
File Clerk (Buckhead)



3384 Peachtree Rd NE #500, Atlanta, GA 30326

File Clerks use the firm's case management software system, to maintain electronic records, including correspondence, receipts, medical records, checks, pictures, diagnostic reports, contracts, and invoices, to ensure that the information is easy to locate by the legal team when it's needed. In addition to the above duties, file clerks may be called on to assist with other departments in the Personal Injury Department.

- Develop organized filing systems.
- Create, process, and maintain file records.
- File and retrieve documents for the legal team.
- Prepare records for satellite offices as needed.
- Download and Keep all CD files
- Retrieve, Review, and Disburse settlement and provider checks.
- Communicate with providers regarding provider checks disbursement
- Mailing out settlement demands, litigation correspondence, and miscellaneous letters.

Qualifications:

- Computer and software skills

Apply Online at: <https://indeedhi.re/43xwaru>

Source: Indeed

Entry-Level Receptionist / Administrative Assistant (Brookhaven)



2573 Apple Valley Rd NE, Brookhaven, GA 30319

Candidate must be comfortable answering and directing phone calls to/from clients, vendors, and professionals, including attorneys and legal support staff. The ideal candidate will be proactive and willing to not only answer/direct the majority of the Firm's phone calls, but also engage in various administrative tasks.

Qualifications:

- Proficiency in Microsoft Office software, including Outlook, Word and Excel.
- Bachelor's or Associate's degree.
- Proficiency in Microsoft PowerPoint and Teams is a plus.

\$47,000 - \$55,000 a year

Apply Online at: <https://indeedhi.re/3GOGmT0>

Source: Indeed

Posted 4/16/2023

PT Administrative Assistant - Office Manager (Sandy Springs)

SANDY SPRINGS PSYCHOLOGICAL
ASSOCIATES

6065 Roswell Rd NE #370, Sandy Springs, GA 30328

Responsibilities:

- Greets, checks in, and checks-out clients
- Schedules, reschedules, and cancels client appointments. Reminds clients of appointment
- Handles new and existing client inquiries
- Ensures client's records and correspondence are accurate and up-to-date and make updates as needed and appropriate
- Collects and posts client payments
- Answers phone calls and emails, relaying information and requests accurately and delivering messages as needed
- Provides support to other staff as needed

Qualifications:

- College degree
- Intermediate computer skills

20 to 25 hours a week, in office Monday - Thursday, Friday's optional for in office or remote.

\$18 - \$20 an hour

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

Source: Indeed

Receptionist (Peachtree Corners)



192 Technology Pkwy NW Suite 500, Peachtree Corners, GA 30092

The receptionist is responsible for performing clerical tasks within an office setting to support daily operations. Their duties include answering and transferring phone calls to employees, sorting and delivering mail to employees and greeting visitors when they arrive for meetings with management or sales staff.

Qualifications:

- Proficient knowledge of MS Office
- High School diploma; additional qualifications will be a plus

Monday-Friday, 8:00 a.m. to 4:30 p.m.

Starts at \$21.00/hour

Apply Online at: <https://bit.ly/3GBjZ32>

Source: Employer Website

Administrative Assistant (Alpharetta)



11605 Haynes Bridge Rd #400, Alpharetta, GA 30009

Responsibilities:

- Daily administrative support
- Organize, optimize, and be the gate-keeper of schedules which includes scheduling internal and external meetings
- Serve as liaison between executives and internal staff as well as external parties
- Manage and prioritize action items for executives according to importance and deadlines
- Plan and coordinate travel arrangements
- Maintain and process expense reports
- Do light research for executives including on individuals (LinkedIn) or companies (i.e. background / bio's on individuals the executive will be meeting with)
- Download and deliver select recurring reports
- Draft memos, letters, documents, or other communications
- Assist in editing and formatting PowerPoint presentations
- Identify & implement opportunities for office management improvements
- Assist with all preparations for your executive's meetings, interviews, and conference/video calls
- Support in the organization and execution of team events

Qualifications:

- Bachelor's degree with 2 - 5 years experience as an Administrative Assistant or in a relevant administrative role
- Proficiency with internet searches and Google / MS Office suite

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

Source: Employer Website

Baby Activities Coordinator PT (Chamblee)

the
BUNNY
HIVE

5576 Peachtree Rd suite 101, Chamblee, GA 30341

As a part-time teacher, you will be leading children age newborn to 4 years, and their caregivers, in a variety of classes including sensory, ballet, story time, cooking and music while building relationships with our customers and providing top level customer service. You do not need previous experience leading these subjects as we will provide training.

