
Customer Service Representative (Sandy Springs)



7000 Central Pkwy Suite 800, Atlanta, GA 30328

This person will be responsible for promptly addressing customer inquiries; providing feedback to business units data entry, answering questions/concerns in a timely and professional manner.

- Process and support customers' orders and inquiries related to their dedicated market
- Answer calls and handle email inquiries; providing courteous, timely, and effective customer service
- Inform customers of the status of their orders, advising them of any changes
- Follow up on inquiries for customer issue resolution and product design. Process escalations when needed.

Qualifications:

- This is an entry level position (2 years' minimum experience)
- Skilled user in MS Office programs (NetSuite a plus)
- 1-2 years Customer Service in an office environment
- Experience working in manufacturing or logistics is preferred

\$20 - \$26 an hour

Apply Online at: <https://bit.ly/3juqZ9I>

Source: Employer Website

Posted 2/5/2023

Processing Coordinator – Checks (Sandy Springs)



Two Concourse Pkwy #500, Atlanta, GA 30328

This position provides support to dealerships and/or their representative. In executing the duties of the role, the Processing Coordinator will ensure that checks and letters are mailed out timely to our clients. Processing Coordinators will also handle incoming mail, generate reporting, and document actions taken.

- Check pick ups from accounting
- Audit checks to ensure there are no financial impacts to the customer, client, or Safe-Guard
- Ensure checks and letter correspondence match
- Handles check pulls and expedited mailing services
- Ensure timely mailing of checks and letters
- Generate reporting timely
- Documenting steps taken and attaching when necessary
- Handle incoming mail
- Continuous follow-up on rejected checks request and/or checks that need to be mailed
- Complete voids, stop-pay request and manual check request when needed

Qualifications:

- High School Diploma or equivalent combination of education and experience required
- Strong computer skills with the ability to understand proprietary policy service modules
- Proficient in Windows and MS-Office Products

\$16 - \$20 an hour

Apply Online at: <https://indeedhi.re/3l9eSiW>

Source: Indeed

Customer Service / Administrative Assistant (Alpharetta)



LOGISTICS

960 North Point Pkwy Suite 300, Alpharetta, GA 30005

This position will be responsible for all administrative functions associated within a transportation office.

- Customer Service-including notifying dealerships of delay with a sense of urgency.
- Answering phones using polite phone etiquette
- Data Entry with accuracy.
- Completing daily and weekly reports with extreme accuracy.

Qualifications:

- Three to four years of previous administrative experience, preferably in a transportation environment.
- Strong computer skills in MS Office, Excel, Word

6 am – 3pm

\$20.50 an hour

Apply Online at: <https://indeedhi.re/3kWUNw0>

Source: Indeed

Posted 2/5/2023

Administrative and Marketing Assistant (Buckhead)



4400 Peachtree Dunwoody Rd, Atlanta, GA 30342

Qualifications:

- Experience with Constant Contact or Mail Chimp, Canva, and WordPress is strongly preferred.

\$38,000-42,000

Contact:

AnnaKate Rawles

(404) 261-3121

annakate@stjamesatlanta.org

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

Source: TheAhaConnection

Front Office Clerk / Receptionist (Roswell)



801 Bombay Ln, Roswell, GA 30076

Responsibilities are typical for this type of job- answering phones, checking people in and out, filing, etc.

Qualifications:

- Customer service: 1 year (Preferred)

\$14 - \$17 an hour

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

Source: Indeed

Posted 2/5/2023

Office / File Clerk PT (Buckhead)



Your Choice Caregivers

3340 Peachtree Rd NE Ste 1010, Atlanta, GA 30326

Responsible for assisting manager in their printing, filing and mailing needs.

