
Receptionist PT (Sandy Springs)



1600 Riveredge Pkwy #700, Atlanta, GA 30328

Responsibilities:

- Open and close front lobby, open conference rooms, place daily meeting calendars in holders by doors and handle scheduling of conference rooms when requested.
- Make coffee and set out all needed coffee supplies.
- Answer and direct incoming calls.
- Greet and direct guests to appropriate person by signing them into the office and providing a guest pass.
- Open and date stamp all incoming mail except if marked "personal," handle outgoing packages, mailing/bulk via US mail or FedEx, receive and log all incoming FedEx, UPS, or any other incoming packages via carrier, and track all missing FedEx, UPS or other packages.
- Assist Managers, Supervisors, etc. as needed with their requests for admin assistance.
- Receive and direct all incoming faxes.
- Maintain monthly phone lists.
- Keep stock on office supplies, mailing and/or FedEx supplies, order replacements as needed and make available to staff.
- Order breakfast and or lunches for meetings as required.
- Schedule usage of company video equipment.

Qualifications:

- High school diploma or equivalent plus eight years related experience or an Associates Degree in a related administrative field plus six years related experience is required.
- Minimum word processing speed of 65 wpm.
- Proficient in Microsoft Office; Word, Excel, Outlook, and Power Point.

\$20 - \$22 an hour

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

Source: Indeed

Posted 3/5/2023

Administrative Assistant (Brookhaven)



O G L E T H O R P E

U N I V E R S I T Y

4484 Peachtree Rd NE, Brookhaven, GA 30319

Under the direction of the Director of Facilities, the Campus Operations Administrative Assistant performs a range of administrative details to support the Director of Facilities and the operational business units (Facilities, Housekeeping, Grounds, and Campus Improvements).

- Maintain and Coordinate the Director of Facilities calendar
- Monitors critical steps in the workflow process to ensure operational units are executing steps in a timely and efficient manner
- Schedule meetings with a large array of entities both external and internal
- Coordinates contracts and invoicing for the Director of Facilities
- Provides administrative support related to communications, reporting, and gathering key information across operational units
- Assist with data entry and follow-up to ensure work orders are completed in a timely manner
- Maintains and updates the campus master project listing
- Maintains and updates digital files related to buildings and grounds
- Collects and updates the Campus Operations intranet page
- Assists and takes notes in project management meetings and planning sessions
- Prepare and consolidate reports
- Receive inquiries/solicitations from vendors. Act as liaison for auxiliary services to attain bids, set up various accounts, and arrange deliveries.

Qualifications:

- Bachelors degree preferred; previous administrative work experience strongly preferred.

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

Source: Employer Website

Inbound Contacts Representative (Dunwoody / Hybrid)



1200 Ashwood Pkwy #180, Atlanta, GA 30338

The Inbound Contacts Representative 2 addresses provider needs which may include complex benefit questions, resolving issues, and educating providers.

- Inbound calls from providers
- Records details of inquiries, comments or complaints, transactions or interactions and takes action in accordance to it.
- Complex benefit and claims questions
- Escalates unresolved and pending provider issues.

Qualifications:

- 1 or more years of Inbound/Outbound Call Center Experience
 - Proficiency with Microsoft Office Excel and Word
- Preferred:**
- Associate's or Bachelor's Degree
 - Healthcare experience

Apply Online at: <https://humana.com/3SNr2uk>

Source: Employer Website

Administrative Assistant / Training Coordinator (Chamblee)



3190 Northeast Expy STE 350, Atlanta, GA 30341

Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems.

- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Submit and reconcile expense reports

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree or higher; additional qualification as an Administrative assistant or Secretary will be a plus

Monday to Friday

\$18 an hour

Apply Online at: <https://indeedhi.re/3y8qplQ>

Source: Indeed

Posted 3/5/2023

Executive Assistant (Perimeter)



6205 Peachtree Dunwoody Rd, Atlanta, Georgia

The Executive Assistant provides a wide range of administrative assistance supporting the Cox Automotive Strategy Senior Leadership team to include the Vice President of Corporate Strategy, the Associate Vice President of Emerging Ventures, and the Vice President, Chief Economist.