- Execute 30-minute classes from The Bunny Hive curriculum in the subjects of sensory, cooking, baby essentials and music; note that you will be trained on how to lead these classes.
- Engage with families in a friendly, personable, and professional manner.
- Work directly with the owners of The Bunny Hive to collaborate on curriculum refinement, special seasonal classes and events, retail management, and overall brand experience.
- Provide excellent customer service to families by developing relationships with clients, checking families in and out for classes, and answering questions with speed and professionalism.
- Assist in clean-up and studio experience activities after class.

Qualifications:

- A degree in education or similar, and/or experience teaching preschool age children and younger.

Up to \$20 an hour

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

Source: Indeed

Posted 4/16/2023

Human Resources Administrative Assistant (Roswell)



TE Certified Electrical, Plumbing, Heating & Cooling

9800 Old Dogwood Rd, Roswell, GA 30075

Responsibilities:

- Maintaining accurate and up-to-date human resource files, records, and documentation.
- Assist with answering frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR department.
- Assist with payroll entry.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health and retirement plan providers.
- Works with Management to create job posts and review candidates timely.
- Conducts or assists with new hire orientation.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Associate degree or higher in a related field is preferred.
- Human resources: 2 years (Preferred)

Mon-Fri 8:00am-5:00pm

From \$21 an hour

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

Source: Indeed

Posted 4/16/2023

Facility Administrator (Alpharetta)



4425 Alexander Dr #100, Alpharetta, GA 30022

Responsibilities:

- Maintain front desk and office supplies including masks, hand sanitizer, gloves, and wipes
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork, preparing spreadsheets, memos, documentation, presentations and reports utilizing MS Word, Excel, and PowerPoint
- Manage office spending while ensuring compliance with current financial policies
- Manage coordination and setup of employee site access with all departments
- Manage building and associate related purchases such as purchase requisitions and supplies; creating POs for all utilities and site spending
- Builds and manages relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time.
- Serve as a building facility liaison with maintenance teams.
- Ensure facility issues and concerns are followed up, resolved, and serve as main point of contact for vendors while ensuring services are being met per service agreements.
- Coordinate any emergency building closures with site leaders and communicate to site.

Qualifications:

- High school diploma or equivalent; Bachelor's degree preferred
- Five or more years of experience managing an office or supporting a cross functional group
- Prior business or office management experiences a plus
- Advanced Microsoft Word, Excel, PowerPoint and Outlook skills

7:30am - 4:30pm

From \$26 an hour

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

Source: Indeed

Posted 4/16/2023

Concierge – Weekends (Roswell)



655 Mansell Rd, Roswell, GA 30076

Qualifications:

- A minimum of one (1) year relevant experience (preferred)

Shift: Saturday 8:00am-2:00pm and Sunday 2:00pm-8:00pm

\$13 an hour

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

Source: Indeed

Posted 4/16/2023

Receptionist PT (Chamblee)



GLOBAL
IMPORTS
MINI

5925 Peachtree Industrial Blvd, Chamblee, GA 30341

Responsibilities:

- Answer multi-line telephone system, determine caller's needs and route to the appropriate department.
- Greet visitors, determine their needs and contact the appropriate department for visitor escort.
- Oversee the visitor sign-in and security process.
- Maintain conference room reservation schedule.

Qualifications:

- At least 1-year of experience as a receptionist in a professional business environment.
- Must have intermediate computer skills in Microsoft Word, Outlook and Excel.
- High School Diploma.

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

Source: Indeed

Administrative Assistant (Brookhaven / Hybrid)



4170 Ashford Dunwoody Rd # 300, Atlanta, GA 30319

This role involves supporting the Southeast Supply Chain Regional Vice President. Day-to day-responsibilities include partnering coordinating meeting/events, preparing meeting agendas, arranging travel, processing some Division related invoices, reconciling expenses and other key tasks that help the department run smoothly.

