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# School Data Clerk (Alpharetta)



285 South Main Street, Alpharetta, GA 30009

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## **Responsibilities:**

- Processes required forms and information to enroll new students and discusses the process with students and parents.
- Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.
- Completes all withdrawal paperwork for exiting students, including getting transfer grades from teachers and collecting textbooks
- Enters student schedules, adding/dropping students
- Enters records of incoming students to conform with District standards
- Works closely with leadership and data reporting core team members to ensure accuracy on all state and federal reporting based on Department of Education guidelines
- Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data
- Manages and submits, both via mail and electronically, transcripts and other requested records as authorized and prepares related correspondence.
- Prepares various lists and reports in regard to student ranking, grade averages, graduation, reassignments etc.

## **Qualifications:**

- Education: High School Diploma or GED required
- Experience: 2+ years of clerical/secretarial experience required. Experience in data processing preferred.

Monday to Friday

\$31,000 - \$50,000 a year

Apply Online at: <https://indeedhi.re/3xdoUC9>

Source: Indeed

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Posted 2/12/2023

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# Administrative Assistant (Alpharetta)



5405 Windward Pkwy #100W, Alpharetta, GA 30004

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## Responsibilities:

- Supports Senior Vice President for various tasks, including meeting registrations and travel reservations.
- Manages internal online store for Safety Items and Promotional items
- Event planning for both internal and external events. Some travel is required for this responsibility.
- Maintains inventory and re-orders office supplies to support business
- Assist with project accounting functions using SAP
- Support Project Managers with creating and maintaining folders for Project files.
- Support Power & Recovery Boiler Projects in preparing and distributing ASME manuals.

## Qualifications:

- Two or more years' experience as an Administrative Assistant.
- Accounting experience a plus.
- Fluent in Word, Excel, Outlook, and PowerPoint.
- Experience with SAP, CRM, DMS, SharePoint, and payment gateways is a plus.

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

Source: Employer Website

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# Office Administrator PT (Sandy Springs)



WALKER ESTATE PLANNING  
6075 Barfield Rd, Atlanta, GA 30328

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## **Responsibilities:**

- Act as a point of contact between the attorneys, paralegals, and internal/external clients
- Undertake the tasks of receiving calls, taking messages and routing correspondence
- Handle requests and queries appropriately
- Print and bind legal documents
- Maintain calendar, arrange meetings and appointments and provide reminders
- Monitor office supplies and research advantageous deals or suppliers
- Greet clients and seat them in conference rooms
- Mail, UPS, and FedEx to courts and clients
- Develop and carry out an efficient documentation and filing system
- Scan documents into electronic filing system

## **Qualifications:**

- Proven experience as an executive administrative assistant, senior executive assistant or office administrator
- Excellent knowledge of MS Office

\$18 - \$20 an hour

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

Source: Indeed

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# HR Specialist (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

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We are seeking an HR Specialist that will be responsible for the recruitment and onboarding process for new hires and other HR functions, accountabilities and projects as assigned across the Human Resources department.

- Establish and implement recruitment routines, processes, and detailed screening criteria to identify and hire qualified candidates
- Responsible for job posting internally and to external websites, hiring boards, and social media to recruit quality candidates
- Review resumes and online job applications, checking for suitable skills, experience, and availability that align with needs of the business
- Partner with hiring manager to schedule candidate interviews, conduct interview debrief and generate offer letters
- Track, maintain and process candidates in the hiring process
- Generate and maintain detailed, weekly Open Position Report and distribute to key stakeholders
- Lead and manage new hire process and employment verification to include - offer letters, pre-testing, reference checks, ID badges, in-house equipment, I-9, background check, position assessments
- Prepare and review new hire packets ensuring full completion by candidates
- Coordinate and lead monthly new hire orientation and onboarding process along with employee exit process, as needed

## **Qualifications:**

- Bachelor's degree preferred
- 2+ years of experience with recruiting, accessing, filtering, and hiring candidates to build a pool of qualified workers
- Tech savvy; MS Office Suite, Google Suite, Indeed, Monster, LinkedIn, Paylocity, HR Recruiter, and other hiring boards

Apply Online at: <https://bit.ly/3YnL1SD>

Source: Employer Website

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# Front Desk / Clerical Support (Alpharetta)



11100 Atlantis Pl, Alpharetta, GA 30022

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## **Responsibilities:**

- Greeting visitors, guests, and employees as they enter the building
- Receiving and distributing packages from various delivery services
- Monitoring office attendance
- Preparing and verifying expense reports for management
- Check daily timesheets for accuracy and prepare reports as needed for management.
- Maintain office supply inventory
- Filing and scanning documents
- Assist with office organization

