
Administrative Assistant (Dunwoody)



3 Dunwoody Park Suite 122, Atlanta, GA 30338

As a Administrative Assistant, you are responsible for the entire recruitment life-cycle. You will manage inbound and outbound telephone calls with potential candidates. You will complete phone interviews, schedule and conduct in-person interviews, schedule and conduct onboarding and orientation, track the hiring process within our system, and assist with the development of new recruiting processes and tools. You will complete data entry in our employee database and manage personnel filing along with other duties as assigned.

- Collaborate with the Admin Director with ideas for new advertising channels.
- Perform a variety of administrative tasks in support of hiring quality candidates in a timely manner, including criminal background checks and drug screens.
- Complete daily and weekly reports on recruitment activities and statistics.
- Maintain employment records.
- Keep employee files up to date and organized efficiently.
- Perform various tasks within the human resources systems to maintain employee information and time keeping data.

Qualifications:

- Advanced skills with MS Office tools
- Customer service: 1 year (Preferred)

\$14 - \$16 an hour

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

Source: Indeed

Posted 11/13/2022

Receptionist (Buckhead)



1961 N Druid Hills Rd, Atlanta, GA 30329

The Receptionist will be responsible for answering phone incoming calls, directing calls to appropriate staff, greeting guests of the Dorothy C. Fuqua Center or the J. Rex Fuqua Adolescent Campus, mail distribution as well as additional clerical duties. This position will serve as a security presence for Skyland Trail and therefore have a working knowledge of security and safety protocols at all campuses and of confidentiality policies.

Qualifications:

- High School Diploma or GED
- Knowledge and proficiency in MS Office.
- Minimum of two years experience in a business office setting.

Weekend and evening work may be required on a regular basis.

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

Source: Employer Website

Customer Service Representative (Remote)



Responsibilities:

- Supports eBay buyers on matters regarding site navigation, account setup and inquiries, payments, and other general questions.
- Provides engaging and compassionate customer service within a dynamic call center environment
- Effectively utilizes written and verbal communication to serve eBay customers
- Establishes and maintains customer trust
- Implements conflict management skills to de-escalate calls in a way that builds a positive customer experience

Qualifications:

- 3+ years of consistent call center or relevant customer service experience required
- Preferably with a B2C environment
- Proficient in computer setup and technical troubleshooting
- Wired Internet connection, capable of continuously supporting excellent call quality and high-speed response rates (wireless, DSL and/or satellite Internet Service Providers are not compatible with our systems)

\$18.50 an hour

Apply Online at: <https://bit.ly/3tp9Rn2>

Source: Employer Website

Scheduling Staffing Admin (Alpharetta)



10580 Duke Dr, Alpharetta, GA 30004

The Scheduling and Staffing Administrator supports store leadership through administrative duties related to staffing, scheduling, talent acquisition training, compliance, and payroll. This role maintains associate paperwork, organizes the break and training rooms, and updates time and attendance records, according to Lowe's policies and procedures. This role also assists the Store Manager and Assistant Store Manager in reviewing, scheduling and processing prospective candidates through the talent acquisition process. In addition, the Scheduling and Staffing Administrator supports a strong safety culture by handling all administrative tasks related to Worker's Compensation, General Liability, and Auto Claims.

Qualifications:

- High school diploma or equivalent.
- 1 year of experience in a retail environment.
- 2 years of administrative experience such as processing data, scheduling, monitoring and tracking information, and using office software.
- 1 year of experience administering confidential staff information such as personnel files and employment compliance data.
- 1 year of experience in a cross-functional team environment with exempt and non-exempt staff.
- Bachelor's Degree in Business or a related field preferred

Apply Online at: <https://low.es/3tl9zxq>

Source: Employer Website

Volunteer Coordinator (Sandy Springs)



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/3tmebU1>

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/3NUTtV6>

Source: Employer Website

Posted 11/13/2022

PRN Receptionist (Roswell)



1109 Green St, Roswell, GA 30075

Responsibilities:

- Greet, screen, and direct guests upon arrival at the facility
- Answer, screen and forward incoming phone calls
- Receive inquiries and release information in accordance with established policies and procedures
- Perform clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Qualifications:

- No experience required. On-the-job training provided.

\$13.50 an hour

Apply Online at: <https://bit.ly/3tiIsn0>

Source: Employer Website

Posted 11/13/2022

Administrative Assistant (Alpharetta)



BRADY WARE
& COMPANY

11175 Cicero Dr #300, Alpharetta, GA 30022

This position provides administrative and office support to the Alpharetta office leadership team.

