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# Administrative Assistant (Alpharetta)



1000 Mansell Exchange W Suite 260, Alpharetta, GA 30022

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## **Responsibilities:**

- Performs administrative and clerical support duties for the staff and clients.
- Assists clients with service requests.
- Answers, screens, forwards incoming calls, and provides basic information when needed.
- Performs data entry and invoicing, document editing, and creation and other similar duties as required.
- Prepares reports and presentation materials.
- Creates and edits documents.
- Schedules meetings, coordinates events, and performs other duties as assigned.

## **Qualifications:**

- Proficient use of computer including Outlook, Excel, and Word.
- 3 years administrative experience.
- High School diploma/GED.

\$40,000 - \$50,000 a year

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

Source: Indeed

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# Administrative Assistant (Roswell)



500 Sun Valley Dr STE D2, Roswell, GA 30076

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Administrative Assistant will be responsible for handling clerical tasks and assisting our administrative and clinical staff in the office. You will be handling incoming phone calls and other communications, greeting clients and visitors, supervising clerical staff as well as managing files, updating paperwork, documents and performing other general office management duties and errands.

**Qualifications:**

- Customer service: 1 year (Preferred)

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

Source: Indeed

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Posted 2/26/2023

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# Clerk (Sandy Springs)



2000 Riveredge Pkwy Suite GL - 100, Atlanta, GA 30328

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The administrative clerk provides assistance to the Business Manager in the implementation of an office system that will enhance the smooth operation of the Hospice.

**Qualifications:**

- Minimum of two years office experience
- Moderate typing skills, and some computer applications

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

Source: Indeed

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Posted 2/26/2023

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# Customer Service Associate (Roswell)



2705 Holcomb Bridge Rd, 30022

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Full-time position available in our service department.

**Qualifications:**

- Associate (Required)
- Customer service: 1 year (Required)

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From \$16 an hour

Apply Online at: <https://indeedhi.re/3ks3RJm>

Source: Indeed

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Posted 2/26/2023

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# Receptionist (Brookhaven)



1961 N Druid Hills Rd, Atlanta, GA 30329

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Skyland Trail is a nonprofit mental health residential treatment program for adults and adolescents in Atlanta. This position will provide general support with a variety of clerical activities and related tasks for Skyland Trail operations. The Receptionist will be responsible for answering phone incoming calls, directing calls to appropriate staff, greeting guests of the Dorothy C. Fuqua Center, mail distribution as well as additional clerical duties. This position will serve as a security presence for Skyland Trail and therefore have a working knowledge of security and safety protocols at all campuses and of confidentiality policies.

## **Qualifications:**

- High School Diploma or GED.
- Previous experience in mental health or medical office/facility preferred
- Knowledge and proficiency in MS Office.
- Minimum of two years' experience in a business office setting.

Apply Online at: <https://bit.ly/3Z5vIy0>

Source: Employer Website

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# HR Coordinator (Buckhead)



3405 Piedmont Rd NE Suite 120, Atlanta, GA 30305

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The Human Resources Coordinator will support both the Atlanta and New York offices in a variety of human resources programs and initiatives. This role will provide foundational HR support in onboarding, offboarding, benefits, policies, employee engagement and special projects.

- Support the Human Resources Manager with day-to-day HR deliverables
- Process onboarding and offboarding paperwork
- Maintain the accuracy of employee data within our reporting systems
- Point of contact for all Human Resources questions, escalating as necessary
- Partner with the facilities team to develop and implement culture initiatives
- Run regular and ad hoc reports from the HR system
- Manage and audit the timesheet collection for employees and freelancers
- Maintain and update HR standard operating procedures (SOP)

## **Qualifications:**

- 1-2 years desired work experience, bachelor's degree in human resources preferred
- Must have experience with ADP

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

Source: Employer Website

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# Executive Assistant (Buckhead)

## Novelis

One Phipps Plaza Bldg, 3550 Peachtree Rd Suite 1100, Atlanta, GA 30326

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The Novelis North America (NNA) team is seeking an Executive Assistant supporting our VP, North America Human Resources. This position will support multiple Executive and as well as team events/ activities of the two Human Resources organizations.

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements for executives
- Plan and organize team calls, all-hands, off-site meetings and team building activities (small and large scale)
- Track expenses and prepare weekly, monthly, or quarterly reports and expense reports in a timely manner for your executive(s)
- Track and manage one's own expenses and Purchase card transactions and submit in a timely manner
- Review submitted expense reports from direct reports for accuracy prior to approval of manager
- Format information for internal and external communication – memos, emails, presentations, reports, and distribute as required

### Qualifications:

- Bachelor's Degree in Business or related field preferred
- 3 – 5 years of administrative experience, preferably in a manufacturing environment
- Moderate proficiency in Excel
- Experience with SAP and/or Coupa for invoice processing is a plus

FT hybrid schedule with a minimum of two days in the office

Apply Online at: <https://bit.ly/3Zcri8p>

Source: Employer Website

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# Administrative Assistant PT (Sandy Springs)



86 Mount Vernon Hwy, Atlanta, GA 30328

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Reports to the Church Business Manager as staff supervisor; under the Senior Pastor and under the general supervision of the Church Council. Principal responsibilities include general office duties and organization of data, both hard copy and electronic.

