
Administrative Assistant (Alpharetta)

Hines

Hines Real Estate

12600 Deerfield Pkwy # 130, Alpharetta, GA 30004

Hines is a privately owned global real estate investment firm founded in 1957 with a presence in 285 cities in 28 countries.

- Serve as the administrative support to assigned team members by coordinating, facilitating, recording, and communicating their individual, group, and company-wide activities.
- Answer phones, forward accurate and detailed messages, facilitate conference calls and, as appropriate, disseminate general information to callers.
- Coordinate activities for assigned team members such as travel arrangements, meetings, interviews, and conference calls.
- As requested, compose various documents such as agreements, contracts, correspondence, interoffice memos, reports, charts, and tables.
- Manage, organize, and distribute record drawings and specification binders.
- Assist in preparing presentations.
- Establish and maintain appropriate filing systems, both manual and electronic; handle confidential files and reports with discretion.
- Make arrangements for special and routine meetings and lunches, including coordinating conference space and schedules with other departments.
- Create, update, and maintain departmental databases when appropriate.
- Complete special projects to support assigned area.
- Prepare and process expense reports.

Qualifications:

- High school diploma or equivalent from an accredited institution.
- Two or more years of experience in an administrative role in a professional office environment.

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

Source: Employer Website

Executive Assistant (Perimeter)



6 Concourse Pkwy Suite 2140, Atlanta, GA 30328

Responsibilities:

- Provide administrative support to include travel arrangements, meeting arrangements, expense report processing, reporting, calendar management, and other administrative tasks
- Provide support to various projects, coordinate meetings, and business activities
- Coordinate all aspects of company marketing events
- Record company's expenses
- Handle various banking matters
- Manage the office environment

Qualifications:

- Minimum 3 years of administrative experience
- Strong computer skills (Word, Excel, PowerPoint)
- Quick Books is a plus (Not a requirement)

Monday through Friday 09:00 am to 5:00 pm.

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

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

Source: Indeed

Contract Administration Clerk (Perimeter)



1 Concourse Pkwy Suite 600, Atlanta, GA 30328

Responsibilities:

- Processes & maintains contracts via electronic files based on company policies.
- Maintains records for correspondence and documentation in relation to established contracts and those in progress
- Serves as initial contact for indexing contracts.
- Provides Director with periodic contract status updates.
- Maintains all information and material received from employer, clients and legal counsel on a confidential basis.
- Develops a sense of ownership of the contracts administration process.
- Maintains computer and system skills necessary to perform job functions.
- Assist with various projects within the accounting department.

Qualifications:

- High school diploma or GED equivalent required
- 1-3 years of experience in a telecom environment preferable
- Intermediate knowledge of Microsoft Office Suite, especially Excel
- Knowledge of DocLink software

Apply Online at: <https://bit.ly/3LiF43F>

Source: Employer Website

Seasonal Customer Service Phone Agents (Sandy Springs)



8215 Roswell Rd, Sandy Springs GA 30350

Responsibilities:

- Enter orders into our CMS order entry platform or store reservation system
- Field incoming phone calls and respond to email requests
- Confirm orders with our sales team, stores and our business customers

Qualifications:

- Good keyboarding skills with a high degree of accuracy
- Good understanding of Excel is a plus
- Prior data entry experience is a plus
- Prior telephone customer service experience is a plus

Apply Online at: <https://bit.ly/3dgH7bN>

Source: Employer Website

HR Assistant (Roswell)



TE Certified Electrical, Plumbing, Heating & Cooling

9800 Old Dogwood Rd, Roswell, GA 30075

Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers to frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR department.
- May assist with payroll functions
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Works with Management to create job posts and review candidates timely.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events

Qualifications:

- Human resources: 3 years (Required)
- Paylocity: 3 years (Preferred)
- Recruiting: 3 years (Preferred)
- Payroll: 3 years (Preferred)
- Microsoft Excel: 7 years (Required)
- Microsoft Office: 5 years (Required)

Apply Online at: <https://indeedhi.re/3RKNH9k>

Source: Indeed

Inbound Contacts Representative (Remote)



The Inbound Contacts Representative 1 represents the company by addressing incoming telephone, digital, or written inquiries. The Inbound Contacts Representative 1 performs basic administrative/clerical/operational/customer support/computational tasks. Typically works on routine and patterned assignments.