- Organize and archive files
- Retrieve data and files for other departments and personnel
- Organize paper and electronic records/documents in alphabetical order
- Operate office equipment
- Type and perform data entry
- Monitor inventory of files, paper clips etc., and report shortages

Qualifications:

- Adept typing, word-processing, and data entry skills
- High school graduate or equivalent
- Knowledge of basic office and administrative software such as MS Office
- Experience working in an office setting preferred but not required
- Experience working with file-keeping software or cloud storage a plus

12-15 hours per week, day shift, flexible hours

\$13 an hour

Apply Online at: <https://indeedhi.re/3DAT31T>

Source: Indeed

Office Associate (Chamblee)

CorDx

Responsibilities:

- Schedule and plan meetings and appointments
- Resolve office-related malfunctions and respond to requests or issues
- Maintain trusting relationships with suppliers, customers and colleagues
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Provide general support to visitors
- Maintain contact lists
- Submit and reconcile expense reports

Qualifications:

- Proficiency in MS Office

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

Source: Employer Website

HR Generalist (Sandy Springs)



5775 Glenridge Dr building b suite 585, Atlanta, GA 30328

Responsibilities:

- Hands-on training
- Benefits administration
- Compensation analysis
- Administration around employee relations issues
- HR system reporting (UKG Pro experience a plus)
- General HR administration

Qualifications:

- Associates degree or equivalent from two-year college or technical school or HR certificate required.
- Bachelor's degree preferred.
- 5+ years related generalist HR experience.
- Knowledge of applicable laws and regulations for designated areas including COBRA, Section 125, ERISA, FMLA, Disability and/or Workers Compensation.
- Knowledge of HRIS systems, UKG Pro experience preferred.

Apply Online at: <https://bit.ly/3Y9z4PG>

Source: Employer Website

Administrative Assistant (Sandy Springs)



980 Hammond Dr Suite 100, Atlanta, GA 30328

Responsibilities:

- Support for various service line teams through scheduling meetings, processing expenses, maintaining engagement and opportunity records in CRM, and various administrative tasks
- Support for local office administration, coordinates administrative services including mail distribution incoming/outgoing, shipping and receiving, supply inventory and front-line office support including reception
- Schedule meetings, book conference rooms, and maintain contact lists for UHY
- Help plan in office events: catering, securing space, attendance
- Provide administrative support to Partners and Principals and regular back up support to assist Executive Assistant
- Provide back up support to assist Admin team members with monthly client billing and AR collections
- Ensure vendor invoices are paid in a timely manner

Qualifications:

- Strong knowledge of MS Word, Excel, PowerPoint, Outlook
- Previous billing experience a plus
- Previous experience with an accounting company preferred, but not necessary

Apply Online at: <https://bit.ly/3X08fwk>

Source: Employer Website

Administrative Assistant (Alpharetta)



3650 Mansell Rd #440, Alpharetta, GA 30022

Responsibilities:

- Perform basic administrative activities such as taking meeting minutes, creating presentations, filing, making copies, data entry, etc.;
- Schedule meetings, including room preparation, network access, conference call, Webex, etc. to include ordering and setting up food for meetings;
- Coordinate all Alpharetta events including but not limited to all-hands meetings, team building, well-being and recognition activities;
- Ensure any new hire in the Alpharetta office have the appropriate technology equipment and systems to be productive;
- Coordinate office moves with Workplace Resources;
- Prepare and send Alpharetta office communications;
- Maintain Alpharetta email distribution lists, other lists;
- Process invoices;
- Deliver mail to individuals in Alpharetta;
- Maintain supply inventory

Qualifications:

- Strong skills in Microsoft toolset: Word, Excel, PowerPoint, Outlook required. OneDrive and Share Point experience a plus
- Ability to travel in the Southeast Region of the US with appropriate notice

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

Source: Employer Website

Test Center Administrator (Sandy Springs)



5909 Peachtree Dunwoody Rs, Suite 120, Sandy Springs, Georgia 30328

The position requires TCAs to verify candidate identification, monitor exams and maintain strict policies and guidelines.

- Maintain and apply expert knowledge of test center policies, practices and procedures
- Greet examinees and verify identification
- Perform required security checks including the use of wands
- Continuously monitor candidates as they complete exams
- Report and/or resolve candidate issues with urgency
- Maintain secure environment and materials in the test center at all times
- Ensure every candidate receives a fair and comfortable testing experience

Qualifications:

- High school diploma or equivalent required
- College experience a plus
- Minimum of one year of customer service experience required, in person (call center, retail, restaurant, etc.)
- Familiar with Microsoft Windows-based computer programs and applications (including but not limited to MS Office, Outlook, Explorer-web browsing)

Apply Online at: <https://bit.ly/40sCDCz>

Source: Employer Website

Customer Service Rep I - Call Center (Dunwoody)



