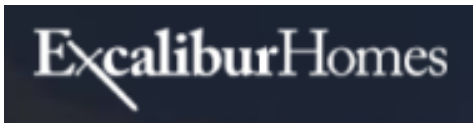

Customer Support Representative (Alpharetta)



2855 Marconi Dr #310, Alpharetta, GA 30005

Excalibur Homes is an Atlanta Property Management Company. The Resident Support Specialists/Call Center Support Specialists are responsible for handling a high volume of calls, reviewing information in a database and various portals, email correspondence, and other general administrative duties.

Qualifications:

- Previous experience with answering a heavy call volume and de-escalating calls is required.
- Real Estate License (Not required) (Preferred)

Hours: 8am - 5pm, 9am - 6pm, 10am -7pm, Monday - Friday and a rotating weekend schedule

\$18 an hour

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

Source: Indeed

Posted 10/23/2022

Call Center Representative PT

(Alpharetta / Remote)



Responsibilities:

- Assist customers who are experiencing a vehicle breakdown. Execute customer communication protocol pertaining to vehicle breakdowns and PM scheduling and follow-up, and vehicle status updates. Improve the quality and consistency of customer communications and ensure customer's expectations are met. Drive improvement of Customer Satisfaction Index (CSI) scores
- Effectively handle all incoming calls and follow up calls. Process customer service requests on a variety of topics for our customers. Assist with questions related to billing, warranty, compliance paperwork, and etc...All calls are monitored for Quality Assurance purposes and Call Center Customer Service Representatives will be required to participate in QA reviews

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required

Must have the ability to work 2nd/3rd shift, weekend and holidays

25 hours per week

Start date is November 21, 2022

1st shift is \$17.00/hr, 2nd shift is \$18.00/hr and 3rd shift is \$18.50/hr

Apply Online at: <https://bit.ly/3F5b0XV>

Source: Employer Website

Intake Specialist - Information and Referrals (Chamblee)



3669 N Peachtree Rd, Chamblee, GA 30341

In this role, you will provide information and referrals regarding health and human services to individuals and organizations via telephone, email and walk-in contact. Must have the skills to quickly assess client needs, identify appropriate resources and provide all necessary information to clients. Additional job duties include: community outreach including attending health fairs, events and meetings; advocacy on behalf of clients with other agencies; and maintaining accurate, updated records and files.

Qualifications:

- Bachelor's degree or have related experience in the field with a minimum of 1-3 years' experience in a diverse community setting
- Knowledge of community resources and direct client service experience preferred

Monday to Friday

Apply Online at: <https://indeedhi.re/3z3HGgX>

Source: Indeed

Office Assistant (Alpharetta)



M Wealth Group

11180 State Bridge Rd #206, Alpharetta, GA 30022

We're looking for an office assistant to provide administrative support, schedule meetings and perform data entry.

- Assist with client notes
- Document processes
- Data entry
- Basic customer service via inbound & outbound calls
- Schedule appointments
- Coordinate with other staff members
- Mail client documents and cards
- Client follow up & outreach

Qualifications:

- Customer service: 1 year (Preferred)
- Office experience: 2 years (Required)

From \$17 an hour

Apply Online at: <https://indeedhi.re/3eTN1jV>

Source: Indeed

Posted 10/23/2022

Claims Specialist I (Alpharetta)



1145 Sanctuary Pkwy # 300, Alpharetta, GA 30009

Listen to customers to understand the reason for their call, address all questions or complaints, and provide an accurate and efficient response which would include initiating benefits, cancelling the protection, and/or answering questions related to a benefit.

- Manage inbound calls in a timely manner.
- Follow communication “scripts” based on client parameters.
- Initiate benefits (claims) and process benefit related transactions.
- Initiate cancellation requests and calculate reimbursement for program fees at the appropriately demonstrated assigned authority level.
- Review and analyze what documentation is needed to process the benefit or cancellation.
- Ability to identify and respond efficiently and accurately to customers and providing solutions and/or alternatives.

