
Receptionist / Administrative Assistant (Alpharetta)



3650 Mansell Rd Suite 250, Alpharetta, GA 30022

Mountain Express Oil Company is looking to hire a receptionist that is responsible for answering calls, directing customers or clients to the right departments or extensions and answering any questions people have when they contact your business.

Qualifications:

- A minimum of a high school diploma, GED, or a substitute on-the-job experience.

Apply Online at: <https://bit.ly/3Gvqs0s>

Source: Employer Website

Front Desk Receptionist (Roswell)



2000 Northfield Ct, Roswell, GA 30076

Responsible for handling front office reception and administration duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail. Mail also schedule meetings for executives.

Qualifications:

- High school or equivalent (Preferred)

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

Source: Indeed

Posted 11/20/2022

Administrative Assistant (Sandy Springs)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- With minimal supervision, answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller to appropriate staff member.
- Greets visitors in a courteous manner, establishes needs and refers to appropriate staff.
- Sets up, organizes, and maintains various departmental files according to established procedures.
- Retrieves appropriate information upon request for internal and external use.
- Arranges and schedules appointments, meetings, and domestic and/or international travel for one or more senior level managers, prepares daily schedules, prioritizes requests for meetings, prepares itinerary and/or expense reports, and prepares managers for meetings.
- Schedules and coordinates meetings and/or special events, reserves facilities, arranges for equipment and materials, arranges for speakers, refreshments or meals, develops agendas, and arranges seating.
- Takes minutes as requested. Receives and reviews incoming correspondence, independently responds to routine matters, and composes and edits responses for supervisor's signature based on knowledge of policies and procedures and supervisor's views.

Qualifications:

- A high school diploma or equivalent. Five years of clerical or secretarial experience.
- Previous experience with various personal computer software applications.
- Positions in this classification may require the ability to type or keyboard 55 accurate words per minute.

Apply Online at: <https://bit.ly/3OfzS1X>

Source: Employer Website

Afterschool Assistant PT (Sandy Springs)



5750 Long Island Dr, Atlanta, GA 30327

The Afterschool Assistant supervises Elementary-aged students enrolled in our Extended Day and Enrichment programs. Responsibilities include recording attendance, serving snacks, supervising indoor and outdoor play, monitoring social interactions between students, and providing a warm, nurturing environment for students who stay after school.

Qualifications:

- Experience with children is preferred.

Monday-Friday 2 - 6 p.m.

From \$16 an hour

Apply Online at: <https://bit.ly/3V7t3l9>

Source: Employer Website

Posted 11/20/2022

Executive Administrative Assistant (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

Responsibilities:

- Be the main point of contact for high-level executive
- Oversee scheduling, including arranging accommodations and travel, managing itineraries, and setting up team meetings
- Support an executive with meeting preparation and take minutes
- Make sure basic bookkeeping duties are completed in a timely manner
- Take care of office management duties such as ordering filing systems and keeping track of office equipment and supplies

Qualifications:

- Must have graduated high school or received an equivalent certificate of completion
- 2 or more years as an assistant, executive assistant, or in a position performing supportive duties
- Experience using Microsoft Office

Apply Online at: <https://bit.ly/3TM6pxL>

Source: Employer Website

Human Resources Administrator

(Roswell)



**ARTHRITIS &
RHEUMATOLOGY**
— CENTER PC —

11731 Pointe Pl, Roswell, GA 30076

Human Resource Administrator is in charge of Human Resource related duties such as Payroll, tracking and managing employee benefits, attendance, employee recruitment, onboarding and off-boarding, compliance, other Human resource related duties.

Qualifications:

- Human resources: 1 year (Preferred)

Apply Online at: <https://indeedhi.re/3V38s1i>

Source: Indeed

Management Trainee (Roswell)



10670 Alpharetta Hwy, Roswell, GA 30076

As a MT, you'll start learning our business from day one while based out of one of our neighborhood branches. You will be entrusted to serve as both the face of Enterprise to customers and partners and the behind-the-scenes operational expert. In our structured program, you will master the knowledge and skills you need to eventually run your own branch, cultivate new business and develop your team.