**Qualifications:**

- High School diploma with some college; vocational and/or on-the-job training in double entry bookkeeping and accounting
- Familiarity with (or quick-learner) of ACS, Basecamp, Google Apps, Zoom, Microsoft Word Suite, Mailchimp.

Monday to Friday

Apply Online at: <https://indeedhi.re/3m28TwU>

Source: Employer Website

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Posted 2/26/2023



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# Receptionist PT (Roswell)



11225 Alpharetta Hwy, Roswell, GA 30076

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## **Responsibilities:**

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

## **Qualifications:**

- Valid driver's license and clean driving record

Apply Online at: <https://bit.ly/3IfCY3m>

Source: Employer Website

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# Concierge (Dunwoody)



Phoenix Senior Living

4484 N Shallowford Rd, Dunwoody, GA 30338

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## Responsibilities:

- Oversees the community entry area for visitors, guest and residents, extends a warm welcome and greeting, offers and provides beverages to visitors and guest
- Contacts the Community Engagement Director and Executive Director or Department Director to meet with prospective residents, families or visitors and ensures wait times are minimal
- Greets potential candidates interested in learning more about Phoenix careers and job openings at the community. Directs candidates to apply online or captures the candidate's information onsite to launch the recruitment process
- Answers incoming calls and resident calls within two - three (2 - 3) rings with the appropriate community greeting message and identification
- Takes complete messages with pertinent information (name, number, message, time, date) as appropriate and communicates messages to the intended recipient
- Offers and provides a community overview to the caller, determines who to forward the caller to and notifies the caller who they are being transferred to and announce the caller to the community associate
- Manages appointments for residents and family members such as but not limited to hair dresser, transportation, other

## Qualifications:

- Education: High School Diploma/ GED required
- Proven customer service experience and skills
- Knowledge and experience in the Senior Living Industry preferred

Apply Online at: <https://bit.ly/3YZPbR2>

Source: Employer Website

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# Human Resources Assistant (Sandy Springs)



1120 Hope Rd, Sandy Springs, GA 30350

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## **Responsibilities:**

- Facilitate new hire orientation
- Assist with the facilitation of the semi-annual in-service training sessions for all field staff, and ensure that they all receive the minimum number of required hours for their position
- Ensure all clinical staff receive updated CPR training as needed
- Maintain an accurate list of current MedSide employees
- Ensure that employees maintain their employment requirements as required for their position and mandated by MedSide's policies and procedures; State and Federal law; and the rules and regulations of individual reimbursement programs
- Provide a list of employees to the department supervisor's weekly of all employees who need to update requirements
- Enter new employees into the MedSide database
- Update employee demographics in the database as needed
- Assemble new employee files and maintaining existing employee files

## **Qualifications:**

- 1-2 years experience in a related field.
- Preference will be given to applicants with medical / clinical / healthcare experience

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

Source: Employer Website

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# Receptionist (Roswell)



## Hennessy Porsche

990 Mansell Rd, Roswell, GA 30076

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### Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

### Qualifications:

- Previous customer service or administrative experience in a high volume environment.

Apply Online at: <https://bit.ly/3IPxE8r>

Source: Employer Website

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# Human Resources Generalist (Buckhead)



Three Alliance Center, 3550 Lenox Rd NE #1525, Atlanta, GA 30326

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## Responsibilities:

- Assist in the development and maintenance of our employment pathways program targeting local colleges, programs and agencies.
- Work with HR Recruiter and external resources in effectuating talent acquisition, and actively support hiring manager's recruitment, outreach programs, general networking, etc. to ensure candidate pipeline is managed.
- Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors' practices, and other sources.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

## Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- At least five years of human resource experience.
- PHR/SHRM-CP preferred.
- Experience with ADP WorkforceNow a plus!

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

Source: Employer Website

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# Executive Assistant (Perimeter)



1155 Perimeter Center W Suite 1200, Atlanta, GA 30338

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## Responsibilities:

- Maintain and manage SVP, Procurement and VP, Quality Assurance's calendar – organize and schedule meetings that proactively handle conflicts by prioritization
- Provide administrative support by answering/directing phone calls, book travel arrangements, submit and reconcile expense reports as well as invoices
- Manage NDAs, MSA's, supplier onboarding documents, and Master Supplier lists
- Admin to systems such as IronClad, CMX, Arrowstream, and e-sourcing tools. Oversee the procurement sourcing calendar and monthly updates
- Organize, coordinate, and manage monthly team meetings and business lunches (both on and offsite) as needed
- Maintain the Inspire Supply Chain Page on the Insider
- Handle sensitive information in a confidential manner
- Receive, sort, and distribute mail for the Global Supply Chain Team

## Qualifications:

- Minimum 4 Year / Bachelors Degree
- Bachelor's degree or equivalent combination of education and professional work experience
- 3+ years proven administration or assistant experience
- Preferred: Support experience in a fast-paced environment such as QSR

Apply Online at: <https://bit.ly/3KuKqu3>

Source: Employer Website

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# Office Assistant (Roswell)



**TE Certified Electrical, Plumbing, Heating & Cooling**

9800 Old Dogwood Rd, Roswell, GA 30075

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## **Responsibilities:**

- Follow up with customers to ensure they are happy with the work done by TE.
- Write thank you notes and other correspondence.
- Keeping up with the breakroom & restocking kitchen supplies
- Assist with event planning.

