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# Receptionist - Entry Level (Alpharetta)



11200 Atlantis Pl C, Alpharetta, GA 30022

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We are in need of an employee that will be able to take initiative in assisting current employees, as well as complete tasks with minimal hand-holding. Looking for someone who is ready to gain experience in an office environment and see what the legal field is all about!

- Answering phones and routing calls
- Scanning and Electronic filing of various documents
- Drafting of various letters
- Calling medical providers to obtain client balances

[No qualifications specified in ad.]

\$13 - \$15 an hour

Apply Online at: <https://indeedhi.re/3lO7ycU>

Source: Indeed

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Posted 2/19/2023

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# School Receptionist (Alpharetta)



1675 Hembree Rd, Alpharetta, GA 30009

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## Responsibilities:

- Opens, reads, and routes all mail; maintains files of correspondence and records.
- Answers telephone and screens, refers, records and follows through on messages.
- Acts as receptionist for the school, setting a positive tone for pupils, parents and visitors; assists students, parents and visitors entering the office area.
- Maintains employee's attendance information, time entry and pay records.
- Monitors emergency communication system.
- Types correspondence, reports, purchase orders and other materials for the principal; proofreads typed materials for grammar, spelling, punctuation, and word usage to avoid errors.
- Utilizes student information system to access information as needed.
- Assists in updating office procedures.
- Utilizes technological resources to facilitate workload and enhance office operation; operates various office machines, including a computer.
- Assists with student registration as needed.
- Assists with backup bookkeeping responsibilities as assigned.

## Qualifications:

- Three years of responsible clerical experience
- Bachelor's or associates degree preferred

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

Source: Indeed

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# Call Center Support (Alpharetta)



## **Excalibur Home Management**

2855 Marconi Dr #310, Alpharetta, GA 30005

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The Resident Support Specialists/Call Center Support Specialists are responsible for handling a high volume of calls, reviewing information in a database and various portals, email correspondence, and other general administrative duties.

### **Qualifications:**

- Previous experience with answering a heavy call volume and de-escalating calls
- Intermediate skills with Microsoft Office word and excel
- GA Real Estate License (Not required) (Preferred)

9am - 6pm; Monday - Friday

From \$20 an hour

Apply Online at: <https://indeedhi.re/3Ei344u>

Source: Indeed

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# Administrative Coordinator (Brookhaven)



**Children's Healthcare of Atlanta**

1575 Northeast Expy NE, Atlanta 30329

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## **Responsibilities:**

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information, and answering telephone .
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials in a timely manner, and coordinates conference room scheduling and setup of meetings.
- Acts as office administrator to order and stock supplies, perform record-keeping, act as liaison to other departments and/or vendors, and perform quality management functions as necessary.

## **Qualifications:**

- 2 years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred

Monday-Friday 8:00 AM - 5:00 PM

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

Source: Employer Website

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Posted 2/19/2023

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# Office Assistant PT (Buckhead)



950 East Paces Ferry Road, NE, Suite 800, Atlanta, GA 30326

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## Responsibilities:

- Be the company ambassador to the office
- Operate and maintain the Atlanta office including the kitchen area in a clean and tidy manner at all times
- Water the plants
- Operate and maintain standard office equipment on a regular basis
- Oversee office badge and security access to suite
- Be the contact for visitors to building and reserving Salesforce conference rooms for our suite
- Receive/sort/deliver packages and any incoming mail
- Maintain inventory of office and food supplies as needed
- Flexibility and adaptability in a fast-paced office environment
- Prep/stock/maintain meeting rooms
- Coordinate on projects with the Executive Assistants/HR/Marketing teams as needed

## Qualifications:

- High school diploma or general education degree (GED) required
- Proficient in Microsoft Office/Teams/Zoom
- 2-3 years of relevant experience in a fast-paced office environment

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

Source: Employer Website

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# Program & Community Partner Coordinator (Sandy Springs)



6255 Barfield Rd #155, Atlanta, GA 30328

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Dress for Success Atlanta is seeking highly qualified applicants for the Program Community Partner Coordinator position, which provides oversight and administration over all programs and relationships with the organization's network of community partners.

- Delivers, develops, and creates the curriculum for new and existing program offerings that will enable underserved women to become job-ready and economically stable.
- Tracks budget and program content and manages reporting for all program activities and ensures compliance with Dress for Success Worldwide program guidelines.
- Serves as the liaison with community partners to make them aware of existing and new programs as well as to respond to requests for services to better serve their clients.
- Works closely with each partner to build a close relationship and create a strong collaborative bond to build trust and complimentary programs that serve the clients.
- Seeks and establishes partnerships with new social service agencies who serve women in need in metropolitan Atlanta.
- Manages orientation and ongoing communications.