1455 Lincoln Pkwy E, Atlanta, GA 30346

Responsibilities:

- Ensure that all incoming call center phone calls are answered within department guidelines
- Ensure that all correspondence and provider requests are tracked or logged, reviewed for completeness, chart is instituted (if necessary), and processed accurately
- Provide administrative support to assigned team including typing, electronic file maintenance, hard copy filing, processing of outgoing correspondence
- Process claim and/or perform data entry in the internal/external document retrieval systems
- Maintain and organize the file room of all outgoing correspondence sent to the providers and paper processed claims
- Prepare overnight packages and assists in mail processes as needed

Qualifications:

- High school diploma or equivalent required. Technical College degree preferred
- A minimum of one to two years of related experience in general clerical duties
- Previous telephone or customer service experience required
- Medical setting experience preferred

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

Source: Employer Website

Executive Admin Assistant (Buckhead)



Cousins Properties

3445 Peachtree Rd, Atlanta, GA 30326

The position's primary responsibility is providing comprehensive support for two Executive Vice Presidents. Secondary responsibilities include support for the direct reports of these Executives as well as completing other administrative functions within the organization.

- Answer and respond to phone calls, communicate messages
- Create, review and process expense reports
- Coordinate travel
- Manage calendars and help organize and prepare for meetings
- Process invoices
- Email prioritization and organization
- Assist with event planning and management
- Support on-boarding of new associates who are direct reports to CFO and CIO
- Provide general administrative support and travel coordination for direct reports of CFO and CIO
- Assist VP of Finance/Investor Relations with external communications and investor functions

Qualifications:

- Prior experience providing administrative support to Executives
- Strong Microsoft Office skills, particularly PowerPoint and Word
- Ability to travel as needed for conferences, meetings, etc. (not anticipated to be more than 2x per year)
- Bachelors or better preferred

Apply Online at: <https://bit.ly/3HS3X65>

Source: Employer Website

Senior Administrative Assistant (Chamblee)



5303 New Peachtree Road, Chamblee, GA 30341

Position handles licensing and regulation reports, institutional publications, and other key reports. Position supports to HR and the CEO/President.

Qualifications:

- Excellent Microsoft Office skills

Monday to Friday

Apply Online at: <https://indeedhi.re/40EKBcb>

Source: Indeed

Posted 2/5/2023

Customer Engagement Representative (Roswell)



11208 Alpharetta Hwy Roswell, GA 30076

Responsibilities:

- Answering inbound phone calls with energy, excitement, and enthusiasm
- Schedule appointments for tires, rotations, balancing, and repairs
- Provides helpful, friendly, and responsive customer service

Qualifications:

- Customer service: 1 year (Preferred)

Monday to Friday; Weekend availability

\$17.50 an hour

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

Source: Indeed

Posted 2/5/2023

Business Office Manager Human Resources (Buckhead)



5455 Glenridge Dr, Atlanta, GA 30342

Responsibilities:

- Serves as a link between managers & front-line employees with employee relations and interpretation of policies & procedures.
- Manages the pre-hire process including use of an applicant tracking system, candidate interviewing, pre-hire processes, onboarding and orientation while working collaboratively with other hiring managers and a Corporate Recruitment department.
- Maintains personnel records and ensures compliance.
- Manages training records through the electronic Learning Management System.
- Manages Concierge services to ensure customer satisfaction through prompt delivery of a high standard of customer service.
- Assists the Executive Director with various business office functions

Qualifications:

- Prior supervisory experience.
- Minimum of 3 years of Business Office and/or Human Resources experience
- College degree in Human Resources or business related field preferred

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

Source: Employer Website

Management Trainee (Sandy Springs)

ENTERPRISE HOLDINGS.



6509 ROSWELL RD SANDY SPRINGS, GA 30328

We are now hiring for immediate openings in our Management Training program. 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 - \$53,000 a year

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

Source: Employer Website

Posted 2/5/2023

Front Desk Associate- Fitness Center (Buckhead)



Capital City Club

4600 Roswell Road, Suite E210, Atlanta, GA 30342

Responsibilities:

- Maintain a clean, organized, and safe working environment.
- Conduct professional behavior while acknowledging members entering and exiting the facility.
- Enforce all fitness center policies and procedures in a consistent manner.
- Greet and check-in all fitness center members.
- Provide great customer service and communication to the members.
- Provide and assist with equipment settings and demonstrate proper usage of all equipment.
- Ensure the fitness center remains clean and organized; organize dumbbells, weights plates, and bars.
- Daily cleaning duties include disinfecting and cleaning equipment and dusting machines screens.
- Receive incoming phone calls, answer questions, book spa appointments, and respond to emails regarding the fitness center.
- Maintain attendance records.
- Responsible for the sales and charging of merchandise in the fitness center.

