
Music Booking Assistant (Buckhead)



Eclectic Artists

3535 Peachtree Rd NE Suite 320, Atlanta, GA 30324

Eclectic Artists (EA) is a full-service live entertainment company headquartered in Atlanta, Georgia.

- Support Booking Coordinators and other employees of the organization
- Perform administrative tasks including:
- Making and receiving calls professionally with clients and industry executives
- Managing schedules and calendars effectively
- Communicating effectively with clients, talent, agents, and executives
- Process invoices, track deposits, and balance schedules
- Conduct outreach via email, text message, and cold calls
- Field email inquiries and facilitate contract execution
- Continually update and maintain client profiles and information

Qualifications:

- Bachelor's Degree
- 1-3 year(s) of experience; agency or music industry preferred
- Familiarity with live events, music, and/or touring is a plus
- Microsoft Office (Word, Excel, Outlook) experience

\$35,000 a year

Apply Online at: <https://indeedhi.re/3CZH9zk>

Source: Indeed

Posted 9/11/2022

Call Center Admin Agent (Buckhead)



3438 Peachtree Rd NE Ste 1800, Atlanta, GA 30326

Responsibilities:

- Investigating and resolving inquiries from Customers, Consumer Affairs, Corporate and Leadership as necessary
- Process exception and escalation management
- Customer address verifications and corrections
- Support of payment verification and fraud review processes
- Shipping exceptions and claims
- Returns processing
- Support of Ship to Store and Store 6 initiatives

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
- Intermediate Excel skills preferred

Apply Online at: <https://bit.ly/3Bsr1oP>

Source: Employer Website

Part-Time Receptionist (Dunwoody)



BOVIS, KYLE, BURCH & MEDLIN

200 Ashford Center N Suite 500, Atlanta, GA 30338

Responsibilities:

- Greeting clients and guests
- Answering and transferring phone calls
- Forwarding emails and faxes
- Distributing deliveries and running postage meter
- Maintaining court calendar notices
- Scheduling conference room requests
- Other general office tasks

[No qualifications specified in ad.]

Two days a week from 8:15am-5:30pm.

\$20.00/hour.

Contact:

Robert M Mastin

(678) 338-3930

rmm@boviskyle.com

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

Source: TheAhaConnection.com

Posted 9/11/2022

Membership / Information Specialist (Sandy Springs)



5784 Lake Forrest Dr NW, Sandy Springs, GA 30328

This position represents AMAS and its clients; with specific responsibilities and duties related to the membership department. Also assist in answering general questions related to our school, real estate education courses, as well as association services. Primary responsibilities include answering a multi-line switchboard, processing membership applications, membership transfers, and email correspondences.

- Greet members, students, tenants, guests entering the building promptly & courteously
- Respond to all phone calls/voicemails & emails promptly and efficiently
- Process new membership applications
- Update member data in Ramco database - member transfers, duplicate records, etc.
- Process payments / dues renewals
- Correct data errors as needed
- Reconcile class/orientation information - as assigned
- Review Google calendar daily / Stay abreast of all upcoming events / classes, activities for all Board(s) & Capitus/school and ensure all inquiries are handled appropriately
- Provide assistance during Board events and educational sessions, as needed
- Assist members with registration for upcoming events, as needed
- Assist with the on-site registration process for in house events, as needed

Qualifications:

- Good working knowledge of Google Suites (mail, docs, drive, sheets).
- Associates Degree or related office experience preferred.
- A minimum of 3 years office experience in a professional environment is required.

\$17 - \$19 an hour

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

Source: Indeed

Posted 9/11/2022

Front Office Receptionist (Alpharetta)

North Point Pediatrics

3180 North Point Pkwy Suite 410 - Building 400, Alpharetta, GA 30005

Responsibilities:

- Scheduling patient appointments and answering telephones.
- Updating demographics, insurance intake etc...
- Patient Check out patients
- Collecting co-pays and other balances. Closing End of day.
- STRONG customer service skills.
- Assists in distribution/filing of scanned documents throughout the day into the EMR
- Maintains order/cleanliness of assigned work stations.

Qualifications:

- Experience is preferred but not necessary.

Monday - Friday, 8:20am - 5:00pm & 5:30pm

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/3RJCGp7>

Source: Indeed

Posted 9/11/2022

Administrative Assistant (Buckhead)

SIMPSON, UCHITEL & WILSON, L.L.P.