- Manage appointment schedule by planning and scheduling meetings, conference calls and travel, both domestic and international for three executives.
- Responsible for overall executive calendar management, requiring interaction with both internal and external executives and assistants.
- Coordinate scheduling of meetings and conference rooms in support of executives and their teams.
- Facilitates and troubleshoots technologies and meeting/video conferencing platforms (MS Teams, Skype, etc.)
- Plan and support group meetings
- Coordinate onboarding of new employees, equipment and supply procurement, scheduling of onboarding meetings and welcome kit.
- Arrange all executive travel, both domestic and international, and all accommodations, including comprehensive and detailed itineraries being proactive and solutions focused to manage through conflicts.

Qualifications:

- High School Diploma with 7+ years of executive-level administrative or comparable experience required
- Any level degree or certification beyond HS Diploma/GED with 5+ years' experience required
- No diploma or certification with 9+ years of experience required
- Must be highly proficient in Microsoft Word, Excel, PowerPoint, and Outlook

Hybrid remote

Apply Online at: <https://bit.ly/41Dgfac>

Source: Employer Website

Concierge (Alpharetta)



400 Avalon Boulevard, Alpharetta, Georgia 30009

The Concierge is main host for all guests (visitors) and customers (tenants) at Avalon and plays a vital role in daily customer service operations.

- Provides information and resources by identifying and clarifying guest needs and desires related to Avalon and the city of Alpharetta; answering questions; giving directions and instructions; developing inventories of services; offering commentary of previous guests; managing and screening messages.
- Provides services requested by acting as intermediary for personal services, including travel, tickets, restaurant reservations, hotel reservations and the like.
- Anticipates services required by ascertaining mood and style of guests; identifying options before being asked; developing itineraries.
- Continuously develop knowledge of and build relationships with Avalon vendors and retailers as well as in-depth understanding of the Alpharetta area. Participates in educational opportunities; maintaining personal networks.

Qualifications:

- Excellent computer skills in Microsoft Office.

Evening and weekend shifts are required.

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

Source: Indeed

HR Operations Representative

(Alpharetta)

McKESSON

1110 Sanctuary Pkwy, Alpharetta, GA 30009

Responsibilities:

- Service as first point of contact for HR questions. Troubleshoot and respond to general employee issues received through HR Support using critical analysis and problem solving to resolve the issue before escalating or routing to another department
- Provide user navigation support, as well as general routine inquiry support, for HR systems, programs, and policies. Apply understanding of McKesson policy and programs to answer general employee inquiries
- Provide high level customer service by ensuring employee questions are fully addressed, providing follow up to ensure that each case is fully resolved
- Use judgment to escalate HR Support inquiries when ambiguous or requires more expertise to address or route appropriately.
- Determine appropriate department, resource, or team lead to route inquiries that cannot be resolved by the HR Support alone

Qualifications:

- Associates degree or related equivalent experience
- Minimum of two (2) years of human resources experience

\$19.83 - \$33.05 per hour

Apply Online at: <https://bit.ly/3IFqAK7>

Source: Employer Website

Administrative Assistant (Buckhead)



Prelude Fertility Management

1100 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities:

- Answers telephones, screens calls, take messages.
- Provides coverage for other Administrative Assistants as needed.
- Schedules patient appointments appropriately.
- Oversee and manage physician's schedule.
- Provides support services to patients and medical staff.
- Collects payment as patients check out. Daily batch-out and deposits to bank.
- Keeps medical records up to date for patient appointments and patient requests.
- Performs receptionist/check-out duties as necessary.
- Miscellaneous office responsibilities.

Qualifications:

- High School Diploma is required
- 1 year of work experience in a similar or related role is required

Hours: 7:30 a.m. - 4 p.m. M-F, and some weekends, occasionally 6:30a.m. -3:00p.m. required.

Apply Online at: <https://bit.ly/3J3SBwo>

Source: Employer Website

Driver Examiner 1 (Alpharetta)



11575 Maxwell Rd, Alpharetta, GA 30009

Responsibilities:

- Working with citizens to ensure applications, records and documents are completed accurately.
- Accompanying drivers in vehicles to evaluate their ability to adhere to Georgia's driving laws.
- Conducting driving examinations for motorcycle and commercial licenses in accordance with state law and regulations.
- Operating visual testing equipment.
- Accurately collecting payments via cash or credit cards

Qualifications:

- Completion of a high school diploma or GED is required
- A valid Georgia Class C or equivalent License is required and must be maintained while employed in this position.
- At least one (1) year of Face-to-face Customer Service experience within the last five years
- At least one (1) year of recent Face-to-face experience with cash transactions including handling cash, daily reconciliation, and processing credit card payments within the last five years.