Qualifications:

- Customer service experience.
- Proficient in Microsoft Office Suites.

Apply Online at: <https://bit.ly/3gn2kBV>

Source: Employer Website

Executive Assistant (Sandy Springs)



MOUNT VERNON
a school of inquiry, innovation, and impact

The Mount Vernon School

510 Mount Vernon Hwy, Atlanta, GA 30328

This position reports directly to the Head of Upper School and serves as a liaison between students, staff, parents, visitors, and the community.

- Manage Upper School calendars, schedule appointments, make room reservations, and manage scheduling logistics for events, exhibitions, meetings, etc
- Provide administrative assistance to the USL Team and manage administrative details for the Head of Upper School
- Manage staff time off requests including monitoring PTO hours, arranging substitute teacher coverage for classes and meetings
- Facilitate substitute teacher process including posting advertisements for substitute positions, arranging interviews, etc
- Order & update teacher materials, books, office supplies, nametags, etc
- Prepare, maintain, and update student records/attendance and run attendance reports.

Qualifications:

- Minimum requirements include a Bachelor's degree or equivalent administrative experience preferably in education

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

Source: Employer Website

Front Desk Agent (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel at Avalon

9000 Avalon Blvd, Alpharetta, GA 30009

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

\$15 an hour

Apply Online at: <https://indeedhi.re/3s4mzap>

Source: Indeed

Administrative Coordinator (Sandy Springs)



1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time. Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information and answering telephone (answering callers' questions and providing requested information as necessary). Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment. Screens incoming phone calls, and manages relationship with outside vendors and internal staff. Prepares and disseminates department and committee minutes/agenda and other meeting materials in a timely manner, and coordinates conference room scheduling and setup of meetings.

Qualifications:

- High school diploma or equivalent
- Proficient in full suite of Microsoft Office and other Windows-based applications
- Bachelor's degree in business, healthcare, or related field preferred

Work Day(s) Friday, Monday, Thursday, Tuesday, Wednesday; 7:30 AM - 4:00 PM

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

Source: Employer Website

Catering Event Assistant & Receptionist (Roswell)



30 Woodstock St, Roswell, GA 30075

Responsibilities:

- Answering phones – answering customer questions, routing calls to various office personnel, taking messages
- Routes leads to sales team members
- General upkeep of main floor of office – make sure trash is taken out, kitchen is kept up, lobby and tasting area is clean, bathroom is clean, etc.
- Execute tastings – knowledge of menu items and services is imperative in case clients ask questions
- Performs varied support services requiring proficiency in general office and organizational skills and knowledge of department operations

Qualifications:

- Hospitality: 2 years (Preferred)

\$15 - \$18 an hour

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

Source: Indeed

Receptionist / Office Administrator

(Roswell)

stimlabs

1225 Northmeadow Pkwy, Roswell, GA 30076

Responsibilities:

- Greet guests in an upbeat and professional fashion, ensuring a positive first impression
- Maintain upkeep and functionality of copy areas, break rooms, meeting spaces, lobbies, and other common areas
- Manage purchasing of office, mailing, break room, and cleaning supplies, and administer associated PO's and expense reports
- Act as point-of-contact for landlord, janitorial staff, maintenance, and other third-party vendors
- Coordinate with the Facilities team to help ensure all building and maintenance policies, procedures, codes, regulations are followed
- Support planning and logistics for company lunches, programs, activities & events
- Answer, screen, and forward incoming calls
- Prepare, sort, and distribute incoming & outgoing mail
- Perform clerical tasks including maintaining files and updating documents/spreadsheets
- Assist managers with scheduling interviews, processing new hire onboarding, arranging travel for visitors, and other administrative tasks

Qualifications:

- Bachelor's degree or equivalent experience
- 1-2 years of office/administrative experience