## **Qualifications:**

- High school diploma or GED certificate, college education is a plus
- 1+ years of experience as an administrative related role
- Proficient with Microsoft Suite, especially Excel

\$16 - \$17 an hour

Apply Online at: <https://bit.ly/3Y7aEqB>

Source: Employer Website

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Posted 2/12/2023

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# Front Desk Agent (Alpharetta)



AN IHG® HOTEL

2715 Old Milton Parkway, Alpharetta, GA 30009

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Acknowledge IHG One Rewards members and returning guests, in person or on the phone. Take and manage guest bookings, up-selling opportunities and telling them about ways to improve their stay. Handle cash and credit transactions

**Qualifications:**

- Customer service: 1 year (Preferred)

From \$14.50 an hour

Apply Online at: <https://indeedhi.re/3I5Rs6W>

Source: Indeed

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Posted 2/12/2023

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# Receptionist / Office Assistant (Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

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## **Responsibilities:**

- Greet customers with a smile and maintain a tidy work area
- Ensure a smooth and seamless employee and guest experience by communicating warmly, clearly and effectively to meet the request at hand
- Answer phone calls promptly and professionally, including external and internal calls
- Transfer calls as required, familiar with the roster of approximately 190 employees and their positions
- Coordinate conference room scheduling and set-up as well as vendor lunch and learns
- Perform general office duties, as required, including sorting and delivering mail, perform outgoing shipping, and errands
- Assist with onboarding and training of new employees, processing paperwork and getting compute, phone and desk setup.
- Assist internal clients/ teams with logistics, needs, events and outings

## **Qualifications:**

- Minimum 2 years of office administration or reception experience (or an equivalent combination of education and experience, sufficient to successfully perform the essential duties of the job)
- Strong proficiency in MS Office Suite

\$15 - \$20 an hour

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

Source: Employer Website

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# Administrative Assistant (Alpharetta)



900 3rd St Bldg 700, Alpharetta, GA 30009

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## **Responsibilities:**

- Provide administrative support to General Manager & Executive Chef; this may include preparing paperwork (forms, reports and schedules) and anticipating needs and supplies for day-to-day operations
- Consistently answer and direct phone calls, responding to all guest inquiries within 24 hours with ability to organize and schedule meetings and appointments
- Input and organize invoices daily to keep the kitchen informed of their budget
- Aid servers, hosts and expos updating menus to ensure accuracy, along with general housekeeping
- Maintain POS system accuracy by updating price changes and menu updates
- Collect new hire information and communicate changes for the Indigo Road Home Office and add new hires to POS system

## **Qualifications:**

- Knowledge of hospitality industry and/or one year of restaurant experience preferred
- Proficiency in MS Office

Flexible schedule to work days, nights, weekends and holidays

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

Source: Employer Website



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# Front Desk Receptionist (Roswell)



540 E Crossville Rd Suite 210, Roswell, GA 30075

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## Responsibilities:

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copay
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and provide assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

## Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Apply Online at: <https://bit.ly/3HKy9in>

Source: Employer Website

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# Executive Assistant (Alpharetta)



1000 Windward Concourse, Alpharetta, GA 30005

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## **Responsibilities:**

- Act as the point of contact for the executives supported with customers, vendors and employees.
- Manage executives' calendars and set up meetings prioritizing important matters.
- Make travel and accommodation arrangements.
- Prepare, reconcile and submit expense reports.
- Screen and direct phone calls and distribute correspondence.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Take meeting notes and provide minutes, as needed.
- Interact with customers when appropriate and problem solve. Document complaints and develop an appropriate course of action. Report problems to executives when they cannot be resolved for attention.
- Coordinate the Executive team on-boarding of new hires, including equipment requests, scheduling training, and coordinate desk with Office Management.