Qualifications:

- Must have a Bachelor's degree.
- Must have a minimum of six months experience in sales, customer service, management or leadership.
- Must have a valid driver's license with no more than 2 moving violations or at-fault accidents in the last 3 years.

\$50,018 a year; Must be available to work an average of 45 hours per week.

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

Source: Employer Website

Receptionist / Concierge (Alpharetta)



3675 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Provides positive first impression to all who enter the Community.
- Answers and screens all incoming telephone calls in a courteous and professional manner, routing calls and taking messages as appropriate.
- Greets all visitors in a friendly, courteous, and professional manner.
- Screens and requires visitors to "sign in" at reception desk.
- Notifies Residents of visitors.
- Instructs Resident's visitor according to Resident's instructions.
- Receives and processes incoming mail.
- Accepts all outgoing mail/packages.
- Types, copies, orders, and maintains inventory of office supplies, performing other clerical duties as assigned.
- Maintains and updates Emergency Phone Number Log and keeps log at frontdesk.
- Maintains and updates emergency contact information on each Resident and keeps information at front desk.
- Assists managers with various clerical responsibilities.

Qualifications:

- High School Diploma required.
- Must have word-processing and clerical skills.

Weekends and holidays as assigned

Apply Online at: <https://bit.ly/3Ed85uj>

Source: Employer Website

Purchasing Coordinator (Sandy Springs)



1 Glenlake Pkwy NE Suite 300, Sandy Springs, GA 30328

Responsibilities:

- Kickstart the order completion process: Quickly generate accurate estimates/sales orders, invoices, and purchase orders in our ERP system. Manage & keep track of database of customer orders.
- Keep track of product status: Communicate with vendors to ensure quick release of product.
- Take possession of material: Process and manage release for orders from suppliers.
- Own the status of the orders: Keep customers and sales team updated on order status to manage expectations and ensure a great customer experience.
- Maintain accurate documentation: Revise documents to protect buyer and seller anonymity.

Qualifications:

- At least 2 years' experience in a fast-paced work environment
- Purchasing experience is helpful

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

Source: Indeed

Front Desk Agent (Roswell)



9995 Old Dogwood Rd, Roswell, GA 30076

Responsibilities:

- Check guests in and out and make reservations for hotel as needed
- Take reservation calls from current and future guest, professional and personable phone skills.

Qualifications:

- Excellent skills in Data Entry
- Customer Service background and prior experience is a plus

Required to work varying schedules

\$10 - \$12 an hour

Apply Online at: <https://indeedhi.re/3E4Ugy4>

Source: Indeed

Posted 11/20/2022

Receptionist PT (Buckhead)



Brighton Gardens of Buckhead

3088 Lenox Rd NE, Atlanta, GA 30324

Responsibilities:

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties
- Welcoming and support the hospitality of a Sunrise community.

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel

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

Source: Employer Website

Administrative Assistant (Sandy Springs)



1 Glenlake Pkwy NE Suite 300, Sandy Springs, GA 30328

As the Administrative Assistant (AA), you will provide dedicated support to our Chief of Staff, General Counsel, and VP of Special Projects.

- Take meeting minutes: Take comprehensive meeting minutes and prepare post session correspondence.
- Collect and prepare reporting: Collect reporting from across the business for consolidation and distribution.
- Create and edit spreadsheets, documents, and presentations: Help leadership prepare and communicate across business in timely and professional manner.

Qualifications:

- 5+ years of administrative experience supporting leadership
- Bachelor's Degree preferred

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

Source: Employer Website

Sales Coordinator (Roswell)



1075 Holcomb Bridge Rd, Roswell, GA 30076

In this role, you will be responsible for providing administrative and clerical support to Sales Managers in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Responsibilities include, but a not limited to; assisting and responding to guests requests in a timely, friendly and efficient manner. Perform word-processing, typing, e-mailing, data-entry, filing, faxing, copying, and processing mail. Performing other general office duties and assist with special projects, as needed.