One Securities Centre, Suite 1100, 3490 Piedmont Rd NE, Atlanta, GA 30305

Responsibilities:

- Answer phones.
- Maintain filing system.
- Receive and send mail.
- Type, format, print, copy and collate documents.
- Enter data.
- Transcribe Dictation
- E-file pleadings with Court
- Other administrative duties, as assigned.

Qualifications:

- Some office experience
- High School Diploma and some college course work
- Knowledge of Microsoft Office software.

\$37,514 - \$41,504 a year

Apply Online at: <https://indeedhi.re/3x2LEp2>

Source: Indeed

Posted 9/11/2022

Executive Assistant (Buckhead)



34 Old Ivy Rd NE Suite 200, Atlanta, GA 30342

Responsibilities:

- Act as a professional liaison with management, OEMs, and other external contacts on the executive teams behalf
- Calendar management for CEO, CFO, and VP of Sales
- Process and track expense reports for all CEOs direct reports
- Maintain confidentiality in relation to internal communications and operations
- Provide personal assistance to executive team, including errands, travel arrangements, doctors appointments, deposits, meetings, special projects, and understands preferences
- Coordinate Leadership Meetings bi-annually- meeting arrangements, dinners, travel, hotels, schedule, presentations, and able to take executive summary notes on topics and actions for later distribution
- Manage and create forecast RDN by sales person, SWOT control tower, back log inventory, floor plan cost, and market share spreadsheet for VP of Sales
- Collect and create budget presentations from each region for the CEO and CFO
- Assist in preparing performance evaluations for all CEO and CFOs direct reports
- Takes ownership for their work and is resourceful to suggest new and more efficient ways to operate
- Plan events for executive teams as needed (Open House, Holiday Party, office catering, etc.)

Qualifications:

- BA/BS degree in a related field
- Minimum of (3) years of executive assistant experience
- Solid knowledge of all MS Office products

Monday-Friday, typically during normal business hours 8:00am-5:00pm

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

Source: Employer Website

HR Solutions Center Call Representative (Remote)



Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

The HRSC Call Rep works as part of a team in Inspire Brands' HR Solutions Center which provides quality customer service to Inspire Brands associates and managers through inbound or outbound calls, emails, or ticketing system. Calls are related to HR System issues and ensuring the caller's needs are met in a timely manner. The HRSC Call Rep handles incoming calls, identifies and documents issues, processes the necessary transaction or escalates the issue to an HRSC Specialist for further research and resolution. Process transaction requests received via call, email, or ticketing system. Provide exceptional customer service.

Qualifications:

- High School Diploma or GED
- Preferred: Prior experience using HR systems
- Preferred: Experience in the hospitality services industry

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

Source: Employer Website

Executive Assistant (Sandy Springs)



1 Concourse Parkway, Atlanta, GA 30328

Responsibilities:

- Provide high-level administrative support and assistance to principals
- Day-to-day administrative support to others within the firm
- Independently initiate and implement processes to manage projects, information and people
- Manage principals schedule, meeting preparations and follow-up tasks
- Manage complex travel arrangements for principals and staff when requested
- Conduct research, compile information and prepare summaries and reports
- Develop positive and strategic relationships at all levels of the organization
- Use discretion, judgement and knowledge of the organization to facilitate the principals activities and maintain confidentiality
- Respond to the needs of callers and visitors or direct them to the appropriate party
- Screen Request for Proposal (RFP) opportunities, notifying relevant parties of potential
- Format reports and documents per company guidelines
- Assist with Key Management Area (KMA) projects as requested

Qualifications:

- High school diploma required; Associate or Bachelor degree from an accredited college or university preferred
- Minimum three years of experience in an administrative role

Apply Online at: <https://bit.ly/3TWy688>

Source: Employer Website

Front Desk / Clerical Support (Alpharetta)



11100 Atlantis Pl, Alpharetta, GA 30022

Responsibilities:

- Greeting visitors, guests, and employees as they enter the building
- Receiving and distributing packages from various delivery services
- Monitoring office attendance
- Preparing and verifying expense reports for management
- Check daily timesheets for accuracy and prepare reports as needed for management.
- Maintain office supply inventory
- Filing and scanning documents
- Assist with office organization

Qualifications:

- High school diploma or GED certificate, college education is a plus
- 1+ years of experience as an administrative related role
- Proficient with Microsoft Suite, especially Excel

Monday to Friday 8am to 5pm

\$14 - \$16 an hour

Apply Online at: <https://bit.ly/3d2bzGn>

Source: Employer Website

Concierge PT (Roswell)



1070 Hardscrabble Rd, Roswell, GA 30075

Responsibilities:

- Answers a multi-line telephone.
- Greets all families, residents, and guests with a smile.
- Directs/answers resident and vendor questions or inquiries to the appropriate person.
- Schedules transportation.
- Supports management and their request with tasks and/or projects.
- Orders office supplies.
- Completes work order requests.
- Makes sure all outside vendors, families, and residents check in and out.
- Enters all data entry as assigned.
- Assists Marketing with various tasks.