## **Qualifications:**

- High School Diploma required; Associate's Degree or Bachelor's Degree in Management or related field preferred
- 3+ years supporting multiple executives in an administrative role
- Advanced MS Office experience

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

Source: Employer Website

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# Front Desk Administrative Assistant (Alpharetta)



**Priority Technology Holdings**

2001 Westside Parkway, Alpharetta, GA 30004

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## **Responsibilities:**

- Check in/out visitors, create temp badges and assist with badge activation for employees/vendors who require access.
- Ensure visitors are properly escorted through the building upon arrival.
- Maintain the visitor log for auditing purposes and submit as requested.
- Answer phones, transfer to appropriate departments and take messages.
- Pick up mail from the post office and back mailroom daily. Sort and notify departments for distribution. Scan mail to those departments who are not local.
- Meter outgoing mail daily and drop off at post office. Refill meter when funds are low.
- Create labels and prepare outgoing FedEx and UPS shipments. Schedule pick up if needed or take FedEx packages to the nearest location when necessary.
- Track shipments and post labels in Jira tickets when necessary. Manage FedEx accounts for each department and troubleshoot issues.
- Log all incoming shipments and require signature for employees receiving packages.
- Sort and log all incoming checks for the Accounting department to sign for and pick up.
- Place breakfast and/or lunch catering orders. Pick up orders when needed. Assist with the setting up and breaking down of breakfast and/or lunch meetings.
- Manage Exec Admin email inbox.

## **Qualifications:**

- High school diploma or equivalent.
- 1-3 years experience working in a similar role.

\$42,000 - \$47,000 a year

Apply Online at: <https://indeedhi.re/3DRb7Fg>

Source: Indeed

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Posted 2/12/2023

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# Customer Service Representative (Alpharetta)



**Ashley Furniture**

5980 North Point Pkwy, Alpharetta, GA 30022

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## **Responsibilities:**

- Ensures guests are always treated in a cordial, respectful manner, representing the Ashley brand image. Maintains a visible presence at the front desk and personally interacts with customers.
- Handles customer inquiries regarding sales, billing and delivery. Resolves customer issues in a professional, helpful way. Schedules product deliveries when needed.
- Processes sales orders accurately and efficiently. Follows cash handling procedures. Handles customer credit application processing and financing arrangements. Maintains sales transaction documentation.
- Provides clerical support for store administration and accounting functions. Handles telephone traffic and routes calls using professional paging methods. Assists in the completion of daily sales and other store reports.
- Assists with store opening and closing procedures, including cash balancing and daily checklists.
- Assists with inventory and loss prevention processes. Participates in the bi-annual inventory process.

## **Qualifications:**

- High school diploma, GED or equivalent required.
- Previous experience in office administration or customer service experience preferred; preferably in furniture retail.

40 hours per week, which includes weekends, holidays and evenings

\$15.25 an hour

Apply Online at: <https://indeedhi.re/3Ef5ykn>

Source: Indeed

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Posted 2/12/2023

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# Administrative Assistant PT (Alpharetta)



69 North Main Street, Alpharetta, GA 30009

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Alpharetta Methodist, a large and active congregation, is seeking an Administrative Assistant to work Monday-Thursday, 32 hours per week.

**Qualifications:**

- Love God

Apply Online at: <https://indeedhi.re/3jOv0WH>

Source: Indeed

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Posted 2/12/2023

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# Concierge PT (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

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## **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

## **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/3ROs8WI>

Source: Employer Website

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# Human Resources Generalist (Buckhead)

AUTOGRAPH  
COLLECTION®  
HOTELS

**Hotel Colee**

3377 Peachtree Road NE, Atlanta, GA 30326

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## **Responsibilities:**

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form

## **Qualifications:**

- Two-year proven experience in the Human Resources field
- Outstanding knowledge of MS Office; HRIS systems
- BSc/BA in Business administration or relevant field preferred

Apply Online at: <https://bit.ly/3IcwZO4>

Source: Employer Website

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# Customer Service Representative (Chamblee)



PDK Airport | 1 Corsair Dr, Atlanta, GA 30341

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## **Responsibilities:**

- Increase customer satisfaction by understanding and promptly addressing customers' needs, which may include identifying and offering additional Signature services.
- Respond to vendor, customer, and team member questions/concerns in an efficient and effective manner
- Accurately receive, dispatch and completely process customer purchases and fuel transactions in accordance with company procedures
- Maintain a working knowledge of Signature's facilities, services, website, surrounding areas, and other information commonly asked about by Signature's customers and other visitors
- Replenish complementary beverages/supplies, as outlined in the facility appearance standard
- Assist pilots with access to airport and weather information, portals and computers
- Assist visitors with their luggage in the FBO and outside to/from aircraft Marshall aircraft, wing walking, placing chocks and cones, and assist line service personnel as needed

## **Qualifications:**

- High School diploma or general education degree (GED)
- A valid state driver's license
- Ability to use a computer and email, including passing computer-based training modules
- Preferred: Three (3) to six (6) months experience and/or training in aviation, FBO, hospitality, customer service or another related field

