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# Receptionist (Sandy Springs)



8607 Roberts Dr # 150, Sandy Springs, GA 30350

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The position is responsible for answering all incoming telephone calls, greeting, and directing visitors, and daily mail distribution. In addition, this position will sometimes provide high-level administrative support to the senior executives at Hemophilia of Georgia.

- Answer and screen all incoming calls.
- Provide callers with basic information such as company address, directions to company's location, fax numbers, website, and other related information.
- Greet visitors and determine whether they should be given access to specific individuals.
- Direct courier and delivery companies to appropriate personnel.
- Sort and distribute mail.
- Refill copy machines with paper daily.
- Maintain break areas and kitchen supplies. This includes cleaning two break areas, running dishwasher unloading dishwashers daily and deep cleaning the refrigerators quarterly. Inventory kitchen supplies weekly and provide Office Manager with a list of items needed.
- Maintain the upstairs reception area and keeping it neat.
- Maintain and arrange Collaboration Room and executive conference area meetings and events.

## Qualifications:

- High school diploma
- At least three years of office experience.
- Proficient in Microsoft Office Suite applications

Apply Online at: <https://bit.ly/3KHD30M>

Source: Employer Website

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# Admin / Customer Service PT (Roswell)



4651 Sandy Plains Rd #112, Roswell, GA 30075

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This position would be part time in our health & wellness studio as well as working with a nonprofit coffee shop next door. This position will help with retention of clients, encourage rebooking and trying new services, filing paperwork, managing social media, and maintain a clean environment for clients and overall flow of the facility.

## **Qualifications:**

- Proficient on the computer with software's like Google Drive, Canva, Eventbrite and major social media platforms.
- Customer service: 2 years (Preferred)

\$14 - \$16 an hour

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

Source: Indeed

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Posted 4/23/2023

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# Office Manager (Roswell)



2840 Holcomb Bridge Rd, Alpharetta, GA 30022

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Administrative duties including phone reception, filing, setting appointments and aiding with daily office duties.

[No qualifications specified in ad.]

Monday to Friday

\$12 - \$15 an hour

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

Source: Indeed

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Posted 4/23/2023

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# Executive Assistant (Dunwoody)



**Jewish Family & Career Services of Atlanta**

4549 Chamblee Dunwoody Rd, Dunwoody, GA 30338

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Provides executive administrative support for the Chief Executive Officer.

- Completes a broad variety of administrative tasks for the CEO, including managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential, arranging off-site meetings, itineraries, and agendas, and compiling documents for all meetings.
- Plans, coordinates, and ensures that the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time.
- Handles correspondence for the Chief Executive Officer, including but not limited to, agendas, announcements, and minutes of Board and Executive Committee. Prepares all mailings for those meetings.
- Maintains notebooks documenting Board and Executive Committee materials.
- Responsible for gift administration of all agency contributions.
- Responsible for coordinating the Tribute Funds Program.
- Performs other administrative projects as assigned by the Chief Executive Officer.
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, and following up appropriately.

## **Qualifications:**

- Bachelor's Degree
- Strong work tenure with favorable references.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), as well as social media platforms.
- Active involvement in continuing education and community service

Apply Online at: <https://bit.ly/3Abp4LZ>

Source: Employer Website

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# Administrative Assistant (Alpharetta)



5995 Windward Pkwy, Alpharetta, GA 30005

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Answer telephones, screen calls, and take messages so callers/visitors are dealt with promptly, courteously, and accurately. Transcribe, type, format, and proof read a variety of material using word processing, presentation, graphics and spreadsheet software. Coordinate internal and external meetings. This may include scheduling meeting times, making travel arrangements for attendees, and ensuring that various meeting amenities are available. Manage the appointments and schedules of staff in the unit. Activities may include distributing incoming mail, preparing outgoing mail, filing, maintaining office supplies or other inventory.

## **Qualifications:**

- High School Diploma or Equivalent
- Typically Minimum 4 Years Relevant Exp
- Associate's Degree preferred

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

Source: Employer Website

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# Administrative Assistant (Brookhaven)



2895 Buford Hwy NE, Atlanta, GA 30329

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Answer phone with a smile! Interview/screen potential clients to ensure a good fit for BTCL. Answering questions and inquiries from multiple platforms to include phone, email, text, website site, and social media, in a manner that supports our goals of being helpful, positive, and super responsive, routing them appropriately. Maintain client account information, schedule appointments as necessary. Assist with event or meeting planning. Ensure filing systems are maintained and current. Maintain a clean, well-organized office environment. Daily review of scheduling data for accuracy. Entry of data into asset management software. Enter and manage lead tracking data.

## **Qualifications:**

- 2+ years experience as an Administrative Assistant/Secretarial role
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- High School degree with a college education is preferred

\$20 - \$22 an hour

Apply Online at: <https://indeedhi.re/43M2neN>

Source: Indeed

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Posted 4/23/2023

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# Administrative Specialist (Alpharetta)



100 North Point Center E #150, Alpharetta, GA 30022

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Medicus IT's Administrative Specialist assists in the day-to-day operations of the business. This individual is responsible for a wide range of administrative-related tasks including but not limited to internal request handling, supply stocking, office budgets, property management, package receiving, inventory management and event planning.