- Coordinating travel arrangements, including booking flights, car rentals and making hotel & restaurant reservations when needed.
- Provide support to the Division Leadership Team meetings and related preparation and management tasks including Zoom administration, catering, conference room management, device management, and other miscellaneous/ad hoc requests
- Coordinating meetings
- Preparing and handling highly confidential and proprietary information.
- Preparing and reconciling the T&E reports in Concur and P-card as appropriate.
- Maintaining content, accuracy, and visual organization of files (or informational databases).
- Managing, updating, and appropriately communicating departmental documents.
- Managing departmental projects as assigned
- Preparing PowerPoint presentations.
- Actively participate and assist in the coordination of office spirit and networking events
- Filing and retrieving corporate records, documents, and reports

Qualifications:

- High level of proficiency in Microsoft Suite including Outlook, Word, Excel, and PowerPoint, with the ability to quickly learn various in-house software applications
- Ability to travel for meetings

This Role is Hybrid. Must be able to commute to office at a minimum of one day each week.

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

Source: Employer Website

Entry Level Office Assistant (Alpharetta)



366 N Main St, Alpharetta, GA 30009

Qualifications:

- Proficient in QuickBooks is a plus

M-F 8:00am - 4:00pm schedule

Apply Online at: <https://indeedhi.re/3UDW8px>

Source: Indeed

Posted 4/16/2023

Executive Assistant (Buckhead)



Alvarez and Marsal

3424 Peachtree Rd NE # 1500, Atlanta, GA 30326

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.)
- Maintain CPI common areas and conference rooms to ensure a professional work environment.
- Ensure facilities and office equipment are always in good working order.
- Manage internal safety program and security system.
- Assist with onboarding process for new hires, and offboarding process for exiting employees.
- Perform excel analysis as required; e.g., event contract comparisons.

Qualifications:

- 7+ years Executive Assistant / Business Operations Experience
- Bachelor's Degree

Apply Online at: <https://bit.ly/3MMI8c1>

Source: Employer Website

Concierge PT (Dunwoody)



MOUNT VERNON
VILLAGE

475 Mount Vernon Hwy NE, Atlanta, GA 30328

The Concierge Position will welcome visitors and answer incoming calls in a warm, pleasant and professional manner, maintain a clean and neat reception area, handle specific resident services, and supply administrative support as needed.

Qualifications:

- Customer service: 1 year (Required)

Tuesday's and Friday's 4:00 pm - 12:00 am. Also, some on-call shifts as needed.

\$14 - \$15 an hour

Apply Online at: <https://indeedhi.re/3zZV4Ti>

Source: Indeed

Posted 4/16/2023

PT Office Manager & HR Assistant (Sandy Springs)



1 Glenlake Pkwy, Suite 1200. Atlanta, Georgia 30328

The office manager will provide general office management support to the Atlanta office and additional administrative support to the HR director.

- Propose and implement office policies and procedures.
- Maintain appropriate inventory of general office, shipping, and kitchen supplies.
- Assign and prepare a workspace for each new in-office employee and maintain office seating charts and related documents.
- Order name tags and business cards for new employees and other team members on request.
- Participate in new employee orientation by providing training on the use of office equipment and in-office procedures.
- Manage access to our off-site storage location.
- Produce and submit to accounting monthly report of usage by client for postage and the color copier/printer.
 - Download detailed reports of FedEx shipments as needed for clients.
- Support new employee onboarding
- Help maintain employee-facing information on the HR department's SharePoint site

Qualifications:

- Experience as an office manager or similar role preferred but not required
- Proficiency with office software, including Microsoft Office Suite

Contact:

Phyllis Abrams

careers@etherio.com

Apply Online at: <https://bit.ly/3KZCUr3>

Source: TheAhaConnection

Posted 4/16/2023

Service File Clerk PT (Roswell)



Nalley Audi

11100 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- File documents in the service and accounting departments
- Maintain all historical records for the dealership in an orderly fashion
- Pull files as needed for Management, Warranty companies and/or Manufacturer
- Make copies for customers as requested
- Assist in daily receipting of funds and deposits
- Assist customer with cashing out
- Processes paperwork on a timely basis

Qualifications:

- High School Diploma or GED
- Fully vaccinated against COVID-19

Apply Online at: <https://indeedhi.re/40c7LVu>

Source: Indeed

Administrative Assistant (Roswell)



1000 Applewood Dr, Roswell, GA 30076

Responsibilities:

- Answers telephone and provides information to callers or routes calls to appropriate associate; places outgoing calls. Greets visitors, determines nature of business, and refers visitors to appropriate individual.
- Types, edits, produces, and distributes a variety of documents including general correspondence, memorandums, statistical reports, presentation materials or other documents as requested.
- Routes incoming mail. Uses courier, U.S. mail, overnight mail, e-mail or facsimile machines to send documents as directed.
- Files correspondence and other records. Makes copies of correspondence or other printed material.
- Takes minutes at staff meetings.
- Orders office supplies and forms for associates and communities.
- Assists in the preparation and coding of invoices for payment.
- Assists in obtaining and/or completing new hire documentation for new associates.
- May maintain associate personnel and community files.
- Assists in the recruitment, orientation and retention of qualified staff.
- May conduct tours of the community.

