate acknowledgements on SOPs

Qualifications:

- Technically savvy to maneuver within Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Minimum of three to five (3-5) years HR or administrative experience
- Education – High School Diploma or similar. Bachelor's Degree preferred
- Workday experience preferred

Monday through Friday, 8:30 a.m. to 5 p.m.

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

Source: Employer Website

Community Associate / Front Desk (Alpharetta)



Regus rents private office space. As a Community Associate, you'll work closely with new and existing customers across a myriad of industries, working to create and maintain your own community within your center, where you will help take care of all the administrative and support needs for your customers...so that your customers can focus on running their business.

Qualifications:

- Experience and confidence using MS Office and other basic IT equipment
- Ideally 1+ years of customer service experience

\$15.96 an hour

Apply Online at: <https://bit.ly/3e4efU9>

Source: Employer Website

Posted 9/4/2022

Front Desk Manager (Roswell)



4671 Sandy Plains Rd, Roswell, GA 30075

Responsibilities:

- Provide prospective families with information or literature describing the preschool program.
- Maintain clean copies of menu, tuition and calendar of events.
- Include professionally printed literature from corporate office such as folders, brochures, etc.
- Manage staffing ratios.
- Executive Assistant need to answer phones and greet families and children.
- Maintain filing systems, both electronic and physical.
- Prepare communications, reports and other correspondence.

Qualifications:

- High school or equivalent (Preferred)
- Teaching: 1 year (Preferred not required)
- Childcare: 1 year (Preferred not required)

Apply Online at: <https://bit.ly/3QiC2gN>

Source: Employer Website

HR Manager (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

Implement Human Resources and Employee Development programs and policies. Assist department heads in managing employee development and employee relations. Assist department heads in recruiting and staffing, performance management, benefits and compensation, advises on organizational development, employee counseling services and training. This position supervises at least one HR employee and the volunteers required to build an effective HR team.

Qualifications:

- A bachelor's degree from an accredited four-year college or university in a related field and five (5) years HR related experience.
- Current/Valid State of Georgia driver's license with a good driving record.

\$55,000 a year

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

Source: Employer Website

Posted 9/4/2022

Customer Service Representative I (Alpharetta)



3925 Brookside Pkwy, Alpharetta, GA 30022

Responsible for answering incoming questions via phone or chat and supporting both internal and external customers. Provide resolutions by utilizing company policies and product knowledge while making quick and accurate decisions.

Qualifications:

- 2 years of experience in a customer support role

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

Source: Employer Website

Executive Assistant (Chamblee)

ZYCI

2030 Will Ross Ct, Chamblee, GA 30341

ZYCI is a high tech manufacturing company that produces complex parts for rockets, missiles, satellites, robots, animatronics, etc. This opportunity is to directly support the CEO (owner) who is a typical serial entrepreneur that has built and sold multiple businesses.

- Manage incoming email and respond, set aside for the CEO to respond to or forward to another team member
- Performing minor accounting duties
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls in a polite and professional manner
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters

[No qualifications specified in ad.]

\$40,000 - \$52,000 a year

Apply Online at: <https://indeedhi.re/3Rw8qgz>

Source: Indeed

Human Resources Generalist (Roswell)

The logo for Kloeckner Metals, featuring the company name in white lowercase letters on a red rectangular background.

500 Colonial Center Pkwy #500, Roswell, GA 30076

Responsibilities:

- Provide general support to Corporate Vice President, Director(s) of HR, and HR Management
- Assist HR Management with Employee Status Change and various other company forms and platforms; to include but not limited to Verification of Employment, Work Opportunity Tax Credit, Learning Management Systems, Unemployment Insurance, etc.
- Work with branch HR Contacts regarding employee changes, transfers, disciplinary documentation, and other employee related records
- Scan and maintain all employee documents in the Metafile filing system
- Respond and assist in the implementation of company policies and guidelines
- Serve as point of contact in the absence of HR Management for designated region/branches
- Assist branch HR contacts with various HR, Payroll and/or benefit issues as requested/required
- Work with talent acquisition department regarding online application system
- Assist and/or create various reports as requested by all HR & Company Management

Qualifications:

- 3+ years supporting an HR team in a generalist administrative capacity
- 2+ years technical experience using and administering HR tools and systems
- Bachelor's degree or equivalent in business, human resources, or related field
- Experience supporting HR needs of a multi-unit national organization preferred

Apply Online at: <https://bit.ly/3egR499>

Source: Employer Website

Customer Service Representative (Sandy Springs)



6331 Roswell Rd NE, Sandy Springs, GA 30328

Responsibilities:

- Preparing our facility for all activities
- Greeting and checking in guests that arrive for their events
- Coordinating all activity classes and playtime
- Working as a team to provide an awesome experience for our guests
- Facilitate our sanitation and safety protocols

Qualifications:

- Minimum 1 year of experience in the family entertainment industry or working with children
- Have reliable transportation

\$14 - \$18 an hour

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

Source: Indeed

Posted 9/4/2022

Purchasing Storeroom Clerk (Buckhead)



WALDORF ASTORIA®
ATLANTA • BUCKHEAD

3376 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Verify the accuracy and accept all purchased products into the hotel
- Assist in the daily operation of the storeroom to include, but not limited to, receiving and placing product, reconciling received items to purchase orders to verify accuracy, rotating stock, conducting inventory and issuing and delivering items to departments

[No qualifications specified in ad.]