Qualifications:

- 1 or more years of call center experience
- Strong typing and computer navigation skills
- Demonstrated ability in using computer and Windows PC applications, which includes strong keyboard and navigation skills including ability to learn new computer programs
- Must have accessibility to hardwired high speed internet with minimum speeds of 25mbps x 10mbps for a home office (Wireless and Satellite are prohibited)
- Preferred:
 - Associate's or Bachelor's Degree
 - Healthcare experience

Shifts will be scheduled in 8-hour increments between 8:00 AM - 7:00 PM EST. New hire shifts

Training: 6 weeks Monday-Friday 8:30 AM - 5:00 PM EST

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



7840 Roswell Rd Unit 350, Sandy Springs, GA 30350

Responsibilities:

- Manage & coordinate the schedule
- Greet Clients with a smile
- Answer phones & respond to emails
- Call any missed appointments
- Ensure amazing patient care! All specials appointments & reminders completed
- Execute events inside office: decor, flyers made & distributed, calendars updated, etc
- Build efficiency and effectiveness into existing operations, and help create new processes
- Work with our trainer to ask questions, learn, and grow
- Email newsletters
- Register for seminars
- Coordinate event & travel – flights, hotel, rental car, etc
- Inform clients of upcoming events
- Keep front desk orderly
- Collect payments and post transactions

Qualifications:

- Computer – must be knowledgeable with word, excel, email, and the world wide web.
- Administrative and coordinating experience
- Customer service: 1 year (Preferred)

\$18 - \$20 an hour

Apply Online at: <https://indeedhi.re/3DoA1g1>

Source: Indeed

Posted 9/18/2022

Receptionist (Alpharetta)



431 S Main St, Alpharetta, GA 30009

Responsibilities:

- Greet customers
- Answer phones
- Schedule appointments
- Provide updates to customers and insurance companies on the status of vehicle repairs.
- Document and update customer records based on interactions.
- Receive vehicles when they are dropped off.
- Deliver vehicles to customers when they are picking them up.
- Manage a cash drawer.
- Process payments.
- Communicate with insurance companies.

Qualifications:

- High School Diploma or equivalent required.
- 1-4 years' experience strongly preferred.

Apply Online at: <https://bit.ly/3Llcgr9>

Source: Employer Website

Administrative Assistant (Buckhead)



3550 Lenox Rd NE Suite 2300, Atlanta, GA 30326

Responsibilities:

- Types, formats, and produces documents such as proposals, presentations, correspondence, and standard reports.
- Establishes and maintains record keeping and filing systems.
- Maintains calendar and contact database, schedules appointments, completes travel or conference arrangements and may arrange meetings and conferences for an assigned work group.
- May perform administrative duties specific to department such as, conducting research, updating databases, and preparing collateral materials for mass mailings.
- Completes expense reports and handles reconciliation of receipts for a designated work group.
- Responsible for opening, sorting, prioritizing and distributing inbound mail. Coordinates services for outbound mail.
- Answers phone calls with regards to inquiries, researching and resolving problems requiring knowledge of department policies and procedures.

Qualifications:

- High school diploma or general education degree (GED) and a minimum of two years of related experience and/or training.
- Intermediate experience with Microsoft Office Suite.

Apply Online at: <https://bit.ly/3BijZ1>

Source: Employer Website

Grant Coordinator (Roswell)



10892 Crabapple Rd #300, Roswell, GA 30075

The Coordinator provides administrative and clerical support to the Grants Department by way of processing correspondence, maintaining records, filing, scheduling training events and presentations, tracking inventory, managing special projects, and providing strong customer service to a diverse group of participants. Position responsible for maintaining working knowledge of all grant programs and deliverables.

- Main task is the coordination and scheduling of monthly trainings at nursing homes, including managing company trainer schedules, organizing paperwork required for and generated from off-site trainings and acting as the key point of communication/contact with trainees, staff and project contacts.
- Responsible for all administrative functions related to the department, including responding to requests for information, processing telephone inquiries from internal and external customers, and maintaining constituent databases.

Qualifications:

- Minimum of Associates' degree (BA preferred) from an accredited college or university in Business, Accounting, Finance, or related field.
- Minimum of five years of experience in office administrative support, preferably in non-profit setting working with grants and contracts.
- Proficient knowledge of Microsoft Office Suite, especially Excel and Outlook. Fluent in working with databases and conducting internet research/ social media.

\$55,993 - \$62,093 a year

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

Source: Indeed

Office Assistant PT (Roswell)



821 Atlanta St, Roswell, GA 30075

Responsibilities:

- Answering phones.
- Sending emails.
- Communicating with clients.

Qualifications:

- Experience with Excel, Word, Microsoft office. iOS a plus.
- Applicant should also should be willing to learn data entry, and medical billing and collections.

4 hour shift; Monday to Friday

\$14 - \$16 an hour

Apply Online at: <https://indeedhi.re/3xqBBu8>

Source: Indeed

Posted 9/18/2022

Campus Shop and Café Associate PT (Sandy Springs)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

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

Qualifications:

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

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

Source: Employer Website

Office Assistant PT (Sandy Springs)



5825 Glenridge Dr bldg 1 suite 106, Atlanta, GA 30328

We serve the construction industry; this is not a graphics design position. Duties include operating printing equipment and processing orders. Some heavy lifting may be required.