Qualifications:

- Bachelor's degree from a four year college or university; or equivalent combination of education and experience.
- One to two years in related experience and/or training.

May be required to work nights, weekends, and/or holidays.

\$18 an hour

Apply Online at: <https://bit.ly/3E4YC8o>

Source: Employer Website

Indoor Playground Attendant PT (Roswell)



614 W Crossville Rd, Roswell, GA 30075

Responsibilities:

- Must supervise children's activities at all times (For Break Time/Camps/Open Play/Parties)
- Perform housework related to child-care, including cleaning up after meals in the party room, tidying play areas, and taking out the trash, wiping down counter tops and vacuuming, etc.
- Coaches may work with children with aggressive behaviors, such as biting, scratching, pulling hair, hitting, and/or kicking. We Rock the Spectrum Kids Gym will provide training as need be to manage challenging behaviors

Qualifications:

- Previous experiences working with children (preferable children with special needs and without)
- High School diploma or enrollment in a 3rd or 4th year

Part time positions require availability to work on the weekends. Our business hours are 9am-6pm Monday through Saturday and 10am-5pm on Sunday.

\$13 - \$17 an hour

Apply Online at: <https://indeedhi.re/3tF2Oqo>

Source: Indeed

Office Administrator (Roswell)



1115 Northmeadow Parkway Roswell 30076

Responsibilities:

- Manage general reception duties and coverage.
- Serves as a friendly, responsive resource for all employees, callers, and visitors.
- Ensures the reception area, reception kitchenette, office supply room, café, quiet room, and conference room spaces throughout the WHD office are professionally maintained and tidy.
- Effectively manages conference room scheduling while utilizing proper judgment to maintain confidentiality about meeting topics or attendee involvement.
- Ensures conference rooms are properly set up and functional in advance of meetings and equipment has been stored and is properly powered down after meetings end.
- Assembles and copies materials for internal and external meetings.
- Manages all catering requests for the corporate office independently and for the C-suite, as directed. This includes placing orders, providing payment, coordinating delivery to proper meeting room location, ensuring catering has been properly set up and cleaned up after meetings end.
- Manages facilities driven projects to ensure all office equipment and services such as plumbing, electrical, furnishings and AV equipment are functioning properly. Assists with WHD facilities projects as directed.
- Manages office supply inventory including

Qualifications:

- High school diploma or its equivalent with at least 7 years of experience in the field.
- Excellent Computer Skills: (Microsoft Office Suite and Outlook).
- Bachelor's degree or higher preferred

Apply Online at: <https://indeedhi.re/3Eha011>

Source: Indeed

Front Desk Receptionist (Brookhaven)



4004 Summit Blvd, Brookhaven, GA 30319

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks. Performs basic filing and recordkeeping.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- High school diploma or equivalent required.

Apply Online at: <https://bit.ly/3tBTfc3>

Source: Employer Website

Administrative Assistant (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

Responsibilities:

- 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.
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- One to two years of related experience

\$15.00 - \$16.50 an hour

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

Source: Employer Website

Receptionist / Admin Assistant (Alpharetta)

Crème de la Crème®

CHILD CARE • PRESCHOOL • AFTER SCHOOL

Early Learning Centers Of Excellence®

11675 Haynes Bridge Rd, Alpharetta, GA 30009

Responsibilities:

- Assist Directors in the development of all children and Team Member files.
- Receive and distribute all incoming deliveries and mail.
- File documents and paperwork in appropriate files as needed.
- Answer telephone in a gracious and friendly manner.
- Receive and insure delivery of messages and faxes.
- Always exhibit a positive and professional image of Crème de la Crème.
- Greet and aid all visitors.
- Greet and say goodbye to all parents and children.
- Receive special instructions from parents and deliver to the right Team Member.
- Order all office supplies and responsible for budget line item.
- Set appointments and conduct tours as necessary.
- Collate and distribute all enrollment packets, new employee packets, and all other forms as assigned by a Director.
- Maintain appropriate inventory of all required Crème de la Crème forms, Parent Guidebooks, and Team Member Manuals.
- Provide and/or schedule necessary maintenance and repairs for all Administration Equipment.