Qualifications:

- High School Diploma or equivalent
- Previous customer service or administrative experience.
- Knowledge of various computer systems, including Word, Excel, and Outlook

\$15 - \$16 an hour

Apply Online at: <https://bit.ly/3BqC41S>

Source: Employer Website

Admissions Assistant (Alpharetta)



3035 Fanfare Way, Alpharetta, GA 30009

Responsibilities:

- Field phone and email inquiries about FSA and the admissions process
- Lead in person and virtual school tours
- Preparing and updated admissions materials
- Process applications, files, contracts and enrollments in Blackbaud Enrollment Management
- Run admissions testing for grades 1-12
- Fill in at front desk as needed
- Other duties as assigned and varying depending on the timing in the admissions cycle.

Qualifications:

- Bachelor's (Required)

Monday to Friday

\$30,000 - \$40,000 a year

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

Source: Indeed

Office Administrator (Roswell)



B&R Industrial Automation

1250 Northmeadow Pkwy # 100, Roswell, GA 30076

Responsibilities:

- Answer a high-volume phone line and direct callers to the appropriate B&R personnel.
- Greet and welcome visitors, and keep an ongoing guest log.
- Manage hospitality functions, such as lunch/refreshment service for meetings and training classes, conference room preparation, and WiFi passwords for guests.
- Administrative Support:
- Assist the order processing department with delivery note maintenance, invoicing, customer portals, review of the incoming emails for urgent requests, etc.
- Process all orders for training courses and engineering services.
- Assist the accounting department by receipt of incoming checks and customer credit applications.
- Assist the customer training department with database entry and arrangements in preparation for a class and follow up afterwards with customer feedback.
- Maintain the master training class schedule.
- Handle domestic and international travel arrangements for B&R employees in all offices and occasionally visitors.
- Monitor and distribute general email inquiries.
- Sort and distribute incoming mail and faxes.
- Update and distribute weekly employee office schedule.

Qualifications:

- At least 2 years of experience as office administrator, office manager, or similar role
Experience with managing an extensive phone system preferred
- Proficiency in Microsoft Word and Excel
- Experience with SAP beneficial, but not required

Apply Online at: <https://indeedhi.re/3Brh2QL>

Source: Indeed

Office Coordinator (Dunwoody)



1040 Crown Pointe Pkwy Suite 975, Atlanta, GA 30338

Responsibilities:

- Oversee all front desk and lobby operations
- Greet and assist employees and walk-ins with their inquiries
- Assist with information requests via phone and email
- Prepare reports, proposals, and spreadsheets as needed
- Maintain uniform operations, including measuring and ordering uniforms, tracking issuance to existing personnel, collection of uniforms, and requests for uniform refunds
- Attract, assess, and hire the best possible talent
- Manage a high volume of candidate data and keep up to date candidate information in our applicant tracking system (ATS). Maintain regular online job postings to advertise openings
- Facilitate the New Hire Orientation for new employees to the company
- Assist candidates with employment applications and other pre-employment paperwork

Qualifications:

- Two years of proven experience as an Administrative Assistant or similar role
- Associate's Degree
- Must be proficient in Microsoft Office Suite and Google Suite.

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

Source: Employer Website

Executive Administrative Assistant (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

As the Executive Administrative Assistant, you will provide support to senior executive leaders, acting with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various projects, which includes scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Executive Administrative Assistant will perform, coordinate, and oversee administrative duties while providing an extensive level of support.

Qualifications:

- Associates degree desired.
- 5 plus years of administrative support experience preferred.
- Experience supporting senior level executives preferred.
- Proficient in all MS Office applications including, Outlook, Word, Excel, PowerPoint. Considerable experience with Excel (developing and analyzing special reports for management) and PowerPoint (preparing presentations).