\$30,000 a year

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

Source: Employer Website

Receptionist (Buckhead)



3384 Peachtree Rd NE #500, Atlanta, GA 30326

Responsibilities:

- Greet clients and visitors for scheduled appointments or meetings.
- Answer multi-line phone system with accuracy.
- Receive and screen visitors and telephone calls
- Direct new client calls to the Intake Department.
- Transfer existing client calls to corresponding Legal Assistants.
- Document client calls into Filevine for client record keeping.
- Maintain employee and department directories.
- Responsible for complying with safety procedures, rules, and regulations to maintain the front lobby reception area, conference rooms, and breakrooms.
- Manage inventory and stocking of breakrooms and guest service beverage areas.
- Collaborate among work teams by documenting and communicating actions, irregularities, and continuing client needs.
- Process incoming and outgoing office correspondence and communications, and other administrative tasks and projects as needed.

Qualifications:

- High School Diploma or equivalent required.
- 5+ years receptionist or relevant experience in a high-volume call environment.
- Experience with Microsoft Office Suite and Outlook.
- Prior work experience with a Personal Injury or Worker's Compensation law firm is a plus.

Apply Online at: <https://bit.ly/3y2s6kH>

Source: Employer Website

Child Activities Assistant - On-Call (Buckhead)



Cherokee Town & Country Club

155 W Paces Ferry Rd NW, Atlanta, GA 30305

Responsibilities:

- Schedule reservations to our child care center, ensuring compliant children/staff ratios.
- As kids arrive, make them feel excited to be at our activity center and okay with the impending departure of their parent.
- Converse with parents who may give you instructions on what their child might need that day.
- Supervising the security procedure for signing children in/out, you ensure the safety of the kids in our care.
- Lead and coordinate activities for the children to participate in such as storytelling, organized arts and crafts, and games.
- Assisting the Director of Youth Activities, you implement monthly themes and activities.

Qualifications:

- High school diploma or equivalent
- At least 1 year of experience in a child care environment

\$15.20 an hour

Apply Online at: <https://bit.ly/3F9ILa7>

Source: Employer Website

Posted 3/5/2023

Administrative Coordinator (Brookhaven)



Children's Healthcare of Atlanta

1575 Northeast Expy NE, Brookhaven, Georgia, 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information, and answering telephone (answering callers' questions and providing requested information as necessary).
- 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.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials, 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.
- Creates and edits documents using PowerPoint, Excel, and Word.

Qualifications:

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

Monday-Friday 8:00 AM - 4:30 PM

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

Source: Employer Website

Posted 3/5/2023

Administrative Assistant (Alpharetta)



900 3rd St, Alpharetta, GA 30009

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
- Knowledge of office management systems, procedures, and proficiency in MS Office

Apply Online at: <https://bit.ly/3mis0m9>

Source: Employer Website

Office Coordinator – Entry-Level (Roswell)



540 W Crossville Rd Suite 203, Roswell, Georgia 30075

Responsibilities:

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

Qualifications:

- High School Diploma or equivalent preferred.

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

Source: Employer Website

Human Resources Generalist (Sandy Springs)



Independent Physicians Resource, Inc

5665 New Northside Dr Atlanta GA 30328

Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Contributes to the recruitment and hiring of qualified job applicants for open corporate positions; collaborates
- with departmental managers to understand skills and competencies required for openings.
- Implements employee recognition programs.
- Manages leave administration including requests and approvals of FMLA and ADA accommodations.
- Assist in disciplinary matters, disputes, and investigations.
- Oversee performance management and annual performance reviews.
- Develop employee engagement activities aimed to increase recognition and morale.
- Handles employment-related inquiries and/or sensitive matters with the appropriate staff.
- Update policies and submit required reports to maintain compliance with federal, state, and local employment

Qualifications:

- Two - five years of work experience preferred -or-
- Bachelor's degree in Human Resources, Business Administration, or related field.