## **Qualifications:**

- High School diploma required; College degree preferred
- Minimum of 2 years experience working for a nonprofit organization and serving as an instructor for virtual and/or in-person classes
- Computer skills, including Word, Excel, PowerPoint and Salesforce

Full time; One Saturday per month required; Occasional weekends and evenings

Salary up to \$55,000

Apply Online at: <https://bit.ly/3xtc03c>

Source: WorkForGood.org

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Posted 2/19/2023

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# Administrative Support Associate (Buckhead)

bloomingdale's

Lenox Mall

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The Administrative Support Colleague (ASC) supports the GM and the Customer Experience, executes store administrative functions and supports the People Strategy. The ASC is both customer and colleague facing and has responsibility for providing a great customer experience and delivering high touch organization and communication skills that support total store and HR initiatives and functions.

- Serve as gatekeeper for GM schedule and point person for escalated customer/employee issues.
- Provide an exceptional customer experience by ensuring both the in-store and online customers are always the top priority. Service customers who visit the Executive Office / Store Manager office for assistance.
- Respond and address customer concerns quickly
- Assists store management in sourcing applicants through online resources and in-store referral program.
- Ensure payroll functions, including requesting final pay (where applicable), are maintained and processed.
- Assist in Professional Development Review process; input scores, print and distribute reviews, follow up for completion and submission for record retention process.
- Assist with development and update of executive schedules.
- Execute travel planning and expense report coordination for GM.
- Manage all Conference Calls, Skype meetings and other meetings.

## Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience

Flexible schedule with retail hours, including day, evening, weekends, and/or holidays

Apply Online at: <https://indeedhi.re/3Irdj9i>

Source: Indeed

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# Office Services Coordinator (Buckhead)



3550 Lenox Rd NE Suite 2300, Atlanta, GA 30326

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## Responsibilities:

- Receives and directs incoming calls and visitors to appropriate personnel. Solves routine issues and escalates accordingly.
- Assists Concierge in providing general hospitality services and maintaining a client-ready reception area, conference rooms and other common areas. Requests building and/or equipment services as needed.
- Provides back-up support to Concierge in performing general clerical duties such as distributing and tracking packages, posting mail and arranges messenger services as needed. Troubleshoots for missed deliveries.
- Schedules and coordinates meetings held within the office to include conference room reservation, equipment needed for meetings and catering.
- Orders office supplies and other common use items for the office/location.
- Oversees the proper maintenance of office equipment to include copiers, phone systems and printers (color and B&W). Solves minor equipment problems independently.
- Oversees the proper maintenance of off-site storage records (tape back-up and hard copy). Provides guidance to Concierge on company document retention policies and procedures.
- Maintains relationship with vendors that provide services and goods to the office.

## Qualifications:

- HS Diploma or GED required. Previous Front Desk, Concierge, customer service or other hospitality experience preferred.
- Minimum of one year(s) related experience (e.g. Front Desk, Concierge or Customer Service roles).
- Intermediate skills with Microsoft Office Suite products such as Word, Excel, Outlook, etc.

Apply Online at: <https://bit.ly/3XwJF6S>

Source: Employer Website

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# Administrative Associate (Buckhead)



**Mayors Jewelers**

Lenox Mall

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An Administrative Associate will assist clients and Sales Professionals with all sales transactions and repairs, ship and receive merchandise following company guidelines, answer phones and general back office functions.

- Assist clients with their purchase, repair or service concern in a friendly and professional manner.
- Answer phones in a polite, friendly manner and assist clients with their request.
- Take bank deposits to banking facility
- Process sales transactions.
- Perform Opening and closing procedures
- Process and distribute repairs accordingly, prepare factory repairs via US Mail, assist clients with all repair service questions.
- Ensure store has all necessary supplies and materials.
- Ensure merchandise that client has purchased is properly packaged in corresponding box, cleaned, price tags removed, gift wrapped if requested.
- Assist Sales floor with typing/ requesting Retail Replacement Cost Certificates.
- Prepare all packages for mailing and shipping.
- Participate with general store/office maintenance

## **Qualifications:**

- High School Diploma
- 1-3 years of administrative experience

Flexibility and availability required to accommodate store hours, including evenings and weekends

Apply Online at: <https://bit.ly/3E9hnsf>

Source: Employer Website

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# Administrative Assistant (Chamblee)



3300 Northeast Expy NE, Building 9, Atlanta, GA 30341

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Provides skilled clerical work and general secretarial support to Department Directors.