Monday to Friday, 8a to 5p

\$18 - \$22 an hour

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

Source: Employer Website

Human Resources Coordinator (Buckhead)



Cherokee Town & Country Club

155 W Paces Ferry Rd NW, Atlanta, GA 30305

As our Human Resources Coordinator, you handle a variety of human resources administrative tasks including directing departmental voicemails and emails, , scheduling appointments, proofreading documents, assisting with recruiting and payroll functions. You are the first point of contact for HR related matters, handling tier 1 requests and escalating. You answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc. and refer more complex questions to appropriate senior-level HR staff or management.

Qualifications:

- 2+ years of administrative assistant experience in an HR environment
- Proficient in Microsoft Office Suite or similar software
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications
- Associate degree in HR Management (or related field of study) OR equivalent work experience preferred

Monday-Friday, 9am-5pm

\$20 - \$22 an hour

Apply Online at: <https://bit.ly/3ySl3vE>

Source: Employer Website

Office Coordinator Entry Level (Alpharetta)



10800 Alpharetta Hwy Suite 176, Roswell, GA 30076

Responsibilities:

- 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/3VRdcIO>

Source: Employer Website

Office Assistant (Alpharetta)



11435 N Fulton Industrial Blvd, Alpharetta, GA 30009

Responsibilities:

- Accommodate all incoming calls, greeting visitors, calling on and responding to client/employee inquires and question via email or phone.
- Coordinate meetings for the Project Managers and assist with interoffice communications.
- Organize and maintain office common areas.
- Perform general office duties and errands.
- Coordinate company events as necessary.
- Maintain general office supply inventory. Clerical office **Responsibilities:**
- Ability to compose inter-office and client documents clearly.
- Execute various reports and correspondences comfortably with Excel & Microsoft applications.
- Manage filing system, record information as needed, update paperwork, maintain documents.

Qualifications:

- Clerical experience: 1 year (Required)
- Microsoft Excel: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)
- Customer service: 1 year (Required)

Hours are 8:30am - 4:30pm.

\$27,000 - \$32,000 a year

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

Source: Indeed

Front Desk Receptionist PT (Dunwoody)



4745 Ashford Dunwoody Rd Suite E, Atlanta, GA 30338

Responsibilities:

- Ensure high quality customer service.
- Ensure a smooth flow of customers through the store.
- Answer, screen, and forward incoming phone calls in accordance with National Vision protocol.
- Process and understand managed care plans.
- Obtain and document information from the insurance company as needed.
- Schedule and confirm appointments, follow-up visits and classes.
- File all patient records daily and pull patient files for the next day's appointments.
- Check on status and notify customers when orders are in or of any delays.
- Ensure all WIP Report functions are performed daily; cancelled job status, backorder list and problem jobs.
- Keep reception area tidy and presentable, with all necessary stationery and materials.

Qualifications:

- Experience as a Receptionist, Front Office Representative or similar role is preferred.

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

Source: Employer Website

Administrative Assistant (Alpharetta)



1150 Sanctuary Pkwy, Alpharetta, GA 30009

Responsibilities:

- Take and deliver messages, provide information to callers, set up and maintain files, provide employees with office supplies prepare and sort mail, perform word-processing assignments, proofread, and run certain reports.
- May operate automated office equipment and utilize software.
- Assist in the preparation of reports, graphs, and presentations using spreadsheet, graphic software, and/ or database applications.
- Act as an information source on organization policies and procedures.
- Make appointments and travel arrangements.
- Assist in establishing office policies and procedures, and coordinates special projects and department activities.
- May be assigned in various functional areas of the company.

