
Customer Service Coordinator (Alpharetta)



3460 Preston Ridge Rd # 560, Alpharetta, GA 30005

As a Customer Service Coordinator within Sales network DU, you will have an important role to build excellent relationships with our customers, Sales Managers, Warehouses and carriers.

- Daily communication with customers, sales managers, warehouses & carriers
- Assist sales team with order entry and inquiries
- Coordinate deliveries with external carriers and follow-up
- Daily invoicing and crediting
- Maintain Excel spreadsheets with inbound and outbound products
- Assist other team members as needed
- Monitor customer deliveries and open orders
- Assisting Sales Manager with customer related tasks
- Monitor office supply needs
- Maintain minimal filing system

Qualifications:

- 2 - 4-year University Diploma
- Minimum of two-years work related experience
- Proficiency with MS Office (Excel, Word, PowerPoint, Outlook)

Apply Online at: <https://bit.ly/3T0O0xa>

Source: Employer Website

Administrative Assistant (Sandy Springs)

Hazen

1300 Altmore Ave Suite D520, Atlanta, GA 30342

Responsibilities:

- General receptionist duties, including answering telephone, greeting visitors, managing shipments, sorting/delivering mail.
- Help coordinate and organize office meetings/events including corporate trainings, lunches, and social events.
- Support HR in the onboarding process for new hires
- Interact with Operations Management, Project Managers, Staff, Clients, and Vendors.
- Serve as a liaison with property management,
- Support the Atlanta office team, as required.
- Support Project Managers with proposals, subcontracts, and maintain various project-specific reports.
- Assist Staff with production of technical documents, including correspondence, reports, presentations, and specifications, including typing, proof-reading, copying, and assembling.
- Maintain inventory and order office supplies

Qualifications:

- High School Diploma.
- Proficient in Microsoft Office Word and Excel. Capable in PowerPoint.
- Proficient or able to learn SharePoint.
- Prior experience in a professional services firm in a project administrator or meeting planner role preferred

Apply Online at: <https://bit.ly/3Emm9DD>

Source: Employer Website

Support Coordinator (Roswell)



901 Bombay Ln, Roswell, GA 30076

Responsible for providing customer services, coordinating services, managing facility contracts, credentialing new providers, handling crisis calls and responsible for day-to-day office management . The individual is responsible for designing, implementing and enforcing policies and procedures, as well as streamlining effective referral processes.

- Provide customer service to nursing facilities, Clinicians, Psychiatrists and other agencies. Provide information regarding services, crisis intervention calls, or other information as necessary.
- Responsible for answering phones, coordinating services, and communicating with staff
- Responsible for ordering, maintaining and delivery of supplies used by staff.
- Responsible obtaining the referrals from facilities, and sending referral list to the assigned clinicians and psychiatrist. Maintains progress note tracking sheet and provides follow up to ensure resident are activated by clinicians/psychiatrists.
- Responsible for entering new referral information and updates into the database.
- Responsible for entering face sheets and posting payments.
- Responsible for tracking Nursing facility contracts on file
- Responsible for verification of credentials of all clinicians and psychiatrists.
- Plan and coordinate functions for staff.

Qualifications:

- Strong data entry and computer operations experience
- Experience in health care processing very helpful
- Customer service: 1 year (Preferred)
- Medical scheduling: 1 year (Preferred)

\$13 - \$20 an hour

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

Source: Indeed

HR Background Check Coordinator (Buckhead)



3438 Peachtree Rd NE Ste 1800, Atlanta, GA 30326

Responsibilities:

- Process and analyze background checks. Partner with internal and external resources to ensure Carter's procedures comply with federal, state, and provincial guidelines. Collaborate with HR and Legal partners as needed to escalate and resolve criminal reports.
- Support other areas of HR Shared Services such as processing by completing several tasks in Workday
- Assist in special initiatives/projects
- Evaluate and safeguard what company HR information is distributed internally and externally and to whom the information is relevant to ensure maximum confidentiality and compliance with legal and other requirements

Qualifications:

- High School or GED required; Associate/Bachelor's Degree preferred.
- Experience with Microsoft Office Suite, including intermediate level excel skills.
- Experienced professional with 2 or more years working with confidential information.
- Experience with Edge system preferred.
- Experience with Workday system preferred.

Hybrid role based in our Buckhead location

Apply Online at: <https://bit.ly/3C4YPHE>

Source: Employer Website

Posted 10/9/2022

PT 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.