- Schedule meetings and arrange conference rooms on Outlook Calendar
- Perform administrative tasks, including filing and photocopying.
- Handles information requests or refers the person to the appropriate Department.
- Prepare correspondence on Agency letterhead and places mail into envelopes.
- Coordinates outgoing and incoming mail/packages.
- Develops and updates Agency master spreadsheets.
- Coordinates office management activities.

## **Qualifications:**

- High School Degree.
- At least 3 years of clerical experience.
- Proficient in Microsoft Office Suite

Apply Online at: <https://bit.ly/3E9KUSG>

Source: Employer Website

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# Receptionist / Administrative Assistant (Alpharetta)



3560 Old Milton Pkwy, Alpharetta, GA 30005

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This person answers phones, checks voicemail and makes sure each person that contacts the firm is responded to within 24 hours. This person is in charge of managing the firms' phones, faxes, and incoming and outgoing mail. They are to answer phone calls and document them, receive faxes and direct them to the appropriate team member, get the mail and upload it to the system and send out outgoing mail.

## **Qualifications:**

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

\$15 - \$20 an hour

Apply Online at: <https://indeedhi.re/40V1zmt>

Source: Employer Website

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Posted 2/19/2023

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# Administrative Assistant PT



4362 Peachtree Rd, Brookhaven, GA 30319

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Performs variety of administrative and clerical functions in the Detective Division of the police department. Assists Detectives in managing and maintaining records in the record management system.

- Assists members of the Criminal Investigations Division.
- Assists Detectives in making contact with victims of crime and ability to write supplements about contact. Sends contact letters for detectives and may be asked to transcribe interviews. Must be able to learn the Records Management System used by the police department.
- Makes copies of video and audio tapes; distribute copies to requestors; use redaction software i.e. Adobe, collects fees for records, and must understand how to upload documents to Dropbox and/or other cloud-based storage software.
- Maintains current knowledge of laws, codes and regulations pertinent to the functions of the Police Department including those related to records management, public meetings, and open records. Will be required to complete training for records management and open records.
- Periodically may be asked to provide administrative and clerical support to other divisions in the police department.

## **Qualifications:**

- Requires a High School diploma;
- Minimum of two (2) year performing work related to the described duties;
- Or equivalent education, and/or experience; and
- Requires a valid State of Georgia Driver's License.

\$17.32 - \$22.51 an hour

Apply Online at: <https://bit.ly/3IGP3ac>

Source: Employer Website

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# Office Coordinator (Buckhead)



3405 Piedmont Rd NE #450, Atlanta, GA 30305

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## **Responsibilities:**

- Assist in office operations and light reception duties
- Prepare for client office visits and events and provide general support to visitors
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
- Monitor and maintain office supplies inventory
- Assist with the onboarding of new employees to our corporate office
- Maintaining the office condition and arranging necessary repairs
- Establish and implement office procedures and practices
- Participate actively in the planning and execution of community initiatives and volunteer events around Atlanta that align with our company's values
- Provide direct support to the Executive Leadership team
- Maintain the general upkeep of the office

## **Qualifications:**

- Bachelor's degree or equivalent required
- Experience in the commercial real estate industry preferred, but not required
- Advanced skills with Microsoft Office Suite
- Some experience in an office setting is preferred but not required
- Customer service experience a plus

\$40,000 - \$55,000 a year

Apply Online at: <https://indeedhi.re/3k0mMuN>

Source: Indeed

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# Showroom Receptionist / Sales Support (Roswell)



11580 Alpharetta Hwy, Roswell, GA 30076

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You will be the first impression of our company! Create a welcoming environment for our Progressive Lighting visitors and answer and direct high-volume calls to proper departments.