Qualifications:

- A reliable, insured vehicle is required.
- No experience needed.

Monday through Friday, mid-day hours

From \$15 an hour

Apply Online at: <https://indeedhi.re/3S4WjY9>

Source: Indeed

Posted 9/18/2022

Concierge (Alpharetta)



NORTH AMERICAN PROPERTIES

The Hotel at Avalon

9000 Avalon Boulevard, Alpharetta, Georgia 30009

Responsibilities:

- Provides information and resources by identifying and clarifying guest needs and desires related to Avalon and the city of Alpharetta; answering questions; giving directions and instructions; developing inventories of services; offering commentary of previous guests; managing and screening messages.
- Provides services requested by acting as intermediary for personal services, including travel, tickets, restaurant reservations, hotel reservations and the like.
- Anticipates services required by ascertaining mood and style of guests; identifying options before being asked; developing itineraries.
- Continuously develop knowledge of and build relationships with Avalon vendors and retailers as well as in-depth understanding of the Alpharetta area. Participates in educational opportunities; maintaining personal networks.

Qualifications:

- Excellent computer skills in Microsoft Office.

Evening and weekend shifts are required.

Apply Online at: <https://indeedhi.re/3Lopwv5>

Source: Indeed

Receptionist (Peachtree Corners)



5575 Spalding Dr, Norcross, GA 30092

The Receptionist provides administrative support to Guardian; attends to visitors; deals with inquiries on the phone and face to face; supplies information regarding the organization to the general public, clients, and customers; handles all company mail and distributes appropriately; and helps and assists Accounting Department as needed.

[No qualifications specified in ad.]

Apply Online at: <https://indeedhi.re/3RO4k4j>

Source: Indeed

Posted 9/18/2022

Leadership Assistant (Buckhead)



3630 Peachtree Rd NE #1500, Atlanta, GA 30326

Responsibilities:

- Stay current and proficient with productivity apps/technology to maximize leadership performance.
- Maintain a HIGHLY organized e-file system.
- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.
- Plans, coordinates and ensures the leadership team's schedules are followed and respected. Provides a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Leadership's time and office.
- Provides a bridge for smooth communication between the Leadership's offices and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Organize complex calendars and schedules; resolving any scheduling issues.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters and other tasks that facilitate the Leadership Team's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Arrange travel and accommodations for the Leadership team. Prepare expense reports.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours.

Qualifications:

- Bachelor's degree required.
- +3 years of experience in working in an executive assistant role supporting C-Level executives.
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).

Apply Online at: <https://bit.ly/3eP04md>

Source: Employer Website

Front Office Assistant (Johns Creek)



2750 Old Alabama Rd #200, Johns Creek, GA 30022

Professionally answer phone calls and be able to make use of a phone script; respond to emails and disperse postal mail; explain center services, procedures and policies; schedule client appointments, manage paperwork and collect payments; data entry; methodically post payments and donor subsidies; keep office orderly and maintain professional cleanliness; track office supplies.

Qualifications:

- Administrative Assistant: 1-3 years (Required)
- Customer Service: 3 years + (Required)
- Experience in a counseling or medical front office (Preferred)
- Bachelor's (Preferred)

\$16.00 - \$16.50 an hour

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

Source: Indeed

Posted 9/18/2022

Front Desk Receptionist (Roswell)



1400 Hembree Rd Suite 130, Roswell, GA 30076

Duties include greeting patients, appointment scheduling, collecting payments, answering the phone.

Qualifications:

- Office and computer skills required.
- Previous scheduling and receptionist experience is a plus.
- Customer service: 2 years (Preferred)

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

Source: Indeed

Posted 9/18/2022

Front Desk Representative PT (Sandy Springs)



6335 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Addresses inquiries via phone, digital and in person and follows up timely
- Checks in students on the attendance tracking system and prepares lesson schedules for team members
- Resolves account matters and contacts guests for clarification purposes
- Maintains cleanliness of areas: front desk, Snack Shack, changing rooms, restrooms, and observation space
- Updates informational displays with accurate and timely promotions and literature
- Monitor Snack area and provide guidance to Snack Shack staff.

[No qualifications specified in ad.]

