
Secretary (Sandy Springs)



7840 Roswell Road Building 300, Suite 325. Atlanta, GA 30350

Serve as secretary to an Assistant Executive Director, administrator and/or other professional staff member. Responsibilities include performing a variety of secretarial, clerical, and general administrative duties with primary emphasis on assisting the supervisor with operational details.

Qualifications:

- Three years of secretarial experience. Appropriate training beyond the secondary level may be substituted for the desired experience on a month-for-month basis.
- Education shall be at minimum a high school diploma from an accredited institution.

Monday to Friday

\$25,000 - \$35,000 a year

Apply Online at: <https://indeedhi.re/3zq1TOb>

Source: Indeed

Posted 10/30/2022

Administrative Secretary (Buckhead)



3560 Lenox Rd NE Suite 1600, Atlanta, GA 30326

This entry-level Administrative Secretary will work closely and support all needs and activities of the Atlanta office, Senior Secretaries and Attorneys with administrative work.

- Enters and reviews time entries into Aderant.
- Processes and reviews expense reimbursements.
- Assists in processing invoices.
- Makes travel arrangements for attorney(s).
- Provides backup coverage for Senior Secretaries when they are scheduled out.
- Handles Outlook scheduling including meeting invites, video conference details, conference room requests, meal requests, etc. always with minimal interruption to attorneys.
- Drafts and type correspondence, memoranda, and other documents.

Qualifications:

- High school education; college degree preferred.
- Minimum 1-2 years of office experience.

Monday to Friday

Apply Online at: <https://indeedhi.re/3W84Lss>

Source: Indeed

Posted 10/30/2022

Office Service Coordinator (Buckhead)

SpencerStuart

3560 Lenox Rd NE Suite 2700, Atlanta, GA 30326

Responsibilities:

- Answer/handle all main switchboard calls in a timely and efficient manner.
- Greet/welcome all clients, candidates and visitors, offer a beverage and escort individuals to the appropriate location within the office.
- Coordinate and allocate all internal and external office room reservations for our flexible workplace. Use judgment and influence to accommodate all of our on-demand needs.
- Assist in all areas of coordination for office events, client meetings and collaboration opportunities.
- Assist the administrative manager as a liaison with property management to facilitate repairs and other building-related matters.
- Ensure the café is tidy by emptying the dishwasher each morning, loading any remaining items and starting the dishwasher each evening before leaving the office.
- Tidy all visitor rooms, conference rooms and videoconference rooms after each use.
- Pick up and distribute office mail, newspapers, FedEx, UPS and other packages, and post mail each day.
- Responsible for maintaining and ordering all office supplies, production room materials, café grocery orders and other materials, as requested.
- Facilitate service calls for office equipment and maintain required meter readings

Qualifications:

- Minimum of 3-5 years of administrative experience in a professional environment that is production oriented
- Prior experience in a professional services organization is preferred but not mandatory.
- Typing speed of 50 wpm is preferred
- Proficient in Microsoft applications (Word, Outlook, PowerPoint, Excel)
- Proficient in proofreading and editing documents

Apply Online at: <https://bit.ly/3FgPT55>

Source: Employer Website

Recruiting Coordinator (Sandy Springs)



Responsibilities:

- Offer administrative support to our Field and Corporate Recruiters as they work to attract top talent for Americold's corporate office and 140+ warehouse locations across North America.
- Serve as a single point of contact for candidates during their post-offer process, with a focus on providing exceptional customer service to ensure a high-quality candidate experience.
- Book candidate travel for in-person interviews and facilitate the candidate reimbursement process for expenses incurred while interviewing.
- Offer scheduling assistance for interviews conducted with hiring managers.
- Initiate all pre-screening requirements for candidates, including background checks and drug screens
- Work with candidates and hiring managers to finalize start dates with the organization and initiate pre-hire steps in our applicant tracking system.
- Assist with job advertising and marketing efforts to post our jobs in various markets and attract top talent for our open positions.
- Offer administrative support on upcoming hiring events and job fairs.
- visibility into the pre-hire process.

Qualifications:

- Requires a bachelor's degree in a related area (Human Resources, Communications or Business) or relevant work experience.
- Minimum 1+ year of experience in the Talent Acquisition and Recruiting space is preferred.
- Experience with Microsoft Office, including Excel, Word, and Outlook.
- Prior experience working in an Applicant Tracking System is preferred; prior experience with iCIMS is a plus. Knowledge, Skills and Abilities:

Apply Online at: <https://indeedhi.re/3Wgye3M>

Source: Indeed

Administrative Assistant / Receptionist (Sandy Springs)



National Parking

6100 Lake Forrest Dr NE #440, Atlanta, GA 30328

Responsibilities:

- Coordinate and organize meetings and office activities
- Manage company and executive team calendars
- Oversee stock of office supplies
- Greet visitors at office
- Binding, organizing, and sending marketing and business documents
- Coordinate incoming calls
- Filing, scanning, memo writing, and other administrative tasks
- Support HR in scheduling meetings, interviews, and onboarding

Qualifications:

- Experience with administrative and clerical work
- Proficiency in Microsoft Office suite

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/3f8A069>

Source: Indeed

Posted 10/30/2022

Front Desk Coordinator / Receptionist (Buckhead) Salon V

3060 Peachtree Rd NW R60, Atlanta, GA 30305

Salon experience preferred, but not required.

