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# Receptionist / Administrative Assistant (Sandy Springs)



1010 Huntcliff NE # 2210, Atlanta, GA 30350

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## **Responsibilities:**

- Receive and direct phone calls, visitors and communications
- Receive, sort and distribute incoming and outgoing mail and packages. Daily trips to Post office
- Input work orders from tenants
- Maintain lobby area
- Order office and break room supplies as needed
- Control office access via the reception desk
- Assist with market and data research
- Data entry and electronic filing
- Providing administrative assistance to senior management
- Order corporate uniforms and business cards
- Expense tracking

## **Qualifications:**

- Knowledge of MS Office, particularly Excel and Word
- Notary or ability to obtain Notary designation

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

Source: Employer Website

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# Event Assistant PT (Sandy Springs)



2207 Spalding Dr, Sandy Springs, GA 30350

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## **Responsibilities:**

- EVENT SET UP AND DECOR
- SOCIAL MEDIA MANAGEMENT & POSTING
- SCHEDULING AND CALENDAR MANAGEMENT
- STEAMING, LAUNDERING AND ORGANIZING LINENS
- PREPARING EVENT RELATED SERVE WARE

## **Qualifications:**

- Events management: 1 year (Preferred)
- Customer service: 1 year (Preferred)

APPROX. 20 HOURS/WEEK

\$20 an hour

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

Source: Indeed

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Posted 10/16/2022

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# Administrative Assistant (Buckhead)



3344 Peachtree Rd # 2050, Atlanta, GA 30326

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## Responsibilities:

- Perform professional and confidential administrative support with minimal supervision (emails, answering/routing phone calls, coordinating office events, etc.)
- Support C-level executives and other teams within the firm
- Maintain calendars for C-level executives
- Arrange travel, accommodations and reservations
- Prepare meeting materials, reports and correspondence
- Work on various special projects for APA team(s) that may include the creation of Microsoft Office documents, PowerPoints and Excel spreadsheets.
- Some personal tasks, as needed

## Qualifications:

- College education, preferred
- Administrative experience in a professional service environment, preferred
- Administrative: 3 years (Preferred)

\$45,000.00 - \$55,000.00 per year

Apply Online at: <https://indeedhi.re/3T6Ll5p>

Source: Indeed

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# Front Office Clerk / Receptionist PT (Sandy Springs)



**Classic Subaru of Atlanta**

7700 Roswell Rd, Atlanta, GA 30350

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## **Responsibilities:**

- Welcoming on-site guests, determine nature of business, and announces guest to appropriate personnel.
- Answering incoming telephone calls, determining purpose of callers, and forwarding calls to appropriate personnel or department by utilizing Warm Transfers.
- Taking and delivering messages or transferring calls to insure customers speak to a live person.
- Maintain Guest Lounge and Coffee Bar, checking throughout the day for cleanliness and stocking of snacks, cups (as you leave for your break or lunch)
- Answer questions about organization and provide callers with address, directions, and other information requested.
- Support administrative and special projects requirements, as assigned.

## **Qualifications:**

- General typing skills and office PC applications (i.e. MS Word, MS Excel) and comfort with learning new applications as required.

From \$14 an hour

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

Source: Indeed

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Posted 10/16/2022

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# Front Desk Receptionist (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

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## **Responsibilities:**

- Provide administrative support to other team members with data entry, paperwork, photocopying, etc. when needed
- Respond to incoming phone calls and emails and make sure the right people receive all important information
- Arrange appointments for employees and keep the calendar up-to-date
- Manage incoming and outgoing mail and handle deliveries

## **Qualifications:**

- 1+ year of front desk receptionist experience or related job experience preferred
- Has previous experience with word processing programs and basic computer skills
- Must have graduated high school, received a G.E.D. or equivalent

\$35,000 a year

Apply Online at: <https://bit.ly/3g9Rj6U>

Source: Employer Website

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Posted 10/16/2022

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# Loaner Car Coordinator (Chamblee)



5901 Peachtree Blvd, Atlanta, GA 30341

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## Responsibilities:

- Provide rental vehicles for customers
- Communicate with customers and insurance companies on vehicle availability and pricing
- Maintain rental fleet by working with Service and Detail departments
- Learn and have knowledge of vehicle inventory
- Gather needed documents for clients getting a loaner vehicle.
- Tracking and monitoring usage of loaner cars.
- Recording mileage in and out for each loaner car.
- Scanning and filing warranty documents

## Qualifications:

- High school diploma or equivalent preferred
- Must have a valid Driver's License
- Customer service: 1 year (Preferred)

\$16 an hour

Apply Online at: <https://indeedhi.re/3TIRR8j>

Source: Indeed

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Posted 10/16/2022

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# Administrative Assistant (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

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This position is responsible for producing promotional materials, maintaining inventory for the Recruitment and Retention Department and for completing bulk mailings for blood drives. The selected candidate will also be responsible for providing high-level administrative support to the District Director.