Apply Online at: <https://indeedhi.re/3RLS1oo>

Source: Indeed

Receptionist PT (Chamblee)



GLOBAL IMPORTS MINI

5925 Peachtree Industrial Blvd, Chamblee, GA 30341

Responsibilities:

- Answer multi-line telephone system, determine caller's needs and route to the appropriate department.
- Greet visitors, determine their needs and contact the appropriate department for visitor escort.
- Oversee the visitor sign-in and security process.
- Maintain conference room reservation schedule.

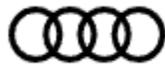
Qualifications:

- High School Diploma.

Apply Online at: <https://bit.ly/3Qwe8hM>

Source: Employer Website

Service File Clerk PT (Roswell)



Audi North Atlanta

Nalley Audi

11505 Alpharetta Hwy, Roswell, GA 30076

The primary responsibility of the Service File Clerk is to receive, organize and file, all customer document's for historical record keeping of the dealership.

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis

Qualifications:

- High School Diploma or GED

Apply Online at: <https://bit.ly/3RPdAo5>

Source: Employer Website

Receptionist / Administrative Assistant (Roswell)



10933 Crabapple Rd, Roswell, GA 30075

Key areas of responsibility include assisting the Office Manager and other office Admin with day-to-day tasks which include but not limited to tracking of training/attendance, ADP data entry and other transitional tasks during acquisitions, greeting visitors in a courteous manner and establishes needs and refer to appropriate person, managing both external and internal calls, taking and communicating messages. Screen phone calls and triage to appropriate individual(s) for action or response.

Qualifications:

- Education: High School Diploma/ GED required
- One (1) year experience in an administrative support role, receptionist and or clerical role
- Knowledge and experience in Assisted Living industry and Dementia care preferred but not required.
- Notary Public preferred but not required.

Apply Online at: <https://bit.ly/3RN8Ek1>

Source: Employer Website

Executive Assistant, Human Resources (Sandy Springs)



Provides administrative support to the EVP, Chief Human Resource Officer, and support to the corporate Human Resources team in other HR related tasks and projects.

- Manages the Executive team's calendars, schedules appointments, schedule priorities.
- Screens incoming calls and email correspondence.
- Organizes all the logistics for programs, events, meetings, or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers, and controlling event budget.
- Prepares agendas, notices, correspondence, and minutes for meetings.
- Keeps traveling calendar for function associates
- Performs confidential and multipart administrative functions including composing and formatting confidential correspondence reports, and presentation materials.
- Responds to routine internal and external correspondence. Creates memos, purchase requisitions, payment requests and other department forms and documents.
- Maintains vendor master files

Qualifications:

- Professional office experience supporting C-level executive(s); or equivalent training and experience.
- Bachelor's Degree preferred. Associate degree or High School Diploma and applicable experience may be substituted in lieu of a degree.
- A combination of human resources and other relevant professional experience in a direct customer service capacity.
- Excellent computer skills. Strong experience with the utilization of MS Office products.

\$68,000.00 - \$80,000.00 per year

Apply Online at: <https://indeedhi.re/3qJR19b>

Source: Indeed

Preschool Office Administrator (Johns Creek)



11130 Jones Bridge Rd, Johns Creek, GA 30022

Responsibilities:

- Assist with the growth of the school by preparing for and partaking in tours of facility.
- Understand the curriculum that is implemented at the school so that you are assist teachers and classrooms in all capacities
- Be comfortable working in all classrooms and kitchen as needed to support the school. (Collecting and dispensing supplies, stepping into any classroom to over breaks, answer teacher questions, educating teachers, helping with transporting elementary school children to the school with the schools van)

Qualifications:

- Strong customer service skills

Shift is mostly 9:30am to 6:30pm with the occasional need to be available for different shifts to meet the needs of the front office.

Apply Online at: <https://bit.ly/3Qy7N5x>

Source: Employer Website

Administrative Specialist (Alpharetta)



10745 Westside Way, Alpharetta, GA 30009

In this role, you will serve as the Administrative Specialist reporting to the Executive Assistant to the Chief Customer Officer. You will provide administrative support and perform receptionist duties.

- Create and send emails on behalf of the Chief Customer Officer.
- Initiate conference calls for the Chief Customer Officer as needed.
- Prepare, compose, and/or edit documents and presentations.
- Assist with compiling/updating information using the customer management system.
- Serve as the first point of contact for visitors and answer/screen incoming calls.
- Provide accurate information to customers both in-person and via phone or email.
- Receive catering and sign for various deliveries; notify appropriate person of arrival in a timely manner.