Be available to work every Friday and Saturday

20-29 Hours per week

Starting pay is 13.00

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

Source: Indeed

Courtesy Officer (Sandy Springs)



25 Glenlake Pkwy NE, Sandy Springs, GA 30328

A Courtesy Officer is responsible for the safety of the building and grounds and will, upon request, assist Residents with parking their vehicles.

- Greet and assist Residents and visitors in a polished, professional, discrete manner. Manage the front desk sign-in and out process for visitors and vendors. Handle and direct incoming phone calls. Inform Residents or staff of the arrival of guests, packages, and flowers.
- Accommodate Residents' requests for assistance - referring to other staff as necessary.
- Address equipment malfunctions (safety, fire, alarm, etc.) and assist with repairs as appropriate

Qualifications:

- High school diploma or equivalent (GED)
- CPR
- At least 1 year of relevant work experience

\$15 - \$16 an hour

Apply Online at: <https://bit.ly/3zisM6i>

Source: Employer Website

Human Resources Assistant (Roswell)



TE Certified Electrical, Plumbing, Heating & Cooling

9800 Old Dogwood Rd, Roswell, GA 30075

Responsibilities:

- Assist with maintaining accurate and up-to-date human resource files, records, and documentation.
- Assist with answering frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc
- Provides clerical support to the HR department.
- Assist with payroll entry.
- 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:

- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Associate degree or higher in a related field is preferred.
- Prior related office experience required.

2-4 week training period

Mon-Fri 8:00am-5:00pm

\$20 - \$24 an hour

Apply Online at: <https://indeedhi.re/3W4OWD2>

Source: Indeed

Posted 10/30/2022

Administrative Assistant (Buckhead)



2090 N Druid Hills Rd, Atlanta, GA 30329

Prepares Corrections/Bible Course Program correspondence; processes paperwork necessary for efficient office operations; files and records various office information; answers the telephone and provides general information regarding the Corrections/Bible Course Program office operations and/or services; processes incoming/outgoing mail for the office. Assists the Corrections-Institutional Services Program Director with performing data collection and correspondences.; Reads, interprets, and grades Bible lessons for the Correctional Services Program as need of ongoing office operation.

Qualifications:

- High School Diploma or G.E.D. – Required And Two years' experience performing administrative support work in an office environment, Or Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Apply Online at: <https://bit.ly/3U0E5rM>

Source: Employer Website

Office Coordinator (Dunwoody)



1040 Crown Pointe Pkwy Suite 975, Atlanta, GA 30338

Responsibilities:

- Oversee all front desk and lobby operations
- Greet and assist employees and walk-ins with their inquiries
- Assist with information requests via phone and email
- Prepare reports, proposals, and spreadsheets as needed
- Maintain a clean, tidy work environment
- Maintain uniform operations, including measuring and ordering uniforms, tracking issuance to existing personnel, collection of uniforms, and requests for uniform refunds
- Facilitate the New Hire Orientation for new employees to the company
- Assist candidates with employment applications and other pre-employment paperwork
- Assist with personnel file maintenance

Qualifications:

- High school diploma or equivalent
- Minimum of 1 year of customer service experience
- Two years of proven experience as an Administrative Assistant or similar role
- Associate's Degree
- ADP and iCIMS savvy a plus

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

Source: Employer Website

After-School Childcare Staff Member (Sandy Springs)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

- Assist students with after-school homework and/or enrichment projects (arts, crafts, reading, etc.)
- Plan and organize age-appropriate games and other playground activities
- Cleaning and organizing snack stations, playground equipment and other enrichment activity locations

Qualifications:

- High School degree or equivalent required. Experience in childcare or other after-school care setting preferred.

This is a part-time, academic year (August-May) position. Applicants must be available to work Monday - Friday from either 12:30 pm - 4:30 pm or 2:00 pm - 6:00 pm and provide their own transportation.