Qualifications:

- Prior experience working as a Receptionist in a school or child care center
- High school diploma or higher

Apply Online at: <https://bit.ly/3EH0hmb>

Source: Employer Website

Receptionist / Administrative Assistant (Alpharetta)



3560 Old Milton Pkwy, Alpharetta, GA 30005

Responsibilities:

- Effectively answers and routes all phone calls with excellent customer service; Presents the firm well as the first line of communication; Helps shield employee time by acting as a good gatekeeper
- Is clear on the vision and mission of the firm and works towards the culture and operation of the firm matches the vision/mission
- Assists with updating of firm PSPs, Employee Handbook, and Training Manual per the Assistant DOO direction
- Open and close the office based on our Red Carpet Experience
- Works with Assistant DOO to maintain the firm's relations with outside vendors ensuring that all systems are running smoothly and efficiently and manages all purchasing requirements within budget
- Works with Assistant DOO to manage Inventory and Ordering
- Data entry for KPI metrics
- Ensures client satisfaction by conducting quarterly surveys and reporting results to Assistant DOO
- Maintains office appearance and prepares office for mediations, client meetings, and consultations

Qualifications:

- Experience with Microsoft Software, Adobe Acrobat, Powerpoint
- Experience in customer service
- Experience in the legal industry preferred

\$14 - \$18 an hour

Apply Online at: <https://indeedhi.re/3On2XZq>

Source: Indeed

Front Office Personnel (Sandy Springs)



Laureate Medical Group Sleep Medicine

5673 Peachtree Dunwoody Road NE Suite 775

Responsibilities:

- Responsible for receiving patients, determining their needs and directing them accordingly.
- Responsible for gathering all required information for new patients and creating new patient charts from all sources.
- Responsible for updating all existing patient information.

Qualifications:

- High School Graduate or General Education Degree (GED)
- One to two years clerical experience preferably in a healthcare environment
- Proficient in the use and application of MS Office (Word, Excel and Power Point)
- Previous experience in a Physician Practice setting preferred

7:30AM-4PM

Apply Online at: <https://bit.ly/3EnvQA9>

Source: Employer Website

Posted 11/20/2022

Temporary Administrative Clerk (Alpharetta)



4501 North Point Pkwy #260, Alpharetta, GA 30022

For more than 24 years, CVR's team of professionals has provided technical assistance and program management to affordable housing programs across the country.

- Providing customer service to the clients.
- Search rental markets to see what is available
- Performing clerical functions, opening and distributing mail.
- Answering phone calls
- Sending out letters to clients.
- Assist with wait list appointments, and answering applicant/participant inquiries.
- File, prepare reports, and answer correspondence as needed.

Qualifications:

- Requires a high school diploma or equivalent related experience.
- Must be proficient in all areas of Microsoft Office Suite (Word, Excel, Powerpoint, and Outlook).
- Administrative: 2 years (Preferred)
- Customer service: 2 years (Preferred)

Monday to Friday

Apply Online at: <https://indeedhi.re/3Em32HX>

Source: Indeed

Administrative Office Assistant (Chamblee)



2065 Peachtree Industrial Ct Suite 208, Chamblee, GA 30341

Responsibilities:

- Organize office and assist manager in ways that optimize procedures
- Create and update records ensuring accuracy and validity of information
- Taking incoming calls and make outbound call to customers
- Schedule and plan meetings and appointments using company system
- Resolve and respond to customer requests or issues
- Assist Manager to set up new operating policies and procedures
- Maintain company website and update as deem necessary
- Assist manager to operate the business in areas such as marketing and social media
- Assist to handle incoming home warranty jobs and ensure the jobs are completed and status are uploaded successfully
- Perform receptionist duties when needed