- Maintain and organize the District Director's calendar, meeting and travel schedule
- Draft correspondence, answer phones, coordinate mailing, and handle inquiries and requests from internal and external sources on the District Director's behalf
- Produce promotional materials for all blood drives including posters, fliers, paycheck stuffers, and table tents. Materials must be typed, laid out and printed
- Maintain inventory and supplies for the district's Recruitment and Retention Department
- Track and complete bulk mailings for blood drives
- Write thank you letters
- Assist with on-site recruitment
- Confirm drives and public relations requirements
- Manage, maintain and organize confidential materials including a filing system of electronic and hard copy materials
- Prepare and assemble reports, documents and other publications, as appropriate

## Qualifications:

- High school diploma or GED
  - Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience preferred

\$15.00 - \$16.50 an hour

Apply Online at: <https://bit.ly/3ewiKr7>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



270 Carpenter Dr NE # 400, Atlanta, GA 30328

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Family Ties, which provides counseling services to children, adolescents, and adults, is seeking an Administrative Assistant to provide administrative support to a member of the Executive Team.

- Provide real-time scheduling support by booking appointments and managing Director's calendar to prevent conflicts
- Draft and distribute memos, letters, and other business correspondence
- Enter and track data, create charts and presentations, and report findings
- Interact with internal colleagues (Supervisors, Therapists, etc.), key external partners and business leaders
- Create and manage confidential files
- Scan, upload, and file documents as needed

## **Qualifications:**

- Bachelor's degree preferred
- Prior experience in administration, clerical, data entry, etc.
- Adept at and familiar with multiple software programs, including Excel, PowerPoint, and Day Force

Monday to Friday

\$35,000.00 - \$38,000.00 per year

Apply Online at: <https://indeedhi.re/3EBaMb5>

Source: Indeed

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Posted 10/16/2022



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# Front Desk Coordinator / Administrative Assistant (Alpharetta)



131 S Main St, Alpharetta, GA 30009

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## **Responsibilities:**

- Meet & greet anyone who enters the gym
- Immediately approach any member or guest so that you can quickly and efficiently assist them with whatever it is they need.
- Answer the phone in 3 rings or less.
- Performing various administrative tasks such as filing agreements, taking past due payments, updating billing or contact info, etc.
- Completing the enrollment process for all new members.
- Help in setting fitness assessment appointments for every new member with the PT Manager.
- Cleaning tasks, locker room checks, stocking inventory, ringing up POS sales, etc.

## **Qualifications:**

- Customer service: 1 year (Required)
- Administrative experience: 1 year (Required)
- Driver License
- Computer skills

\$14 - \$17 an hour

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

Source: Indeed

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Posted 10/16/2022

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# Digital Returns Associate (Buckhead)



3440 Peachtree Rd, Atlanta, GA 30326

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The CSR responds to all assigned customer escalations, ensuring a timely response and resolution to issues, ensuring the customer's overall or Saks Fifth Avenue's experience is a positive one.

**Qualifications:**

- Customer Service and/or Call Center experience
- Strong computer skills and experience using Microsoft Office and the internet
- Strong math skills (i.e. percentage calculations)

Flexible shifts Sunday to Saturday and increased hours as needed during peak business periods

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

Source: Employer Website

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# Customer Service Representative (Roswell)



300 Colonial Center Pkwy UNIT 600, Roswell, GA 30076

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## **Responsibilities:**

- Answer inbound calls and emails from SiteOne stores regarding quality and accuracy issues surrounding their DC transfers.
- Follow up with Distribution Center's regarding all quality and accuracy issues (follow up on cycle counts, shipment status, etc.).
- Report any service failures to management and communicate with 3PL to work towards resolution.
- After receiving the inventory results from the DC, CSR close all issues and communicates next steps to the stores.
- Conduct store follow up from time to time and provides feedback to management.

## **Qualifications:**

- 1 year of customer service or retail sales experience is preferred.
- High school diploma or equivalent

Apply Online at: <https://bit.ly/3exc9N4>

Source: Employer Website

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# Customer Service Representative (Roswell)



715 Bush St, Roswell, GA 30075

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## **Responsibilities:**

- Receive incoming calls in professional and courteous manner and book appointments.
- Make follow up - outbound calls to customers as needed.
- Respond to customer requests for appointments that come in via email.
- Perform other duties as needed which may include cross-training in related positions (e.g., dispatch or outbound sales etc.).

## **Qualifications:**

- 3+ years inbound call center experience.
- Home services industry call center experience is highly preferred. (e.g., Plumbing, Electrical, HVAC etc.)