## **Qualifications:**

- Computer skills, and ability to learn new software.
- High school or equivalent

From \$18 an hour

Apply Online at: <https://indeedhi.re/3IQ1bPc>

Source: Indeed

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Posted 2/26/2023

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# VIP Concierge / Valet (Chamblee)



PDK Airport | 3150 Corsair Dr, Atlanta, GA 30341

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The Customer Service Concierge will act as the first point of contact for all customers to the Signature Flight Support FBO locations.

- Resolve customer requests, questions and concerns regarding the Company's services or products
- Transport customers by vehicle to and from airport terminal and local hotels as needed
- Assist customers with loading and unloading baggage as needed
- Assist crew or passengers with directions or recommendations for food, lodging, etc.
- Contact customers by verbal or written communications thanking them for using Signature Flight Support
- Maintain and stock amenities in customer areas and ensure that lobby and restroom are clean and free of debris
- Identify crew members, passengers, visitors, and business partners in accordance with the Company's security procedures

## **Qualifications:**

- High School diploma or GED
- Prior hospitality and/or customer service experience preferred
- Must possess a valid state driver's license
- Experience driving vehicles with manual transmission

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

Source: Employer Website



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# Front Office Assistant (Sandy Springs)

## NORTHSIDE HOSPITAL

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

### **Qualifications:**

- 1 year clerical/secretarial experience preferably in a healthcare environment
- Basic computer skills
- Successful completion of course in Medical Terminology or commensurate experience preferred
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint) preferred

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

Source: Employer Website

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# Receptionist (Alpharetta)



100 Somerby Dr, Alpharetta, GA 30009

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## **Responsibilities:**

- Answers incoming telephone calls.
- Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Coordinates guestroom reservations.
- Maintains current list of residents who are hospitalized.
- Updates appointment calendars, including transportation and beauty calendars, as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Distributes written communication, accepts and signs for deliveries (mail, prescriptions, etc.).
- Maintains copy and fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.

## **Qualifications:**

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- Must have or be willing to get a COVID-19 vaccine

Apply Online at: <https://bit.ly/3KDJ2Wb>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/26/23

## **Hiring Event - Dishwashers (Buckhead)**

**Wednesday, 3/1 from 2 - 4 PM**

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

South City Kitchen / 3350 Peachtree Road NE, Atlanta, GA 30326

<https://indeedhi.re/3Y3xmim>

## **Dishwasher (Buckhead)**

**\$17 - \$18 an hour**

Ecco Buckhead / 3586 Peachtree Rd NE, Atlanta, GA 30326

<https://indeedhi.re/3Sog7qO>

## **Cashier (Dunwoody)**

**\$10.00 - \$13.00 per hour**

Ace Hardware / 1316 Dunwoody Village Pkwy, Atlanta, GA 30338

Contact: Dwight Glover, Owner, Dunwoody Village Ace Hardware 678-427-1872

## **Housekeeper (Sandy Springs)**

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

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

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

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

**\$15 an hour**

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

<https://indeedhi.re/41lbwty>

## **Dishwasher (Buckhead)**

**\$14.50 - \$16.00 an hour**

Chopt / 3655 Roswell Rd UNIT 212, Atlanta, GA 30342

<https://bit.ly/3Y20GWw>

## **Laundry Attendant (Perimeter)**

**\$13 an hour**

Heyday Skincare - L5 Skincare / 123 Perimeter Center W Suite 300, Dunwoody, GA 30346

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

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/26/23

## **Cashier, Expo, Food Runner (Chamblee)**

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

Ponko Chicken / 2896 Chamblee Tucker Rd, Atlanta, GA 30341

<https://indeedhi.re/3xK079k>

## **Dishwasher (Buckhead)**

**\$17 an hour**

Flower Child / 3400 Around Lenox Rd NE, Atlanta, GA 30326

<https://bit.ly/3XY1fkj>

## **Dishwasher PT (Roswell)**

**\$13 - \$14 an hour**

Mazzy's Sports Bar & Grill / 10729 Alpharetta Hwy #1424, Roswell, GA 30076

<https://indeedhi.re/41BdS87>

## **Crew Member PT (Sandy Springs)**

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

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3Sp8joV>

## **Dishwasher (Alpharetta)**

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

The Cheesecake Factory / 2075 North Point Cir, Alpharetta, Georgia, US, 30022

<https://bit.ly/3XWC8OF>

## **Dishwasher (Roswell)**

**From \$15 an hour**

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

<https://bit.ly/3XW9Wf3>

## **Custodian (Brookhaven)**

**\$15.60 - \$18.00 an hour**

City Of Brookhaven - Park and Recreation

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