- Calendars and travel requests
- Correspondence, reports, and other documents
- Expense and time input
- Meeting agendas, coordination and notes
- Events and lunches
- Special Projects

Qualifications:

- Excellent working knowledge of computers and advanced computer software skills including high proficiency in Microsoft Office Suite

Apply Online at: <https://bit.ly/3Up29FA>

Source: Employer Website

Office Admin Assistant (Sandy Springs)



Revere Construction and Roofing

8850 Dunwoody Pl, Sandy Springs, GA 30350

Responsibilities:

- Ensure existing Job file information is accurately being documented daily.
- Monitor compliance and risk management and any customer issues.

Qualifications:

- Office, accounting, or customer service management experience a plus
- Experience in customer service industry environment a plus
- High school diploma/GED
- Google Sheets, Outlook, Excel, QuickBooks, Word

\$35,000 - \$45,000 a year

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

Source: Employer Website

CSR (Roswell)



11200 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- WOW every customer through all phases of the repair process
- Ensure insurance partners and customers are supported in a timely and professional manner
- Build relationships with customers by effectively responding to calls, text messages, and walk-in business
- Coordinate communications between customers and Estimating team
- Communicate and coordinate estimate appointments, repair appointments, rental cars, deductible payments, etc.
- Facilitate all administrative aspects of the repair process
- Manage payment process which could including credit, check and cash handling

Qualifications:

- High School Diploma or equivalent
- Previous experience interacting with customers
- Computer Skills that include ability to navigate multiple computer programs at the same time

Apply Online at: <https://bit.ly/3hu2Tue>

Source: Employer Website

Secretary PT – Contract (Alpharetta / Hybrid Remote)



65 Roswell St. #500, Alpharetta GA 30004

Responsibilities:

- Obtains, compiles, organizes and prepares information and data for various reports, meetings; ensures that information packages are complete and meet guidelines for submissions; prepares meeting agendas, record minutes; prepares physical setting for meeting.
- Assist the immediate supervisor with the management of daily office operations, communications, meetings, schedules and events.
- Orders and maintains supplies and equipment, executes purchase orders, ensure timely payment of all invoices.
- Respond to requests and inquiries from clients.
- Manages incoming and outgoing mail, assembles mail, both Electronic & Physical.

Qualifications:

- Real Estate: 1 year (Preferred)

\$15 - \$25 an hour

Apply Online at: <https://indeedhi.re/3G2QRT8>

Source: Indeed

Front Office Assistant (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

The Front Office Assistant will be responsible for clerical duties of the department. Responsible for greeting patients, staff and physicians in a pleasant and professional manner. This position must prioritize and perform various clerical duties while answering all incoming phone calls. Job duties may include but not limited to check-in, check-out, collecting patient demographic information, pulling charts, utilizing EMR systems, insurance verification, and varying responsibilities depending on department.

Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment.
- Basic computer skills

8a-4:30p

Apply Online at: <https://bit.ly/3NWeCy2>

Source: Employer Website

Posted 11/13/2022

Design Team Assistant PT (Roswell)

TARA FUST DESIGN

885 Woodstock Rd #430, Roswell, GA 30075

Responsibilities:

- Maintain showroom appearance, work with clients, and assist in promoting our brand.
- Support the design team in a wide range of activities. This can include meeting with clients, running errands, picking up mail, visiting job sites to meet with vendors, assist with installations, showroom sales, etc.
- Maintain internal inventory, showroom supplies, and vendor samples.
- Assist in ordering, preparing client estimates, and coordinating presentations. Must be computer/mac proficient.
- Prepare client facing documents for all phases of the design project.
- Handle all claims and resolving issues with vendors, product and/or deliveries.
- Schedule and meet with vendors on select installs; Pick up and drop off for vendors and clients.
- Assist design team on client projects and installations.
- Running errands: Picking up samples, dropping off product or returns, picking up mail/packages, etc.

Qualifications:

- Must be computer/mac proficient.
- Interior design experience a plus.

\$18 - \$25 an hour

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

Source: Indeed

Posted 11/13/2022

HOLIDAY CLERK ASSISTANT (Roswell)



8920 EVES RD, ROSWELL, GA 30076

Responsibilities:

- Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
- Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
- Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
- Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
- Distributes and scans incoming and outgoing mail at a post office, branch or station.
- Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment,

[No qualifications specified in ad.]

\$19.62 an hour

Apply Online at: <https://bit.ly/3FYGf7x>

Source: Employer Website

Posted 11/13/2022

Front Office Clerk / Receptionist PT (Sandy Springs)



6309 Roswell Rd. Sandy Springs, GA 30328

Responsibilities:

- Creating relationships with clients
- Professionally answering any and all inquiries about Joseph & Friends Salon when potential clients call for appointments
- Handling Cash, Reporting on all sales, innovating ways to increase revenue

Qualifications:

- High school or equivalent
- Customer Service: 1 year (Preferred)

You will be based primarily in Sandy Springs but may be asked to visit the Roswell location if needed.