Apply Online at: <https://indeedhi.re/3e5Pyag>

Source: Indeed

Posted 10/9/2022

Retirement Administration Admin (Sandy Springs)



55 Glenlake Parkway, NE, Atlanta, GA 30328

This position receives mail into the Corporate Retirement Group and enters requests for benefit plan information as cases into the Pension Calculator. Additionally, the incumbent answers phone calls and answers e-mails received from the Employee Access website.

- Opens and date stamps mail, including faxes and enters requests for retirement information into the Pension Calculator within 24 hours of receipt
- Answers participant questions concerning address changes and simple plan information, refers questions to the correct member of the department for additional help
- Updates addresses in Workday for terminated participants
- Helps with filing and retrieving of correspondence
- Answers simple plan questions that come from participants using the Employee Access Website for estimating their retirement benefits
- Learns the basic features of the UPS Retirement Plans, Pension and the Pension Calculator in preparation for taking on additional responsibilities within the group

Preferred Qualifications:

- Experience with Microsoft Word and Excel
- Demonstrates typing and word processing skills for data entry
- Possesses knowledge of Defined Benefit Plans

Apply Online at: <https://bit.ly/3V7lpbt>

Source: Employer Website

Executive Administrative Assistant (Alpharetta)



3460 Preston Ridge Rd, Alpharetta, GA 30005

Mativ is currently searching for an Executive Assistant to support one of our Business Unit Presidents in our Alpharetta headquarters as well as their leadership team in multiple locations.

- Team orientation (new hires, interns)
- Calendar management
- Organizational Chart Updates
- Travel arrangements
- Meeting planning
- Expense reporting
- Expense approval proxy
- Correspondence
- File maintenance
- Key customer / industry meeting coordination

Qualifications:

- Minimum 5 years of related work experience as an Executive Assistant
 - Demonstrate strong computer skills and advanced knowledge of Microsoft Office Products - Advanced PowerPoint and Excel is a must
- Preferred:**
- Bachelor's degree
 - Experience supporting an Executive Leader with multiple direct reports in US and International
 - Knowledge of Oracle ERP, Concur expense management, and Microsoft SharePoint
 - Project coordination experience

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

Source: Indeed

HR Generalist (Roswell)

kloeckner metals

500 Colonial Center Pkwy #500, Roswell, GA 30076

The Human Resources Generalist provides support to the Human Resources Department in the areas of employee relations and HR administration. This position reports to the Director, Human Resources.

- 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/3Ccr3QF>

Source: Employer Website

Receptionist (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

Qualifications:

- Valid driver's license and clean driving record

Flexible schedule

Apply Online at: <https://bit.ly/3V5B0bd>

Source: Employer Website

Diet Clerk (Sandy Springs)



1001 Johnson Ferry Rd, Sandy Springs, GA 30342

Provides clerical support needed to ensure that all patients receive diets as ordered and that preferences and allergies are adhered to.

Qualifications:

- 1 year of experience in office work
- Experience working in a hospital preferred

Apply Online at: <https://bit.ly/3RyUCI7>

Source: Employer Website

Posted 10/9/2022

Office Services Assistant (Buckhead)

BAKER DONELSON

3414 Peachtree Rd NE Suite 1500, Atlanta, GA 30326

Responsibilities:

- Prepare, set-up and clean conference rooms;
- Maintain pantry, kitchen and breakroom areas;
- Assist in the mail room/copy center sorting mail, copying, binding, scanning, shredding, assisting with projects;
- Delivery, pick up and filing of documents at local courts;
- Delivery and pick up of documents / boxes using personal vehicle;
- Backup receptionist during breaks/lunch/vacation;
- Assist with the planning of all office events/meetings;

Qualifications:

- Data entry / keyboard skills
- Microsoft program knowledge - Outlook, Word, Excel, etc.;
- Valid driver's license, clean driving record and proof of insurance.
- Ability to lift up to 50 pounds;

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

Source: Employer Website

Sunday Church Nursery Caregiver (Dunwoody)



1548 Mt Vernon Rd, Dunwoody, GA 30338

Dunwoody United Methodist Church is seeking a part-time caregiver with a loving, nurturing heart for our Sunday nursery program. Must be available Sundays 8:30am to 12:30pm. The successful candidate is gifted in the ability to connect with children and their families, committed to safety, thrives in a collaborative, fluid environment, and balances a sense of humor with a steadfast dedication to serve the ministry and mission of the church.