**Qualifications:**

- Type minimum 45 wpm
- Ability to learn computer programs and complete end-of-day paperwork.
- Requires Math skills
- High school or equivalent (Required)
- Administrative Assistants & Receptionists: 1 year (Preferred)

Full time (40 hour) schedule including every Saturday! (Showroom hours, Monday - Saturday, 9am-5pm, closed Sunday)

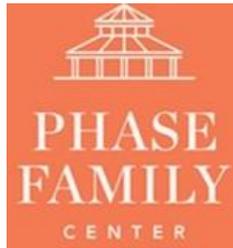
From \$16 an hour

Apply Online at: <https://indeedhi.re/3K9HvXJ>

Source: Indeed

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# School Receptionist (Alpharetta)



12150 Morris Rd, Alpharetta, GA 30005

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## **Responsibilities:**

- Greet all guests to the building
- Take messages for the administrative team
- Answer phones and provide brief information
- Answer phones, record leads and take messages
- Schedule tours
- Provide assistance to parents managing children and supplies
- Receive deliveries
- Cut or laminate supplies for classrooms
- Preparation of materials for the Curriculum, Family Engagement or School Age Coordinators or Directors
- Cleaning windows and doors from finger prints

## **Qualifications:**

- Minimum of a high school diploma or equivalent
- Preferred 3 years experience with young children and/or customer service

Monday to Friday 8:30am-5:30pm

\$14 - \$16 an hour

Apply Online at: <https://indeedhi.re/3xv2LQe>

Source: Indeed

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Posted 2/19/2023

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# Warehouse Office Clerk (Alpharetta)



11490 Maxwell Rd, Alpharetta, GA 30009

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## **Responsibilities:**

- Help customers with their questions and concerns
- Light shipping in a clean environment
- Light data entry

## **Qualifications:**

- Experience 1 year

8:30 am to 5:00 pm Monday through Friday

\$15 an hour

Apply Online at: <https://indeedhi.re/41fN8K6>

Source: Indeed

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Posted 2/19/2023

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# Front Desk Receptionist (Brookhaven)



4004 Summit Boulevard NE, Atlanta, GA, 30319

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## **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/3k3Q8Zh>

Source: Employer Website

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# HR Generalist (Sandy Springs)



## **The Doubletree and The Hampton Inn**

Atlanta 30329

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The Human Resources Generalist reports to the General Manager and VP of Human Resources, and is responsible for creating, updating, and applying all HR policies and company guidelines and making sure they adhere to standards and laws initiated by authorities.

### **Qualifications:**

- Bachelor's degree in human resources, Business Administration, or related field required.
- At least 3 year of human resource management experience preferred.
- SHRM-CP a plus.
- Previous experience working with ADP system.
- Previous experience working in the hospitality industry is a plus.

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

Source: Indeed

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# Weekday Church Nursery Caregiver PT (Dunwoody)



1548 Mt Vernon Rd, Dunwoody, GA 30338

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Dunwoody United Methodist Church is seeking a part-time caregiver with a loving, nurturing heart for our weekday nursery program.

**Qualifications:**

- Childcare: 2 years (Preferred)

Monday - Friday 8:30am to 1:30 pm

From \$16 an hour

Apply Online at: <https://indeedhi.re/3lLp5T3>

Source: Indeed

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Posted 2/19/2023

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# Guest Services Representative (Roswell)



300 Colonial Center Pkwy, Roswell, GA

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## **Responsibilities:**

- Respond to all incoming phone calls and emails received by the Guest Services department resulting in resolution or escalation
- Accept parking reservations and process payment for various services offered
- Maintain a working knowledge of all policies and procedures within the Guest Services department as well as other departments within the company
- Maintain knowledge of all services offered at company Travel Centers
- Maintain working knowledge of all company software aligned with guest or team member needs

## **Qualifications:**

- High school diploma or equivalent certification required
- Experience in retail operations or call center preferred
- Intermediate MS Suite skills

Apply Online at: <https://bit.ly/3IwJi7Z>

Source: Employer Website

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# Receptionist PT (Perimeter)



4780 Ashford Dunwoody Rd #510, Dunwoody, GA 30338

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The Receptionist position will be responsible for greeting each customer with a smile and assisting with making their experience feel personal and memorable.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3kaywL6>  
Source: Employer Website

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Posted 2/19/2023

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# Concierge (Dunwoody)



475 Mount Vernon Hwy NE, Atlanta, GA 30328

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## Responsibilities:

- Answer incoming calls, both internally and externally, in a warm, pleasant and professional manner.
- Respond to all calls following proper telephone etiquette and taking detailed messages when appropriate.
- Ensure that messages are relayed promptly to the intended person.
- Greet all visitors, residents, family members, and employees in a warm and helpful manner.
- Ensure that the reception areas are clean, neat and inviting.
- Assist in preparing for new residents' move-in as requested.
- Receive and send packages as requested by your supervisor.
- Distribute mail daily.
- Keep accurate records of any resident charges for transportation or other services.