\$13 - \$18 an hour

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

Source: Employer Website

Posted 9/18/2022

Front Desk Receptionist (Brookhaven)



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

Responsibilities:

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

Qualifications:

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

Apply Online at: <https://bit.ly/3RHic0b>

Source: Employer Website

Executive Assistant to EVP Planned Giving (Alpharetta)



11625 Rainwater Dr, Alpharetta, GA 30009

Responsibilities:

- Monitor and manage EVP's workflow for task tracking, delegation and completion as related to EVP's (i) department management, and (ii) leadership of PG strategic initiative and goal planning, and implementation.
- Maintain regular communication with PG team leaders.
- Proactively follow-up on EVP-delegated assignments and report regularly on status.
- Manage and coordinate EVP calendar requests and commitments to the workflow plan.
- Maintain and manage task list for EVP and self.
- Work with PG and Network Relations staff to coordinate and organize training events for RMs, including assisting with webinar planning and execution.
- Work with PG, OM and Network Relations staff to facilitate national advisor trainings, including orchestrating continuing education training credit for financial advisors and assisting with webinar planning and execution.
- Receive, respond to and initiate phone calls on behalf of EVP when appropriate.
- Monitor and review EVP emails for routing, prioritization and/or response.
- Obtain EVP signatures on documents when needed.
- Create, edit and proofread documents in hardcopy and electronic format as requested.
- Schedule calls, meetings and events involving EVP participation.

Qualifications:

- BA in Business Administration, Communications or equivalent work experience.
- At least 3 years of Administrative Executive Assistant experience or equivalent work.

This is an in-person or hybrid position, initially requiring a minimum of three non-consecutive days per week, and some additional meeting and events in the office.

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

Source: Employer Website

Front Desk Receptionist / Administrative Assistant PT (Chamblee)



5130 Peachtree Blvd, Chamblee, GA 30341

Responsibilities:

- Manages front desk interfacing with public, parents, and staff in a courteous and respectful manner both in person and on the phone.
- Assists parents, therapists and volunteers with signing in and out. Tracks all visitors to the center.
- Collect and post childcare payments.
- Monitor mail functions for the center including receiving mail, and assisting in center mailings.
- Assists teachers with clerical work as needed.

Qualifications:

- Customer service: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)
- Typing: 1 year (Preferred)

\$10 - \$15 an hour

Apply Online at: <https://indeedhi.re/3dnHod8>

Source: Indeed

Posted 9/18/2022

Unit Secretary – Day (Sandy Springs)



1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, careboards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.
- Collects daily line day data.

Qualifications:

- 2 years of experience in a clerical role
- Preferred:**
- Experience in a medical setting
 - Personal computer skills, including Microsoft Word, PowerPoint, Excel, and other Windows-based applications
 - Experience in medical terminology

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/18/22

Room Attendant (Perimeter)

\$14 - \$16 an hour

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

<https://bit.ly/3xKYwk7>

Utility Locator (Buckhead)

\$16.50 an hour

USIC

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

Janitor PT (Brookhaven)

\$14 an hour

Space Shop Self Storage / 3751 Buford Hwy NE, Atlanta, GA 30329

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

Dishwasher (Buckhead)

\$14 - \$17 an hour

Dantanna's / 3400 Around Lenox Rd NE #304, Atlanta, GA 30326

<https://bit.ly/3BPer3j>

Facility Coordinator/Cleaner (Buckhead)

\$14 - \$16 an hour

Life Time / 3500 Peachtree Rd NE, Atlanta, GA 30326

<https://indeedhi.re/3eW2rne>

Childcare Associate PT (Roswell)

Morning and evening shifts available.

North Fulton Community Charities / 11270 Elkins Rd, Roswell, GA 30076

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

Automotive Detailer (Alpharetta)

From \$15 an hour

Rick Case Hyundai / 11446 Alpharetta Hwy, Roswell, GA 30076

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

Food Service, Housekeeping, & Other Now Hiring – Week of 9/18/22

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

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

Cashier/Food Runner PT (Brookhaven)

\$18 an hour

The Greek Pizzeria / 3400 Clairmont Rd Suite A, Brookhaven, GA 30319

<https://indeedhi.re/3RLa9PK>

Dishwasher (Sandy Springs)

\$15 an hour

Mount Vernon Towers / 300 Johnson Ferry Rd, Atlanta, GA 30328. Note: online

<https://indeedhi.re/3S6qEpm>

Groundskeeper (Dunwoody)

\$16HR

Drift Dunwoody / 4000 Dunwoody Park, Dunwoody, GA 30338

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

Kitchen Team (Perimeter)

\$13 - \$15 an hour

Brown Bag Seafood Co. / 123 Perimeter Center W Ste 200, Atlanta, GA 30346

<https://indeedhi.re/3Dx7sNw>

Chief of Police (Atlanta)

Atlanta Police Department / 226 Peachtree St SW Atlanta, Ga. 30303

<https://bit.ly/3RL0kRM>

Floor Staff PT (Alpharetta)

14.00hr

Regal Avalon / 3950 1st St, Alpharetta, GA 30009

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