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

Source: Employer Website



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# Executive Assistant (Buckhead)



**Alvarez & Marsal**

3424 Peachtree Rd NE # 1500, Atlanta, GA 30326

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## **Responsibilities:**

- Provide daily administrative support to CPI Managing Directors including but not limited to: processing time and expense reports, drafting and editing correspondence, scheduling appointments, maintaining calendars, travel arrangements, shipping materials, etc.
- Coordinate internal and external meetings including but not limited to team meetings, full staff meetings, all hands meetings, off-site meetings, one-on-one meetings, etc. (in person or virtual room set up, meal / gift ordering, etc.)
- Assist with onboarding process for new hires, and offboarding process for exiting employees.
- Perform excel analysis as required; e.g., event contract comparisons.
- Work cross-functionally with corporate support teams to include IT, marketing, AR, AP, legal, and building maintenance to ensure smooth business operations for the CPI unit.
- Serve as point of contact for day to day office needs, including maintenance, mail, supplies, equipment and invoices, etc. with the local EA team.
- Maintain CPI common areas and conference rooms
- Ensure facilities and office equipment are always in good working order.

## **Qualifications:**

- 7+ years Executive Assistant / Business Operations Experience
- Bachelor's Degree
- Excellent computer and calendaring skills to include a working knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams), Salesforce, Concur, file sharing software (i.e., Box).

Apply Online at: <https://bit.ly/3DXIDd6>

Source: Employer Website

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# Executive Administrative Assistant (Brookhaven)



1200 Lake Hearn Dr NE Brookhaven GA 30319

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## **Responsibilities:**

- Manages the Executive Leadership Team members travel, expense reports, and calendar scheduling along with identifies priorities and anticipates and resolves calendar conflicts.
- Drafts, proofreads, and edits communications, formatting and distributing as requested.
- Organizes all the logistics for programs, events, meetings or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and maintaining event budgets.
- Prepares agendas, notices, meeting materials, presentations, reports and any other correspondence for meetings.
- Arranges complex and detailed travel plans and itineraries, books transportation, arranges hotels, compiles documents for travel-related meetings and handles all the other logistics required.
- Manages the contract management for departments

## **Qualifications:**

- 5-7+ years of executive administrative experience is required
- Strong proficiency with Microsoft Outlook, Excel, Word, PowerPoint, Visio is required
- Experience with travel and expense tools such as CWT and Oracle are preferred
- Experience with CRM tools such as Salesforce is preferred

Apply Online at: <https://bit.ly/3IfPck2>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/12/23

## **Custodian PT (Buckhead)**

**\$14 an hour**

LEGO Discovery Center / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://bit.ly/3I7DjGI>

## **Cashier/Food Runner (Brookhaven)**

**\$18 an hour**

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

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

## **Line Cook/Dishwasher (Roswell)**

**\$16 - \$18 an hour**

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

<https://indeedhi.re/3K0H81r>

## **School Cafeteria Food Service (Sandy Springs)**

**\$13 - \$17 an hour**

The Epstein School / 335 Colewood Way, Atlanta, GA 30328

<https://indeedhi.re/3JVv8OL>

## **Dishwasher (Buckhead)**

**\$12 - \$16 an hour**

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

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

## **Dishwasher (Roswell)**

**From \$14 an hour**

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

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

## **Cashier (Buckhead)**

**\$12 - \$14 an hour**

Goldbergs Fine Foods / 4383 Roswell Rd NE, Atlanta, GA 30342

<https://bit.ly/3Xhbe3W>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/12/23

## **Valet Attendant PT (Buckhead)**

**\$17 an hour**

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

<https://indeedhi.re/40LiEzb>

## **Waitstaff (Buckhead)**

**\$14 an hour**

Belmont Village Senior Living / 5455 Glenridge Drive, Atlanta, GA 30342

<https://bit.ly/3DWP53X>

## **Receiving Support Associate PT (Buckhead)**

**\$15 - \$19 an hour**

Bloomingdale's / Lenox Mall

<https://indeedhi.re/3DQUt8z>

## **Housekeeper (Dunwoody)**

**\$14 - \$16 an hour**

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

<https://bit.ly/40MTfW6>

## **Stock Associate PT (Roswell)**

**\$15 - \$16 an hour**

Summer Classics Home / 855 Holcomb Bridge Rd, Roswell, GA 30076

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

## **Front Counter Associate (Sandy Springs)**

**\$15.00 per hour**

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

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

## **Dishwasher (Sandy Springs)**

**\$15.00 per hour**

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

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