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

Source: Employer Website

Administrative Coordinator (Alpharetta)



3700 Mansell Rd #200, Alpharetta, GA 30022

Responsibilities:

- Answer and direct phone calls; "First Impression" greeter for visitors.
- Update weekly Project Schedule report using Excel.
- Maintain and coordinate Project Team Assistant (PTA) invites for all project deliverables using Outlook.
- Support and Assist project teams with various tasks, while maintaining continued communication via email, Teams, etc. such as:
- Prepare and/or review correspondence (i.e., reports, memos, letters and other documentation) using MS Word, Excel, Bluebeam, etc.
- Preparation of project book specifications using extensive and consistent formatting provided by Client (or AHA Standard).
- Coordinate with Engineers and vendors for lunch and learns, order food (as needed), reserve meeting rooms, set up/take down/clean up.
- Assist with Construction Administration (Submittals, RFIs) from clients using Newforma program, as needed.

Qualifications:

- High School diploma or equivalent.
- Minimum three to five years' experience in assistant or administrative role.
- Strong technical skills in Windows Programs (MS Word, Excel, Outlook) and Bluebeam and/or Adobe.

Apply Online at: <https://bit.ly/3Sif0AM>

Source: Employer Website

Customer Service Associate (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

Maintain access control and security procedures for members and guests at front desk, fitness center, and pool entrances. Maintain knowledge of staff, facilities and programs from which you can draw on to assist customers in a timely and effective manner. Responsibilities & Duties:

- Provide exceptional first-line customer service to all customers
- Reliable, courteous, and punctual
- Smile and Greet all customers as they arrive and depart
- Assist with inquiries by telephone and in person
- Answer telephone in a proper manner and operate switchboard effectively
- Communicate all information regarding membership levels and privileges to guests accordingly
- Check in all members and guests using agency procedure
- Accept, process and discharge packages and documents following proper procedure
- Maintain knowledge of facility, programs and staff to answer questions and assist members with basic registration information, program location and additional information as required
- Address and respond to customer and staff questions, requests, concerns and issues in a timely and efficient manner
- Cover box office and ticket sales using 3rd party system
- Build and maintain relationship with repeat customers
- Follow up with customers via hand written thank you notes, emails, and in-person communication.

Qualifications:

- Possess excellent computer and typing skills
- Proficiency in Microsoft Suite (Word, Excel and Outlook)
- Experience using Salesforce (CRM system)

Position includes night and weekend hours

Apply Online at: <https://bit.ly/3DCk5ql>

Source: Employer Website

Concierge PT (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

Responsibilities:

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers for residents and the Community
- Checks in visitors, vendors and 3rd party providers
- Assists with transportation requests from residents

Qualifications:

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.
- Working efficiency with Microsoft Office applications, including Word, Excel and Outlook.

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

Source: Employer Website

Call Center Coordinator (Brookhaven)



3747 Peachtree Rd NE, Atlanta, GA 30319

Manages incoming and outgoing calls to and from customers and handles resulting work order requests to ensure appropriate entry, distribution, and completion of the task(s). The coordinator will also conduct telephone follow-up satisfaction survey calls.

- The coordinator is the key contact/ call center for both Housekeeping and Community Service departments.
- Manages incoming calls and makes outgoing calls to ensure work is correctly completed.
- Takes work order requests, logs into work order system, distributes to appropriate employees for completion.
- Coordinator will make customer service follow-up calls as time permits to ensure customer satisfaction and accuracy of service.
- Distribute monthly Managers' report.
- Assist Community Service Coordinator and Facility Manager with punch list for apartments, if needed.
- Assist Kingsboro residents with K-4 Connection communication devices.
- After move-ins, assist in welcoming new residents. Review all functions of environmental services with new residents.
- Conduct Weekly/ Monthly Inspections of all assigned Common Areas.
- Assist in completing work orders when Maintenance Technicians are occupied including TV/ Phone/ small Maintenance item issues.
- Assist in communication with TK Elevators as well as residents and Associates about elevator(s) being out of service or planned maintenance.

Qualifications:

- High school diploma or GED required.
- Must have a minimum of six months Customer Service experience (Call Center preferred).
- Basic Computer skills- must be proficient in Microsoft products (primarily Word, Excel, Outlook).

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

Source: Employer Website

Office Manager (Buckhead)



3560 Lenox Rd NE Suite 1230, Atlanta, GA 30326

Tasks include, but are not limited to, front desk management, answering phones, maintaining office supplies, sending & receiving mail, timely handling of all deliveries, scheduling meetings and appointments, and completing business related errands, ordering uniforms and marketing supplies, and on-site event support as needed.

[No qualifications specified in ad.]