Apply Online at: <https://bit.ly/3KTE47M>

Source: Employer Website

Admin (Sandy Springs)



5932 Roswell Rd, Sandy Springs, GA 30328

Responsibilities:

- Takes an active role in the hiring process (scheduling interviews, conducting reference checks, etc.) and in the onboarding process of new Associates
- Maintains Associate personnel files according to company guidelines
- Performs daily cash office functions and maintains cash office standards
- Supports Operations Assistant Store Manager with scheduling, expense account monitoring, supply inventory and requisition
- Maintains proper Associate coverage in service areas for a positive customer experience
- Supports and responds to coverage needs throughout the store
- Ensures store team executes tasks and daily activities in accordance with store plan; prioritizes as needed
- Communicates accurately and effectively with management and Associates when setting and addressing priorities; provides periodic progress updates
- Provides and accepts ongoing recognition and constructive feedback
- Partners with Management on Associate training needs to increase effectiveness
- Ensures adherence to all labor laws, policies, and procedures
- Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store
- Promotes credit and loyalty programs during customer interactions

Qualifications:

- One year retail and 6 months of leadership experience

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

Source: Employer Website

Executive Administrative Assistant (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

Responsibilities:

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

Qualifications:

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

\$16 - \$18 an hour

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

Source: Employer Website

Mail Specialist PT (Alpharetta)

GOLDFEIN

Goldfein Claims Management, LLC

13560 Morris Rd #3150, Alpharetta, GA 30004

Responsibilities:

- Sort through high volumes of physical mail with high attention to detail and organization
- Use problem solving and critical thinking to resolve claims efficiently and effectively

Qualifications:

- Fully vaccinated against COVID-19

We offer a holistic training program and consider candidates of various backgrounds.

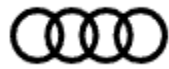
\$15 - \$17 an hour

Apply Online at: <https://indeedhi.re/3Fd4UV1>

Source: Indeed

Posted 3/5/2023

Service Greeter / Valet (Roswell)



Audi North Atlanta

Nalley Audi

11505 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

Qualifications:

- Must have a valid Driver's License
- Must have a high school diploma or military equivalent experience

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 3/5/23

Security Officer Job Fair - March 28, 2023 (Sandy Springs)
Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Six months Hospital or Security experience or 1 year of college.

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

Dishwasher (Perimeter)

\$15 - \$20 an hour

Seasons 52 / 90 Perimeter Center W, Dunwoody, GA 30346

<https://indeedhi.re/3SQrh8j>

Housekeeper PT (Alpharetta)

\$14 an hour

Mansions at Alpharetta / 3700 Brookside Pkwy, Alpharetta, GA 30022

<https://bit.ly/3Y9Hw1g>

Dishwasher/Utility (Roswell)

From \$15 an hour

Brickmont Assisted Living / 2560 Holcomb Bridge Rd, 30022

<https://indeedhi.re/3Ya7Zvw>

Kitchen Support (Sandy Springs)

\$15 - \$16 an hour

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

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

Dishwasher (Buckhead)

\$14 - \$17 an hour

Dantanna's / 3400 Around Lenox Rd NE #304, Atlanta, GA 30326

<https://bit.ly/3EMcYf0>

Dishwasher (Buckhead)

\$15 - \$17 an hour

North Italia / 3393 Peachtree Rd NE, Atlanta, GA 30326

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

Food Service, Housekeeping, & Other Now Hiring – Week of 3/5/23

Car Wash Detailer (Chamblee)

\$15 - \$16 an hour

Go Rentals / 2040 Airport Rd, Atlanta, GA 30341

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

Housekeeper (Alpharetta)

From \$13 an hour

Atria Senior Living / 100 Somerby Dr, Alpharetta, GA 30009

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

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

<https://bit.ly/3Zr64UA>

Breakfast Attendant (Perimeter)

\$15 an hour

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

<https://indeedhi.re/3kDnUF1>

PT Stock and Pricing Associate - Early Morning (Perimeter)

\$14 - \$15 an hour

Old Navy / 1161 Hammond Dr Ste #140, Atlanta, GA 30346

<https://indeedhi.re/41GL5ic>

Room Attendant (Buckhead)

15.00/hr

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

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

Counter Server / Cashier (Sandy Springs)

\$13 - \$18 an hour

City Barbeque / 6649 Roswell Rd NE, Sandy Springs, GA 30328

<https://indeedhi.re/3kM7gCY>