\$12 - \$14 an hour

Apply Online at: <https://indeedhi.re/3O27jVG>

Source: Indeed

Loaner Vehicle Representative / Coordinator (Alpharetta)

V O L V O

North Point Volvo

Responsibilities:

- Assist customers during the loaner car process and during transaction process
- Exhibit ethical behavior, provide the highest degree of customer satisfaction and be honest in all aspects of dealing with customers
- Ensure that loaner vehicles are checked out and returned according to company policies and standards
- Make sure that ready and returned vehicles are cleaned and have adequate fuel for the next customer
- Ensure that customers are charged appropriately for any damage, moving violations, tickets, tolls, and fuel usage
- Coordinate the organization and maintenance of our 30 loaner cars
- Shuttle customers as required and ensure loaner cars are delivered to service area when required
- File documentation with insurance or state or federal agency and in accordance with company policies

Qualifications:

- Previous car rental or insurance replacement experience is preferred
- Valid Driver's license
- Strong computer skills

Shift is Tuesday through Friday - 9:00am to 6:00pm and Saturdays 8:00am to 5:00pm

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

Source: Indeed

Data Entry Coordinator (Roswell)



490 Sun Valley Dr #202, Roswell, GA 30076

This role is responsible for reading and understanding service agreements, and digitally transcribing them into our client management software system. They will also be responsible for reviewing, processing, and entering all services rendered.

Qualifications:

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

Apply Online at: <https://bit.ly/3EqtX0r>

Source: Employer Website

Posted 11/13/2022

Administrative Assistant III (Perimeter)



1155 Perimeter Center W, Atlanta, GA 30338

Responsibilities:

- Perform clerical, administrative and general office duties of a responsible and confidential nature
- Route and answer correspondence
- Independently establish, organize and maintain documents and initiate follow up as needed
- Compile, analyze and summarize statistics and information in presentation formats
- Communicate new policies and procedure to the department and coordinate the gathering of information as directed,
- Create formulas/formats of moderate complexity and determine hardware/software requirements
- May coordinate off-site meetings and conventions; assist with schedule management; arrange appointments, travel, meetings, conference calls and process expense reports
- May coordinate and track training activities of internal associates
- Maintain database as required
- May assist in workforce scheduling of internal associates

Qualifications:

- 3+ years of administrative support experience in a similar environment
- High School diploma with 3+ years of experience or equivalent education will be considered
- Preferred: Expert knowledge of Microsoft Office (Word, Excel, PowerPoint) with experience producing high quality reports, presentations and other documents

Apply Online at: <https://bit.ly/3X05IUr>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/13/22

Warehouse Associate (Roswell)

\$18 an hour

1-800 Radiator & AC / 215 Hembree Park Dr Suite 160, Roswell, GA 30076

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

Dishwasher (Alpharetta)

\$14 - \$16 an hour

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

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

Service Porter (Alpharetta)

\$14 - \$15 an hour

United BMW / 1501 Alpharetta Hwy, Alpharetta, GA 30009

<https://bit.ly/3hv5Ue5>

Party Host PT (Johns Creek)

From \$15 an hour

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

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

Receiving Support Associate PT (Buckhead)

\$15 - \$19 an hour

Bloomingdale's / Lenox Mall

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

Ladies Locker Room Attendant (Sandy Springs)

\$12.75 an hour

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

<https://bit.ly/3NPZ2Uy>

Floor Staff PT (Perimeter)

\$14.50 an hour

Perimeter Pointe 10 / 1155 Mount Vernon Hwy, Atlanta, GA 30338

<https://bit.ly/3A4uVTF>

Food Service, Housekeeping, & Other Now Hiring – Week of 11/13/22

Dishwasher (Buckhead)

\$14 - \$17 an hour

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

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

Painter (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

<https://bit.ly/3Upbb5b>

Dishwasher (Alpharetta)

\$14.50 an hour

Hilton Alpharetta Atlanta / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://bit.ly/3A3ov7g>

Busser (Alpharetta)

\$16 an hour

California Pizza Kitchen / 6301 North Point Pkwy, Alpharetta, GA, US, 30022

<https://bit.ly/3G2hRlt>

Housekeeper (Perimeter)

From \$15.00 per hour

Hyatt Regency Atlanta Perimeter / 4000 Summit Blvd NE, Atlanta, GA 30319

<https://indeedhi.re/3G8f3mZ>

WAITER/WAITRESS (Sandy Springs)

\$15.00 per hour

Mount Vernon Towers / 300 Johnson Ferry Road Sandy Springs GA 30328

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