Monday-Friday, 8am-5pm

Salary: \$55,000+

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

Source: Employer Website

Posted 10/30/2022

Talent Acquisition Coordinator

(Sandy Springs)



1 Glenlake Pkwy NE, Atlanta, GA 30328

Responsibilities:

- Ensure a positive, seamless, end-to-end recruiting process for all internal partners, stakeholders, and candidates.
- Utilize available technology to manage logistics and scheduling for phone, video, and in-person interviews for all participants.
- Oversee planning and logistics of recruiting events
- Create and send offer letters to new hires and hand-off to the HR Coordinator once the candidate signs.
- Field and resolve questions and issues that arise from internal and external parties throughout the recruiting and interview process.
- Interface comfortably with all levels of the organization and candidates.
- Assist with coverage of the Front Desk and manage different administrative duties as needed, which includes supporting the Senior Executive Assistant team with meeting set up, helping with office logistics, receiving food deliveries and packages, and ordering, organizing, and stocking breakrooms and office supplies.
- Support hiring teams with candidates in the office for interviews.
- Assist the broader Human Resources team with activities such as team building, holiday events, and charitable activities.

Qualifications:

- Requires a high school diploma and a minimum of 2 years of Talent Acquisition Coordinator/Recruiting Coordinator experience; or any combination of education and experience, which would provide an equivalent background. BA/BS is strongly preferred.
- Some office administration experience is preferred.

Apply Online at: <https://bit.ly/3fe43cG>

Source: Employer Website

Front Desk Concierge PT (Roswell)



1070 Hardscrabble Rd, Roswell, GA 30075

Responsibilities:

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

Qualifications:

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

2 weekdays + every-other-weekend

\$15 - \$16 an hour

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

Source: Employer Website

Health Information Specialist I (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

This is an entry level position responsible for processing all release of information (ROI), specifically medical record requests, in a timely and efficient manner ensuring accuracy and providing customers with the highest quality product and customer service.

Qualifications:

- Administrative/clerical experience
- Previous experience working in a medical office environment (preferred, not required)
- Basic computer proficiency.

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

Source: Employer Website

Executive Assistant (Sandy Springs)

INSPIRE



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Organize and schedule individual and team meetings:
- Organize team events: event coordination, venue selection/procurement, logistics, catering, and scheduling
- Assist and manage onboarding of new team members (e.g., computer and cube/office procurement, credentials, maintain dept email distribution lists)
- Maintain seating chart for department and manage necessary changes (e.g., new additions, change in locations, transitions)
- Support facilities with office/floor needs, as it relates to supported departments; maintain welcoming and clean working environment on the floor
- Prepare Power Point presentations as needed; assist with proofing and formatting (to brand/organizational standards), and presentation clean-up and consistency
- Assist and manage onboarding of new team members (e.g., computer and cube/office procurement, credentials, maintain dept email distribution lists)

Qualifications:

- Associates Degree Preferred
- 4-year Degree
- At least 4 years of experience in a senior executive level support role is required
- Excellent typing and computer skills, including high proficiency with Microsoft Office – Outlook, Word, Excel, Power Point

Apply Online at: <https://bit.ly/3fmzmC3>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/30/22

Janitor at Mercedes-Benz HQ (Sandy Springs)

\$13.00 an hour; Shift: 4pm - 12:30am Monday to Friday

Flagship Facility Services, Inc. / 1 Mercedes-Benz Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3f648iM>

Greeter PT (Roswell)

\$15 an hour

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

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

Custodian I (Dunwoody)

\$24,449 a year

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

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

Dishwasher Hiring Event (Alpharetta)

\$16 an hour; Nov 2, 2022 | 11 am-4 pm

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009 US

<https://indeedhi.re/3D9WHPm>

Dining Room Server PT (Buckhead)

\$17.50 - \$21.50 an hour

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

<https://bit.ly/3U1RxMj>

Party Host PT (Johns Creek)

From \$15 an hour

KIDS EMPIRE / 8465 Holcomb Bridge Rd, Johns Creek, GA 30022

<https://indeedhi.re/3gN4GKz>

Janitor and Cleaner PT (Roswell)

\$15 - \$18 an hour

Village Montessori School / 1610 Woodstock Rd, Roswell, GA 30075

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

Food Service, Housekeeping, & Other Now Hiring – Week of 10/30/22

Dishwasher (Dunwoody)

\$14.00 - \$15.50 an hour

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

<https://bit.ly/3N79qXH>

Housekeeper (Sandy Springs)

\$15 an hour

Hammond Glen Retirement Community / 335 Hammond Dr, Sandy Springs, GA 30328

<https://bit.ly/3gIN02y>

Dishwasher (Sandy Springs)

\$15 - \$17 an hour

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/3THU3aN>

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

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

Dishwasher (Sandy Springs)

\$16 an hour

Egg Harbor Café / 5920 Roswell Rd NE, Atlanta, GA 30328

<https://indeedhi.re/3FrCbg0>

Houseperson (Perimeter)

\$15 an hour

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

<https://indeedhi.re/3Dh3s24>

Cashier/Clerk (Buckhead)

\$15 an hour

Garrett Popcorn / Lenox Square Mall

<https://indeedhi.re/3zpOp4V>



Fulton County 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.

Residents can vote at the following Early Voting locations:

<https://bit.ly/3zlo1t4>