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

Source: Employer Website

Administrative Assistant PT (Alpharetta)



North Point Mall

Responsibilities:

- Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public
- Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management
- Input employment data in the Job Requisition System and handle all new hire paperwork, orientation, and training sessions
- Balance vault and store checkbook and perform other cash functions on a daily basis
- Act as MST liaison and train colleagues on how to call in repairs
- Complete weekly store newsletter, maintain store bulletin board program, and organize store recognition allies

Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/3ANq0WZ>

Source: Indeed

Posted 9/4/2022

Mailroom Clerk (Perimeter)



Two Concourse Pkwy #500, Atlanta, GA 30328

Responsibilities:

- Collect all carrier mail and parcels from vendor partners such as USPS, FedEx, UPS, and others.
- Assures that all mail is received and processed in a timely and accurate manner.
- Responds to all employee tracking questions by giving data from the company's internal tracking system.
- Examines and seals all incoming and outgoing detainee mail. All mail and packages are logged, inspected, forwarded, or returned.
- Sorts, locates, opens, inspects, and packages all incoming mail and publications for detainees.
- Distributes all facility department inter-office mail.
- Documents, processes, and files all mail denials, both incoming and outgoing.
- Keeps track of all legal, special, medial, and certified mail that comes in and out.
- Uses postage and meter machines, as well as other office machinery.
- Analyze any problems or unique requests that arise and offer appropriate answers.
- Manage relationships with vendors such as USPS, FedEx, UPS, etc.
- Manage vendor partnerships such as USPS, FedEx, UPS, and others.

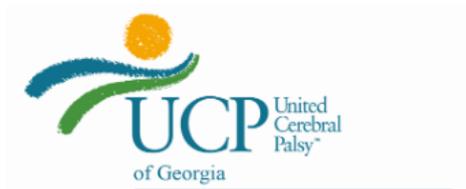
Qualifications:

- 1 - 2 years of leadership experience.
- An equivalent mix of education and experience may be taken into consideration.
- Valid Driver's License Require to travel between locations
- Computer skills

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

Source: Employer Website

Administrative Assistant (Chamblee)



3300 Northeast Expy NE, Building 9, Atlanta, GA 30341

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments and meetings; manage the calendar for conference rooms
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system; work with QI and HR on the management of archived files.
- Order office supplies
- Maintain contact lists
- Book travel arrangements as needed
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Assists operations and program employees with administrative tasks such as faxing and scanning documents
- Schedule and coordinate events at the office, set up conference spaces and order snacks and/or lunch as requested

Qualifications:

- Proven experience as an administrative assistant, virtual assistant or office admin assistant with at least 3 years of experience
- High School diploma qualification as an administrative assistant or Secretary will be a plus
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

Apply Online at: <https://bit.ly/3B9Fjue>

Source: Employer Website

Unit Clerk (Sandy Springs)



5665 Peachtree Dunwoody Rd Atlanta, GA 30342

Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member. May page staff member if necessary. Receives and transcribes physicians' orders according to established guidelines. Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines. Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies. Responds to patient requests via patient intercom system. Relays information to appropriate staff for immediate attention. Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician. Enters and retrieves data related to patient charges and supply orders to include daily reconciliation of patient charges to ensure accurate patient billing process.

Qualifications:

- A high school diploma or equivalent.
- One year previous clerical experience and experience with various personal computer software applications.

7pm-7:30am

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

Source: Employer Website

Posted 9/4/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 9/4/22

Back of House (Sandy Springs)

\$15 - \$18 an hour

Grub Kitchen and Bar / 1110 Hammond Dr Ste 35, Sandy Springs, GA 30328

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

Dishwasher (Buckhead)

From \$20 an hour

Bartaco / 3802 Roswell Rd NE, Atlanta, GA 30342

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

Busser (Alpharetta)

\$16 an hour

California Pizza Kitchen / 6301 North Point Pkwy, Alpharetta, GA, US, 30022

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

Laundry Attendant (Perimeter)

\$15 an hour

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

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

Automotive Detailer - Car Washer (Sandy Springs)

\$17 an hour

Enterprise Rent-A-Car / 6509 Roswell Rd. Sandy Springs, GA 30328

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

Porter (Roswell)

\$10 - \$15 an hour

Gerber Collision & Glass / 55 Oak St, Roswell, GA 30075

<https://indeedhi.re/3wQ0wHg>

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

<https://bit.ly/3B4ULI0>

Food Service, Housekeeping, & Other Now Hiring – Week of 9/4/22

Janitorial Worker (Sandy Springs)

\$13 an hour

Flagship Facility Services / Mercedes-Benz HQ 1 Mercedes-Benz Dr. Sandy Springs, 30328

<https://indeedhi.re/3R4BdsW>

General Laborer PT Temp (Roswell)

\$13 an hour

SwimAtlanta Pool Management / 1210 Warsaw Rd UNIT 800, Roswell, GA 30076

<https://indeedhi.re/3R4C8to>

Housekeeping/Lobby Attendant PM (Perimeter)

\$14 - \$15 an hour

The Westin Atlanta Perimeter / 7 Concourse Pkwy, Atlanta, GA 30328

<https://indeedhi.re/3RzchK7>

WAITER/WAITRESS (Sandy Springs)

\$15.00 per hour

Compass / Mount Vernon Towers, 300 Johnson Ferry Road Sandy Springs GA 30328

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

Kitchen Support (Sandy Springs)

\$15 an hour

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

<https://bit.ly/3cKnZ5J>

Room Attendant (Perimeter)

\$14 an hour

Hampton Inn / 4565 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/3R8kpkO>

Dishwasher (Dunwoody)

From \$14.00 per hour

McKendrick's Steak House / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

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