Qualifications:

- 5+ years advanced administrative support experience working with executives within and outside the company, customers, visitors and other dignitaries or related experience
- Strong working knowledge of Microsoft Office Suite (i.e. Word, Excel, Outlook)

Apply Online at: <https://bit.ly/3VG4Nrs>

Source: Employer Website

Administrative Assistant (Sandy Springs)



800 Mount Vernon Hwy Ste 350, Atlanta, GA 30328

Responsibilities:

- Welcoming clients
- Scheduling and managing complex practice calendars
- Processing paperwork, preparing data requests, and basic meeting materials
- Client service by phone, email and in person
- Social media, including updating the advisor website and social media platform
- Marketing
- Maintaining office appearance and orderliness, maintaining and ordering supplies
- Logging mail and check scanning
- Filing, printing, scanning, faxing, sending of confidential files and records
- Supporting client service and financial planning departments with special projects and other administrative support as required

Qualifications:

- 2+ years of similar work experience in a professional office environment, ideally in the financial services industry
- Highly proficient with in Microsoft office including PowerPoint, Excel, Word and Outlook

\$19 - \$21 an hour

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

Source: Indeed

Executive Assistant 1 (Brookhaven)



1575 Northeast Expy NE, Brookhaven, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time. Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.
- Provides backup when other Executive Assistants are out or need assistance.
- Opens, distributes, reads/handles mail as requested or required.
- Assists leader with budget preparation/management, processes all invoices and expense reports, and reconciles all financial transactions in approved format.

Qualifications:

- 4 years of administrative experience supporting vice president-level roles
- Advanced computer skills including full suite of Microsoft Office and other Windows-based applications
- Bachelor's degree in Business, Healthcare, or related field preferred

Apply Online at: <https://bit.ly/3CTmJX9>

Source: Employer Website

Volunteer Coordinator (Sandy Springs)



Gentiva Hospice

1303 Hightower Trail #100, Atlanta, GA 30350

The Volunteer Coordinator is a member of the interdisciplinary team who is responsible for representing the volunteers and advocating for volunteer services, identifying needs for volunteers, recruiting volunteers, and assigning volunteers with patients/families.

Qualifications:

- Bachelor's Degree preferred or four years related experience
- Healthcare/hospice or volunteer administration experience preferred
- Previous volunteer experience preferred
- Current automobile insurance and valid driver's license

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

Source: Employer Website

Executive Administrative Assistant (Alpharetta / Hybrid Remote)



11390 Old Roswell Rd, Alpharetta, GA 30009

Responsibilities:

- Serve as point of contact for departmental matters that may require additional research and follow-up
- Coordinate and assist with projects and assignments to meet deadlines
- Organize and manage own schedule as well as others (i.e. meetings, travel arrangements, events, etc.)
- Attend leadership meetings to gather information, prepare data for upcoming projects and identify project and departmental needs
- Maintain, organize and order office supplies and other materials as needed
- Create letters, memos, presentations and other documentation with accuracy; make suggestions to improve existing methods of communication

Qualifications:

- Minimum 5yrs of executive assistant experience
- Associate's or Bachelor's degree in Business Administration, Communications or related field
- Experience organizing events, meetings, schedules and coordinating domestic and international travel
- Working knowledge of G-Suite - Gmail, Google Calendar, Google Drive, Google Sheets, Google Docs, desktop computers, laptops, Windows, Microsoft Office Suite, Macintosh, & applications

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

Source: Employer Website

HR Specialist (Sandy Springs)

WestRock

1000 Abernathy Rd NE, Atlanta, GA 30328

Responsibilities:

- Handle incoming inquiries, identify and documents issues, and process the necessary transaction.
Escalate complex issues that require further review for research and resolution.
Provide exceptional customer care and ensure resolution of issues.

Qualifications:

- 0-6 years of relevant contact center experience in a fast-paced environment.
- Bachelor's degree in Human Resources, Business Administration or related discipline is preferred.
- 2+ years of professional HR (field, corporate and/or COE) experience in a fast-paced environment, preferred.
- Advanced computer skills to include the use of computer programs such as Microsoft Office (Outlook, Word, Excel, PowerPoint), phone, Chatbots, case management software; other HR systems experience, preferred.