Qualifications:

- Childcare: 2 years (Preferred)

From \$16 an hour

Apply Online at: <https://indeedhi.re/3V5Fm23>

Source: Indeed

Posted 10/9/2022

Legal Receptionist (Buckhead)



3391 Peachtree Rd NE UNIT 110, Atlanta, GA 30326

Responsibilities:

- Maintains electronic document management
- Maintains and manages incoming and outgoing mail and emails, follow-through upon receipt of incoming documents, and maintains a record of outgoing mail.
- Must be able to answer and transfer calls promptly in a professional manner.
- Screen calls, take messages, and provide clients with case status updates.
- Communicate effectively and professionally with clients and with others in the Firm.
- Meet and greet visitors, set up conference rooms with necessary supplies, and maintain client files.

Qualifications:

- High school or equivalent (Preferred)
- Receptionist: 1 year (Required)

\$30,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3CE6qOS>

Source: Indeed

Concierge PT (Buckhead)



5455 Glenridge Dr, Atlanta, GA 30342

Responsibilities:

- Providing resort-level service to our guests, residents, family members, vendors and service providers.
- Ensuring prompt responses to guests' inquiries and notifying the appropriate party immediately of concerns.
- Providing phone coverage for the community using a multi-line phone.

Qualifications:

- Must be fully vaccinated for COVID-19 and the flu
- High School diploma or equivalent

\$15 an hour

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

Source: Employer Website

Posted 10/9/2022

Alumni Engagement Coordinator

(Buckhead)



3790 Ashford Dunwoody Rd NE, Atlanta, GA 30319

The Alumni Engagement Coordinator is responsible for assisting with the coordination and implementation of annual alumni events, stewardship and engagement efforts, and communications.

- Work with Director of Alumni Engagement and in collaboration with the Special Events Manager to coordinate, implement and staff all alumni engagement events
- Prepare Director of Alumni Engagement for events in collaboration with the Special Events Manager.
- Ensure smooth program coordination by maintaining effective relationships and communications with internal and external partners.
- Serve as the primary point of contact for assigned volunteers, affinity groups, committees, events, and reunion classes. Coordinates volunteer recruitment and communications, meeting arrangements and preparation, and other logistics related to alumni programs and meetings.
- Manage inventory and order supplies and giveaways for Alumni Office.
- Budgetary assistance as needed.

Qualifications:

- Bachelor's degree required.
- 1 - 3 years of experience working in a fast-paced office environment, preferably in an educational institution or non-profit organization.
- Highly proficient with Microsoft Office, including Word, Excel, and Outlook; experience with Raiser's Edge, Emma, and Canva software desired.

Some evening and weekend work is required. Some travel is required.

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

Source: Employer Website

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

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

Source: Employer Website

Front Desk Agent (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

Welcoming and serving each guest with exceptional service either in person or by phone and ensuring that guests are checked in and out in a friendly and timely manner.

Qualifications:

- High school diploma or general education degree (GED)
- One to three months in related experience and/or training

\$15 an hour

Apply Online at: <https://bit.ly/3EpyEy9>

Source: Employer Website

Posted 10/9/2022

Receptionist (Sandy Springs)



7865 Roswell Rd, Atlanta, GA 30350

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents
- Assist in scheduling and confirming sales appointments

Qualifications:

- Valid driver's license and clean driving record

Apply Online at: <https://bit.ly/3Er37Mj>

Source: Employer Website

Seasonal Phone CSR (Work at Home)

VICTORIA'S SECRET

Responsibilities:

- Utilize selling skills to make multiple effective product recommendations on every contact to our customers
- Resolve customer issues while utilizing negotiation skills
- Efficiently handle inbound contacts from customers, resolving any issues, questions, or concerns
- Enter information into the company database

Qualifications:

- Must have customer service experience that involved making product recommendations, resolving issues, utilizing negotiation skills, answering questions, providing information about policies and procedures
- Typing speed of 35-40 WPM with 95% accuracy preferred
- Previous call center experience is a plus

From \$13 an hour

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

Source: Employer Website

Child Care Attendant – Nights and Weekends (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Responsibilities:

- Providing a safe and engaging place for children to play
- Create & cultivate art projects and imaginary play for variety aged children
- Occasional assist with bathroom breaks & diaper changes
- Opening & Closing Operations
- Clean & organize designated space and child facilities
- Restock snacks & juices and other supplies
- All toys, games and other kid items should be organized and sprayed with sanitizer
- Reports directly to Youth & Aquatics Director & Youth Activities Assistant Manager