Qualifications:

- Proficient in Microsoft Office software (Word, Excel, Publisher and Outlook).

Saturday thru Monday; Weekday afternoons: 1:30pm-8pm; Weekends: 8am-2pm, 1pm-6pm or 8am-6pm

Apply Online at: <https://bit.ly/40qlfOY>

Source: Employer Website

Data Entry / Customer Service – Contract (Alpharetta)



11175 Cicero Dr Ste 100, Alpharetta, GA 30022

We are looking for someone to come into our office in Alpharetta 3/4 per week, once you are proficient days, can be worked remotely.

- Transfer data from online formats/computer files or database systems
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation

Qualifications:

- Proven experience as data entry clerk
- Fast typing skills; Knowledge of touch typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)

From \$18 an hour

Apply Online at: <https://indeedhi.re/40iwpoT>

Source: Indeed

Concierge (Sandy Springs)



Sunrise at Huntcliff Summit II

8480 Roswell Rd NE, Sandy Springs, GA 30350

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 is also required
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 2/5/23

Janitor PT (Brookhaven)

\$15 an hour

Space Shop Self Storage / 3751 Buford Hwy NE, Atlanta, GA 30329

<https://indeedhi.re/3DFT0SC>

Open Interviews - Fulton County North Locations

TUESDAY, FEBRUARY 9th; 12pm - 2pm

Food Service Workers

\$16.81 - \$20.97 per hour

Fulton County Schools Administration Center / 6201 Powers Ferry Road, Atlanta, 30339

<https://indeedhi.re/3jx41ik>

PT Stock & Material Handler - Forklift (Alpharetta)

\$22.65 an hour

Honda / 1500 Morrison Pkwy, Alpharetta, GA 30009

<https://bit.ly/3Rx9XEH>

Hiring Fair (Alpharetta)

SATURDAY, FEBRUARY 11, 2023 AT 10 AM - 3 PM

Tacu 'Bout / 11760 Haynes Bridge Rd, Alpharetta, GA 30009

<https://bit.ly/40BVBXN>

Dishwasher (Alpharetta)

\$17 - \$20 an hour

Jim 'N Nick's Bar-B-Q / 5150 Windward Parkway Alpharetta, GA - 30004

<https://bit.ly/3jkg2aP>

Room Attendant (Brookhaven)

From \$15 an hour

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

<https://indeedhi.re/3Ht52zM>

Maintenance Assistant (Buckhead)

\$16 - \$17 an hour

The Piedmont at Buckhead / 650 Phipps Boulevard Northeast, Atlanta, GA 30326

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

Food Service, Housekeeping, & Other Now Hiring – Week of 2/5/23

Floor Staff PT (Perimeter)

\$14.50 an hour

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

<https://bit.ly/3Y66H5o>

Dishwasher (Roswell)

\$11.28 - \$14.10 an hour

Brookdale Chambrel Roswell / 1000 Applewood Dr, Roswell, GA 30076

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

Housekeeper (Perimeter)

\$15 an hour

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

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

Valet Attendant (Buckhead)

\$15 - \$18 an hour

12 Oaks Parking / Buckhead 30326

<https://indeedhi.re/3l2Nlzl>

Cashier (Sandy Springs)

\$12 - \$15 an hour

Gus's World Famous Fried Chicken / 6518 Roswell Road, Sandy Springs, GA, US, 30328

<https://bit.ly/40m4iFv>

Dishwasher (Roswell)

\$16 - \$18 an hour

Olive Garden / 905 Holcomb Bridge Rd, Roswell, GA 30076

<https://indeedhi.re/3l7KW6H>

Dishwasher PT (Buckhead)

\$12 - \$16 an hour

Grand Lux Café / 3500 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/40mQH0k>