Qualifications:

- Relevant degree preferred.
- 2 or more years of experience in a support role working with an executive is required.
- Comprehensive knowledge of Microsoft Office applications.
- Familiarity with travel and expense reporting systems preferred.

Apply Online at: <https://bit.ly/3Rqe2tj>

Source: Employer Website

Concierge PT (Sandy Springs)



Huntcliff Summit

8592 Roswell Rd, Sandy Springs, GA 30350

Responsibilities:

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

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel as well as the ability to learn new applications

Apply Online at: <https://bit.ly/3D5YJld>

Source: Employer Website

Front Desk Concierge (Roswell)



400 Marietta Hwy, Roswell, GA 30075

Responsibilities:

- Carries out telephone answering and reception duties as required.
- Takes complete messages with pertinent information and communicates messages to the intended recipient.
- Greets residents and visitors. Answers inquiries and gives directions.
- Collates brochures for the marketing department.
- Prepares meal tickets for team members and family members, tallies meal count sheets for the Dining staff.
- Manages appointments for residents and family members such as but not limited to hair dresser, transportation, etc.
- Maintains and keeps desk and entry area neat and organized.
- Organizes, distributes mail to residents, Executive Director and Department Coordinators.
- Maintains resident forms for miscellaneous credits.

Qualifications:

- High school diploma or general education degree(GED) preferred.
- One year sales experience.
- One to three years customer service experience and /or training; or equivalent combination of education and experience.

\$15 - \$16 an hour

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

Source: Indeed

Administrator for Tutoring Center PT (Sandy Springs)



5920 Roswell Rd suite d-203, Sandy Springs, GA 30328

Responsibilities:

- Handle manual and computer-based records, maintaining privacy at all times
- Help owner with scheduling of tutoring sessions
- Communicate professionally with parents and students, whether in person, on the phone or in writing
- Proctor practice tests and score them promptly
- Use Excel, Word, email and scheduling software
- Help with social media postings

Qualifications:

- Must have a Bachelor's Degree
- Prefer people experienced with staff scheduling

During the school year, the typical hours will include weekdays, Saturdays and Sundays, as needed.

\$15 - \$20 an hour

Apply Online at: <https://bit.ly/3d2pCM8>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/11/22

Crew Member PT (Roswell)

From \$15.50 an hour

American Pasta Factory / 1123 Alpharetta St, Roswell, GA 30075

<https://bit.ly/3RmYID6>

Room Attendant/Housekeeping (Perimeter)

\$13 - \$14 an hour

La Quinta Perimeter Atlanta Hotel / 6260 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

Cashier (Sandy Springs)

\$12 - \$15 an hour

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

<https://bit.ly/3x2Ru9W>

Kitchen Team Member (Buckhead)

\$15 an hour

Sweetgreen / Lenox Square

<https://bit.ly/3D8jUTG>

Custodian I (Dunwoody)

\$24,449 a year; 2nd Shift, Monday through Friday

Georgia State University / 2101 Womack Rd, Dunwoody, GA 30338

<https://bit.ly/3B3jSK4>

Service Valet/Lot Attendant (Roswell)

\$14 - \$16 an hour

Nalley Toyota Roswell / 11130 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3eCMVg9>

Crew Member PT (Sandy Springs)

\$14 - \$16 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3x7WCcM>

Food Service, Housekeeping, & Other Now Hiring – Week of 9/11/22

Housekeeper PT (Alpharetta)

\$14 an hour

The Mansions at Alpharetta / 3700 Brookside Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/3eAdC52>

Security Guard (Brookhaven)

Capital City Club / 53 W Brookhaven Dr NE, Atlanta, GA 30319

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

Housekeeper (Dunwoody)

Brighton Gardens of Dunwoody / 1240 Ashford Center Pkwy, Atlanta, GA 30338

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

Car Wash Attendant (Roswell)

Up to \$14 an hour

Car Spa / 10440 Alpharetta St, Roswell, GA 30075

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

Dishwasher (Buckhead)

\$12 - \$16 an hour

The Cheesecake Factory / 3393 Peachtree Rd Ne Suite 3076A, Atlanta, GA 30326

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

Housekeeper PT

\$15 - \$16 an hour

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

<https://bit.ly/3B5YZ15>