Qualifications:

- CPR/First Aid/AED Certified - or willing to obtain with 3 months of hire

Email resume to Cmindt@dunwoodycc.org

Source: Referral

Customer Service Representative (Doraville)



2911 Northeast Pkwy, Atlanta, GA 30360

Respond to inquiries, processing orders and handling data input in a prompt, courteous, and efficient manner. Other responsibilities include greeting visitors, telephone responses, scheduling and various other clerical duties. May handle and resolve complaints. Acts as liaison between customer and office Generates all paperwork/information required for customer work orders including checking on special requests, expediting orders where necessary, and tracking paperwork for multiple day jobs. Provides clerical support including overseeing all paperwork associated with orders, maintaining corresponding files, answering phones, and operating office equipment/computers needed to perform duties Daily input of jobs as received.

Qualifications:

- Knowledge of Microsoft Office Suite
- Accurate typing and data entry skills

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

Source: Indeed

PT Customer Service - Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rd Suite 120 , Atlanta, GA 30328

The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines.

- Maintain and apply expert knowledge of test center policies, practices and procedures
- Greet examinees and verify identification
- Register and prepare candidate scorecards
- If applicable, digitally scan and record candidate fingerprint identification
- Continuously monitor candidates as they complete exams
- Resolve or report candidate issues with urgency
- Secure all computer software in the test center at all times
- Reboot computer servers and reset passwords as necessary

Qualifications:

- High School Diploma required, college experience a plus
- One to two years customer service related experience required
- Familiarity with computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

\$14 an hour

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

Source: Employer Website

Administrative Assistant (Alpharetta)



12496 Crabapple Rd, Alpharetta, GA 30004

Responsibilities:

- Provide excellent customer service to all families, teachers & staff
- Adheres to all rules and regulations at KRK Crabapple and the local, state, and or national regulatory agencies pertaining to the health and safety checks
- Assist the Director with daily management duties
- Help maintain the upkeep of the school in the shared spaces such as the cafeteria, classrooms, restocking supplies

Qualifications:

- Customer service: 1 year (Preferred)
- 1-2 years experience in a similiar role is a bonus

\$13 - \$18 an hour

Apply Online at: <https://indeedhi.re/3MeUG8O>

Source: Indeed

Posted 10/9/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 10/9/22

Seasonal Stock Associate Pt (Buckhead)

\$16 an hour

Pottery Barn / Lenox mall

<https://indeedhi.re/3VfLq8z>

Cashier (Buckhead)

\$12 - \$15 an hour

Chicken Salad Chick / 4365 Roswell Rd NE Suite 4367, Atlanta, GA 30342

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

Houseperson (Perimeter)

\$15 an hour

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

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

Groundskeeper/Porter (Sandy Springs)

\$15 - \$17 an hour

The Carlyle of Sandy Springs / 501 N River Pkwy, Atlanta, GA 30350

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

Dishwasher (Alpharetta)

\$16 - \$18 an hour

True Food Kitchen / 2140 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/3Cb6bcP>

Apartment Groundskeeper (Alpharetta)

\$14 - \$16 an hour

Avana Woods / 8520 S Holcomb Bridge Way, Alpharetta, GA 30022

<https://indeedhi.re/3fjZuH4>

Dishwasher (Roswell)

\$12 - \$16 an hour

Mazzy's Sports Bar & Grill / 10729 Alpharetta Hwy #1424, Roswell, GA 30076

<https://indeedhi.re/3CdkI7Q>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/9/22

Arcade Attendant PT (Roswell)

\$15 an hour

Pizza & Gamez Entertainment / 11000 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3CMYmM1>

Ladies Locker Room Attendant (Sandy Springs)

\$12.75 an hour

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

<https://bit.ly/3CCYsp7>

Kitchen Team Member (Perimeter)

\$13 - \$15 an hour

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

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

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

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

Dishwasher (Roswell)

North End Kitchen & Bar / 1170 Canton St, Roswell, GA 30075

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

Car Wash Bay Attendants (Roswell)

Jackson Acura / 10900 Alpharetta Hwy, Roswell, GA 30076

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

Crew Member PT (Sandy Springs)

\$14 - \$16 an hour

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

<https://bit.ly/3fR9Uon>