Qualifications:

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Customer service: 1 year Location: One location
- Knowledge of third party software (godday website builder, canva, youtube, facebook, IG, Tiktok)
- Proficiency in MS Office (Word, Excel, Powerpoint,

Monday to Friday; Weekend availability

\$13.00 - \$16.00 per hour

Apply Online at: <https://indeedhi.re/3Xi7vEc>

Source: Indeed

Posted 11/20/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 11/20/22

Dishwasher (Dunwoody)

From \$14 an hour

McKendrick's Stek House / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/3AtDwQ3>

Cashier PT (Buckhead)

\$12 - \$16 an hour

Grand Lux Café / Phipps Mall

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

Housekeeper (Alpharetta)

\$12 - \$16 an hour

Comfort Inn / 5455 Windward Pkwy W, Alpharetta, GA 30004

<https://bit.ly/3gbCv8o>

Seasonal Stock Associate (Perimeter)

\$14 - \$15 an hour

Z Gallerie / Perimeter Mall

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

Kitchen Assistant PT (Sandy Springs)

\$16 - \$18 an hour

Town Square Sandy Springs / 8601 Dunwoody Pl, Sandy Springs, GA 30350

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

Crew Member PT (Roswell)

From \$15.50 an hour

American Pasta Factory / 1123 Alpharetta St, Roswell, GA 30075

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

Kitchen Support (Sandy Springs)

\$15 - \$16 an hour

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

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

Food Service, Housekeeping, & Other Now Hiring – Week of 11/20/22

Cashier/Food Runner Pt (Brookhaven)

\$18 an hour

The Greek Pizzeria / 3400 Clairmont Rd Suite A, Brookhaven, GA 30319

<https://indeedhi.re/3E9SZ93>

Laundry Attendant (Perimeter)

\$13 an hour

Heyday Skincare - L5 Skincare / 123 Perimeter Center W., Dunwoody, GA 30346

<https://bit.ly/3TFA8s4>

Room Attendant (Perimeter)

\$15 an hour

Home 2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

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

House Person (Brookhaven)

\$15 an hour

Residence Inn / 2220 Lake Blvd NE, Atlanta, GA 30319

<https://bit.ly/3TF9tvY>

Kitchen Prep (Buckhead)

\$16 - \$18 an hour

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

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

Custodian I (Dunwoody)

\$24,449 a year; 2nd Shift, Monday through Friday from 2:30pm - 11:00pm

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

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

Greeter (Buckhead)

\$11.25 - \$12.00 an hour

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

<https://bit.ly/3ggw1oD>



FULTON COUNTY EARLY VOTING LOCATIONS

Tuesday, December 6, 2022 - General Election Runoff

EARLY VOTING HOURS:

Saturday, November 26 to Friday, December 2, 2022

Voting Hours: 7 a.m. to 7 p.m.

You may check to see if you are eligible to vote for these races at <https://registertovote.sos.ga.gov>

<p>Alpharetta Library* 10 Park Plaza Alpharetta, GA 30009</p>	<p>North Fulton Service Center 7741 Roswell Road Sandy Springs, GA 30350</p>
<p>Dorothy C. Benson Senior Complex* 6500 Vernon Wood Drive Sandy Springs, GA 30328</p>	<p>Northside Library 3295 Northside Parkway, NW Atlanta, GA 30327</p>
<p>East Roswell Library* 2301 Holcomb Bridge Road Roswell, GA 30076</p>	<p>Robert F. Fulton Library at Ocee 5090 Abbotts Bridge Road Johns Creek, GA 30005</p>
<p>Milton Library 855 Mayfield Road Milton, GA 30009</p>	<p>Roswell Library 115 Norcross Street Roswell, GA 30075</p>
<p>Northeast Spruill Oaks Library 9560 Spruill Road Johns Creek, GA 30022</p>	

Asterisk Indicates Absentee Ballot Drop Box Locations. You will ONLY be allowed to access drop boxes during open early voting hours.*