5 days/week (including 1 weekend day)

\$38,000 a year

Apply Online at: <https://bit.ly/3g1793T>

Source: Employer Website

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# Executive Assistant (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

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In your role as Executive Administrative Assistant, you will use your organizational and creative skills to support both the Vice President (VP) of Kimberly Clark Professional (KPC) Global Customer Experience & Marketing and the VP, KCP Chief Legal Counsel.

- Provide high level of executive administrative skills; handle confidential business matters; manage VP's calendar and coordinate globally with other executive assistants; arrange domestic and international travel and itineraries; work independently when warranted; and set priorities to ensure smooth operation of the VP's office.
- Use your creative talents and advanced experience with presentation software to prepare for meetings and townhalls, assemble required materials, prepare agendas and presentations, reserve conference spaces, connect meetings to the required technology, facilitate refreshments, and, at times, manage those budgets.
- Ensure purchase orders are consistent with approved budget spending and in line with procurement process and approvals; prepare requisitions for supplies and equipment per company policy and procedure; and reconcile corporate credit cards, ensuring accuracy/timeliness of expense report submission.
- Support onboarding for new hires and contingent labor.
- Manage and at times summarize email, mail, faxes, and responses; assemble background information to prepare responses for signature; ensure timely follow-up; and draft letters, documents, and reports for senior management's signature.

## Qualifications:

- 5+ years' administrative experience in a corporate environment supporting executives at Vice President or equivalent level.
- A.A. degree in Business or equivalent.
- Advanced skills using Microsoft Office including Outlook, Word, Excel, PowerPoint, and SharePoint; and advanced experience creating presentations for large audiences using PowerPoint and other presentation software.

Apply Online at: <https://bit.ly/3ekGP4o>

Source: Employer Website

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# Front Desk Representative PT (Sandy Springs)



6335 Roswell Rd, Sandy Springs, GA 30328

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Promotes quality customer service and processes first point sales and registration transactions. Acts as the first point of contact for potential and current customers.

- 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/3g8Jn5O>

Source: Employer Website

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Posted 10/16/2022

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# Receptionist – Float (Dunwoody)



5500 Chamblee Dunwoody Rd #5B, Dunwoody, GA 30338

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An Office Coordinator is an entry-level office role that is responsible for maintaining pleasant and consistent daily operations of the clinic.

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

## **Qualifications:**

- High School Diploma or equivalent preferred.
- A strong level of comfort navigating a computer and ability learn new computer programs.

Apply Online at: <https://bit.ly/3RVWm8o>

Source: Employer Website

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# HR Generalist (Alpharetta)



1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

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## **Responsibilities:**

- Provide support to employees and managers in the handling of all human resource related activities which may include: employee relations, fielding employee questions and concerns, complaint investigation and response, workforce planning and the interpretation of policies and procedures
- Support and serve as a liaison between employees and management under direction of the HR Business Partner and/or HR Leadership
- Provide counsel to employees and management to maintain a productive and positive work environment, including employee development, coaching, recognition and dispute resolution
- Assist managers in coaching/ counseling/ discipline with employees, as appropriate
- Partner with Centers of Excellence (COE), managers, and other parties to effectively plan and manage employee leaves of absence, short-term disability, FMLA requests, workers compensation issues, OSHA requirements, employee transfers, PTO issues, unemployment claims, and other employee matters
- Assist with developing mentoring and leadership programs for employees.
- Assist with both basic and comprehensive workplace investigations, ensuring timely, responsible resolutions, consulting with HR/executive management, compliance and legal counsel as needed
- Ensures adequate training in the areas of new employee orientation, leadership training, etc.

## **Qualifications:**

- Bachelor's degree in related field and 3+ years HR experience
- PHR or substantially equivalent professional certification strongly desired

Apply Online at: <https://bit.ly/3yKye1F>

Source: Employer Website



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# Departmental / Executive Assistant (Perimeter)



2 Ravinia Dr NE, Atlanta, GA 30346

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## Responsibilities:

- Completes a variety of administrative tasks for the Manager, such as managing the agenda, completing expense reports, arranging travel plans and reservations, and maintaining the Manager's calendar.
- Plans and schedules the meetings of the members of the Top Management, setting and managing appointments with both internal and external guests of the Company.
- Monitors the performance of the cost centers of the relevant Function/s to ensure it is aligned to the approved budget and to provide adequate feedback to the Function head.
- Assists in preparation of reports for key indicator and metric calculations as necessary for distribution to non-financial executives.
- Prepares and/or coordinates preparation of charts, tables, and presentations to support Leadership team.
- Performs and/or coordinates information as necessary to ensure adequate information is available for Manager decision making, i.e. major expenses of centers, compliance to policies of subordinates, credit card approvals and audits, etc.
- Planning of group travel for new centers to ensure effectiveness of travel expenses and operating in accordance with policy and are in line with expected budgets.
- Acts as liaison and intermediary with Corporate Functions, other Top Managers, Leadership team, and outside groups as necessary.