## Qualifications:

- Customer service: 1 year (Required)

\$13 - \$14 an hour

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

Source: Indeed

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# Part Time Receptionist- Every Other Weekend (Alpharetta)



12300 Morris Rd, Alpharetta, GA 30005

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The Receptionist/ Administrative Assistant is responsible for administrative functions including phone and visitor reception, addressing information requests, preparing correspondence, maintaining staff and resident files, distributing mail, maintain supplies, and all duties as assigned by the Business Office Manager.

- Greet and welcome all visitors and guests upon their entrance into the community and when calling by phone.
- Deliver professional and courteous communications to families regarding community events, resident supply needs, care plan meetings and other communications.
- Oversee all aspects of general office coordination including copying, faxing, mailing, and filing.
- Open, sort, and distribute incoming correspondence including mail and faxes.
- Manage the office supplies, uniforms, name badges, and postage accounts.
- Assist Business Office Manager in maintaining employee and resident files.
- Assist in maintaining in-service records to include course content, instructor, agendas and rosters.

## **Qualifications:**

- Proficient with internet usage, Microsoft word and excel.

10 hour shift; Weekend availability

From \$15.00 per hour

Apply Online at: <https://indeedhi.re/3Kfx3hd>

Source: Indeed

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# HR Generalist (Alpharetta)



11390 Old Roswell Rd # 126, Alpharetta, GA 30009

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The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including payroll, recruiting/interviewing, annual performance reviews, administering benefits, leave, and enforcing company policies and practices.

- Oversee all recruitment processes. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for openings, maintains job descriptions
- Conducts background checks and employee eligibility verifications
- Coordinates new hire orientation and implements onboarding & employee recognition programs
- Manage semi-monthly payroll including timesheet review, processing, and submission
- Administer employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, EAP and 401(k) benefits
- Responsible to maintain accurate HR records and employee information
- Off-boarding- responsible for completing benefits termination paperwork and coordinating exit interview and benefits details (i.e., COBRA, final benefits payroll deductions, etc.)
- Compile, update, and store company-wide job descriptions
- Manage and oversee employee performance evaluation processes
- Administer Safety Training and maintain records
- Provides input to leadership team on specific needs/initiatives

## **Qualifications:**

- Bachelor's degree in human resource management, or a related field; two years' experience in the HR field, or any similar combination of education and experience is advisable.

Apply Online at: <https://bit.ly/3EeX2BG>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/19/23

## **Stocker PT (Roswell)**

**\$13 - \$15 an hour**

Plato's Closet / 10506 Alpharetta Hwy, Roswell, GA 30076

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

## **Breakfast Attendant (Perimeter)**

**\$15 an hour**

Home2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://bit.ly/3XzX7H5>

## **Dishwasher (Perimeter)**

**\$15 - \$17 an hour**

North Italia / Perimeter Mall

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

## **Room Attendant (Brookhaven)**

**\$15 an hour**

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

<https://indeedhi.re/3E9uF7S>

## **Car Wash Tunnel Operator (Alpharetta)**

**\$15 - \$18 an hour**

Auto Indulgence / 7000 North Point Pkwy, Alpharetta, GA 30022

<https://indeedhi.re/410qEg1>

## **Dishwasher (Perimeter)**

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

The Cheesecake Factory / 4400 Ashford-Dunwoody Road, Atlanta, Georgia, US, 30346

<https://bit.ly/412buqy>

## **Dishwasher (Buckhead)**

**\$14 - \$15 an hour**

The Piedmont at Buckhead / 650 Phipps Blvd NE, Atlanta, GA 30326

<https://bit.ly/3Z0NoKQ>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/19/23

## **Housekeeper (Roswell)**

**\$15.00 - \$15.50 an hour**

The Georgian Lakeside / 1070 Hardscrabble Rd, Roswell, GA 30075

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

## **Dishwasher (Perimeter)**

**From \$15 an hour**

Café Intermezzo / 4505 Ashford Dunwoody Rd NE, Atlanta, GA 30346

<https://indeedhi.re/3EbDka3>

## **Room Attendant (Alpharetta)**

**\$16 an hour**

Embassy Suites / 5955 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3I9TtOk>

## **Movers/Helpers (Roswell)**

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

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

<https://bit.ly/3k372Hs>

## **Housekeeping Attendant (Perimeter)**

**From \$15 an hour**

Holiday Inn Express / 765 Hammond Dr, Sandy Springs, GA 30328

<https://indeedhi.re/3k4txMe>