Apply Online at: <https://bit.ly/3eX6pMX>

Source: Employer Website

Concierge PT (Roswell)



655 Mansell Rd, Roswell, GA 30076

Qualifications:

- A minimum of one (1) year relevant experience (preferred)

Monday - Friday 4pm-8pm & Saturday 2pm-8pm

Apply Online at: <https://bit.ly/3z1iAza>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/23/22

Back of House (Perimeter)

\$11 - \$14 an hour

Newk's Eatery / 1181 Hammond Dr Suite 1000, Dunwoody, GA 30346

<https://bit.ly/3MGOhn2>

Warehouse Associate (Roswell)

\$17 an hour

1800 Radiator & A/C / 215 Hembree Park Dr Suite 160, Roswell, GA 30076

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

Dishwasher (Buckhead)

\$13 - \$16 an hour

The Capital Grille / 255 East Paces Ferry Rd NE, Atlanta, GA 30305

<https://indeedhi.re/3yUI5C2>

Greeter PT (Buckhead)

\$11.25 - \$12.00 an hour

Cherokee Town & Country Club / 155 W Paces Ferry Rd NW, Atlanta, GA 30305

<https://bit.ly/3SfN2MT>

Dishwasher (Alpharetta)

\$14 - \$16 an hour

TBB 122 / 122 Marietta St, Alpharetta, GA 30009

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

Groundskeeper (Sandy Springs)

\$16 an hour

Aqua at Sandy Springs / 100 Greyfield Ln, Sandy Springs, GA 30350

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

Dishwasher (Perimeter)

\$12 - \$16 an hour; Open Interviews Monday - Friday 11am - 5pm

The Cheesecake Factory / 4400 Ashford-Dunwoody Road, Atlanta, Georgia, US, 30346

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

Food Service, Housekeeping, & Other Now Hiring – Week of 10/23/22

Cashier (Sandy Springs)

\$10 - \$12 an hour

Clean Eatz Sandy Springs / 5600 Roswell Rd Suite B100, Sandy Springs, GA 30342

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

Prep Cook (Buckhead)

\$16 - \$18 an hour

Postino Restaurant / 3655 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/3eKicy2>

Warehouse Worker - Package Handler PT (Roswell)

\$17.50 an hour; 4:00 AM - 9:00 AM

UPS / 1300 Old Ellis Road, Roswell, Georgia 30076

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

Front Counter Associate (Sandy Springs)

\$15 an hour

Fabricare Center Dry Cleaners / 8611 Roswell Rd NE, Sandy Springs, GA 30350

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

Car Washer (Roswell)

\$18 an hour

United BMW / 11458 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3Tp8C2A>

Dishwasher (Alpharetta)

From \$17 an hour

Loyal Q and Brew / 3655 Old Milton Pkwy, Alpharetta, GA 30005

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

Housekeeper (Sandy Springs)

\$14 - \$15 an hour

Fairfield Inn & Suites / 1145 Hammond Dr, Atlanta, GA 30328

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



The early voting period for the November 8, 2022 General Election begins on Monday, October 17, 2022. Fulton County has [36 polling sites](#) and 4 outreach locations available during this early voting period.

Residents can vote from 7 a.m. until 7 p.m. Monday-Saturday, and 11 a.m.-5 p.m. on Sundays. Early voting will end on Friday, November 4, 2022.

During early voting, absentee ballot drop boxes will be available at seven early voting locations. Drop boxes are located inside early voting locations and are only accessible during early voting hours.

Registered Fulton County Voters may choose to vote at any Early Voting location for the duration of the Early Voting period. Voters who choose to vote on Election Day MUST vote at their designated precinct.

For more information, visit our website www.fultonelections.com or download the free Fulton Votes mobile app for Android or Apple devices.

Residents can vote at the [following Early Voting locations](#).