Qualifications:

- High school diploma or general education degree (GED); and minimum of one year related experience and/or training; or equivalent combination of education and experience.
- Basic typing skills essential along with basic knowledge of PC's and word processing software, preferably in a Microsoft Windows environment.

\$13.15 - \$16.44 an hour

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

Source: Indeed

Posted 4/16/2023

Admin Assistant (Sandy Springs)



Sisecam Chemicals Resources LLC

5 Concourse Pkwy #2500, Sandy Springs, GA 30328

Primary responsibilities include supporting finance tracking due dates, maintaining calendars, scheduling meetings/appointments, arranging domestic and international travel, preparing expense reports, maintaining communication with, and providing information to internal and external stakeholders. Organize and prepare monthly/quarterly presentations. Other duties may be assigned as needed, including events and project management.

Qualifications:

- Five (5) or more years of administrative support experience with duties having included administrative and clerical procedures as well as some accounting knowledge.
- Strong proficiency with MS Office Suite programs (MS Word, Excel, PowerPoint, and Outlook)
- Experience with databases and maintaining on-line shared systems.

Apply Online at: <https://indeedhi.re/3oe7moy>

Source: Indeed

Administrative Assistant PT (Sandy Springs)

GREYSTONE

1100 Abernathy Rd NE #900, Atlanta, GA 30328

Greystone is a private national commercial real estate finance company.

- Maintain office systems and communication with the office.
- Greet visitors and escort them to appropriate meeting rooms.
- Answer, screen, and forward incoming phone calls.
- Order office supplies and track inventory to replenish as necessary.
- Schedule and maintain conference rooms and conference room calendars.
- Ensure common areas and breakrooms are clean, stocked and organized.
- Help maintain employee list and seating chart.
- Assist in new hire setup.
- Assist in backup for deal registrations.

Qualifications:

- Proven work history as a receptionist or similar role such as an Administrative Assistant.
- Strong knowledge of MS Office, especially Outlook and Excel.

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 4/16/23

Automotive Porter (Roswell)

Up to \$16 an hour

Rick Case Automotive / 11446 Alpharetta Hwy, Roswell, GA 30076

<https://indeedhi.re/3Ux9NhY>

Car Wash Detailer (Chamblee)

\$15 - \$16 an hour

Go Rentals / 2040 Airport Rd, Atlanta, GA 30341

<https://bit.ly/40iATe9>

Dishwasher (Alpharetta)

From \$13 an hour

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

<https://bit.ly/41jQ4ED>

Dishwasher (Sandy Springs)

\$13.75 - \$14.00

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://bit.ly/3KsTle5>

Steward / Dishwasher (Buckhead)

From \$15.00 per hour

Hotel Colee / 3377 Peachtree Rd NE, Atlanta, GA 30326

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

Breakfast Attendant (Sandy Springs)

\$11 - \$13 an hour

Comfort Inn / 5793 Roswell Rd NE, Atlanta, GA 30328

<https://indeedhi.re/3zSAap3>

Breakfast Attendant (Sandy Springs)

\$15 an hour

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

<https://bit.ly/3GE44Bn>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/16/23

Team Member (Alpharetta)

\$13 - \$15 an hour

Steak 'n Shake / 2355 North Point Ct, Alpharetta, GA 30022

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

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

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

<https://indeedhi.re/3KV67TU>

Dishwasher (Dunwoody)

\$15 - \$20 an hour

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

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

Housekeeper (Buckhead)

\$14 - \$15 an hour

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

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

Cashier/Food Runner (Brookhaven)

\$18 an hour

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

<https://indeedhi.re/3KWT6cp>

Dishwasher (Alpharetta)

\$13 - \$16 an hour

Pure Taqueria / 103 Roswell St, Alpharetta, GA 30009

<https://indeedhi.re/3mAGxu7>

Lot Attendant PT (Roswell)

\$14 - \$16 an hour

Carl Black Buick GMC / 11225 Alpharetta Hwy, Roswell, GA 30076

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



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