## Qualifications:

- We prefer candidates who have at least (3) years of experience in a relevant role, such as an Executive Assistant role, and hold at least an education level of Associate's or Bachelor's degree.

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

Source: Employer Website

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# Front Desk Assistant PT (Perimeter)



41 Perimeter Center E Suite 250, Dunwoody, GA 30346

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## **Responsibilities:**

- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitors
- Cordially and professionally greet all visitors and phone callers
- Ensure patients and visitors who arrive are escorted to correct locations
- Assist in the check in process for medical appointments
- Assist in the creation of badges for staff
- Manage front desk check-in process through LobbyGuard system

## **Qualifications:**

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

Apply Online at: <https://bit.ly/3S6l9Xc>

Source: Employer Website

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# Human Resources Generalist (Sandy Springs / Hybrid Remote)



1000 Abernathy Rd NE, Sandy Springs, GA 30328

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## Responsibilities:

- Support Employee Relations activities – primarily benefits and payroll follow up, investigation support, and employee engagement activity – to drive a positive culture for supported regions and/or business groups
- Assist in driving the effective execution of recurring HR Processes (performance management & talent development, compensation & merit planning) across Veritiv
- Collaborate with HR Business Partners, Compensation/ Benefits, HR Systems, Talent Management, Legal and key business stakeholders
- Organize and lead multiple projects to deliver timely results on highly visible Human Resources strategic initiatives: Initiate, develop, and lead project teams from concept to launch, through lessons learned, and final implementation/closeout of project
- Provide support including HRIS (Workday) system activity for requisitions, new hires, promotions, reporting/analytics

## Qualifications:

- Minimum 2 years HR Generalist, project management, or analytics experience within a large organization preferred
- Call Center and/or Hourly population experience highly desired

Apply Online at: <https://bit.ly/3T73gJc>

Source: Employer Website

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# Administrative Assistant - Community Development



4362 PEACHTREE ROAD NE - BROOKHAVEN, GA

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## **Responsibilities:**

- Answers phone and directs all incoming calls to appropriate party promptly and efficiently.
- Manages office details by relieving management of routine request and matters.
- Performs special projects as needed by the Director of Community Development.
- Prioritizes and manages multiple projects simultaneously and follow through on issues in a timely manner.
- Reviews and summarizes miscellaneous reports and documents.
- Schedules and coordinates calendar and appointments.
- Coordinate complex meetings, assist in the design and preparation of presentations and other meeting materials.

## **Qualifications:**

- Requires a High School diploma
- Three (3) years of experience performing work related to the described duties
- Or equivalent education, and/or experience

\$36,023 - \$46,830 a year

Apply Online at: <https://bit.ly/3MB8pXx>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/16/22

## **Relief Kitchen Helper (Roswell)**

**\$13 - \$14 an hour**

Resort Lifestyle Communities / 295 E Crossville Rd, Roswell, GA 30075

<https://bit.ly/3VncUc7>

## **Car Washer (Roswell)**

**\$15 per hour**

Mazda of Roswell / 11185 Alpharetta Hwy, Roswell, GA 30076

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

## **Dishwasher (Buckhead)**

**\$14 - \$17 an hour**

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

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

## **Food Prep (Alpharetta)**

**\$14 - \$18 an hour**

Burgerfi / 5475 Windward Pkwy, Alpharetta, GA 30004

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

## **Restaurant & Kitchen Staff (Sandy Springs)**

**\$13 - \$18 an hour**

City Barbeque / 6649 Roswell Rd NE, Sandy Springs, GA 30328

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

## **Dishwasher (Alpharetta)**

**\$16 - \$18 an hour**

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

<https://indeedhi.re/3yAu2kX>

## **Dishwasher PT (Sandy Springs)**

**Up to \$18 an hour**

Flower Child / 6400 Blue Stone Rd, Sandy Springs, GA 30328

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

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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/16/22

## **Housekeeping (Buckhead)**

**From \$16 an hour**

NOBU Hotel Atlanta / 3520 Peachtree Rd NE, Atlanta, GA 30326

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

## **Room Attendant (Perimeter)**

**\$13 - \$14 an hour**

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

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

## **Room Attendant PT (Roswell)**

**\$10 - \$13 an hour**

Motel 6 Roswell / 9955 Old Dogwood Rd, Roswell, GA 30076

<https://indeedhi.re/3EFii4K>

## **Server (Sandy Springs)**

**\$14-\$15 per hour**

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

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

## **Breakfast Attendant (Perimeter)**

**\$13 - \$15 an hour**

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

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

## **Golf Course Maintenance Worker (Roswell)**

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

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

<https://bit.ly/3TIHS2u>

## **Floor Staff PT (Alpharetta)**

**14.00 hr**

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

<https://bit.ly/3g7RFLv>