- Ensure the breakroom is consistently managed and maintained for all office locations, including the timely ordering of breakroom supplies as needed.
- Take ownership of maintaining miscellaneous office supply inventory for all office locations as required.
- Own internal event planning and Medicus IT event calendar
- Act as the primary point of contact for all building management-related matters
- Prepare and manage administrative budgets, and oversee expense reconciliation for multiple departments and locations concurrently
- Maintain company machines such as the copiers, printers, conference rooms and vehicles
- Be the Medicus IT Ambassador for new employee's first days, explaining the full onboarding process and working closely with People Services
- Provide communications support: drafting emails and internal communications
- When necessary, arrange travel itineraries, and supplies for various trips and events

## Qualifications:

- Associates' Degree in Business, IT or similar course of study OR equivalent combination of education and work experience
- 1-4 years of general office administration, department coordination or executive administrative assistance experience
- Proficient in internet usage and Microsoft Office products including: Word, Excel, Outlook, and Power Point

\$15 - \$18 an hour

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

Source: Employer Website

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Posted 4/23/2023

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# Shipping and Receiving Clerk (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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Processes receipts; delivers supplies; stocks hospital supply locations. Responsibilities include receiving and reconciling all supply orders, replenishing supply locations and processing all in and out-bound freight.

**Qualifications:**

- Two to three years previous experience in material/supply inventory and/or distribution, purchasing, or closely related field.
- Ability to operate computerized inventory system.

Apply Online at: <https://bit.ly/3H29d6q>

Source: Employer Website



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# Office Administrator (Roswell)



1500 Holcomb Bridge Rd, Roswell, GA 30076

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## Responsibilities:

- Interacts with customers
- Answers phone calls in a professional manner and redirects incoming telephone traffic as appropriate.
- Collects, processes, and organizes documents
- Ensures that all sales and production information is entered into appropriate systems
- Provides administrative support to the General Sales Manager and Production Manager
- Enters job-related information into Sales Force within the required
- Receive money, reconcile the funds against jobs and make deposits into bank accounts.
- Completes reports and functions to ensure job status is completed in system
- Make customer calls to discuss scheduled appointments and update customers on status of job.
- Obtain reviews from customers following completed jobs.
- Process and obtain required permits and business licenses.
- Collaborate with Fleet & Safety Coordinator on vehicles at your location.
- Collaborate with all departments for orienting new hires.

## Qualifications:

- High school education or equivalent required and three (1) years of customer service experience with demonstrated record of complaint resolution skills.
- Previous experience in the Construction and/or Home Improvement industry preferred.
- Must be proficient with computers, Microsoft Office Suite, and ability to learn new software. Experience with Salesforce preferred.

\$15 - \$18 an hour

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

Source: Indeed

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Posted 4/23/2023

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# Human Resources Coordinator (Sandy Springs)



7000 Central Pkwy #800, Atlanta, GA 30328

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This role will be responsible for assisting with the day-to-day tasks of the HR and East Leadership team, including accurate records retention, data entry, onboarding, special projects, and responding to general inquiries from employees and Managers.

- A first point of contact for employees & managers who provides leadership, coaching and support for individual employee needs & HR processes
- Providing first class customer service to employees by answering questions regarding policies and procedures and assisting in confidential personal matters
- Maintaining personnel files in accordance with federal, state and company rules and regulations
- Coordinating and leading new hire onboarding including employment verifications and benefits orientation regularly across all sites
- Coordinating unemployment claims and benefits communication
- Running reports from HRIS system for the HR Manager, and other members of the leadership team, on a weekly and monthly basis
- Organize new hire, and leaver surveys providing the HR Manager with analytical trends
- Processing changes in employee benefits

## Qualifications:

- High School degree + or an equivalent combination of education, training, and experience
- 2+ years of experience in Office Administration or an HR Administration / Coordinator role
- Knowledge of employment practices, policies and procedures is required

Apply Online at: <https://bit.ly/3MVN1yB>

Source: Employer Website

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# Administrative Coordinator (Sandy Springs)



1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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## 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
- 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 in a timely manner, and coordinates conference room scheduling and setup of meetings.
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Children's' style guidelines.
- Assists with the preparation and auditing of the departmental or project budget(s) and tracking/monitoring of related expenses.
- Assists with human resource and employee transaction forms and records.
- Submits department contracts and coordinates the contract process.
- Ensures Payroll/TIME is processed and in compliance with Children's policies.

## Qualifications:

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

Monday-Friday 7:30 AM - 4:00 PM

Apply Online at: <https://bit.ly/3Ai1VYc>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



800 Mount Vernon Hwy Ste 350, Atlanta (GA), 30328

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## Responsibilities:

- Welcoming clients
- Scheduling and managing complex practice calendars
- Processing paperwork, preparing data requests, and basic meeting materials
- Client service by phone, email and in person
- Social media, including updating the advisor website and social media platform
- Marketing
- Maintaining office appearance and orderliness, maintaining and ordering supplies
- Logging mail and check scanning
- Filing, printing, scanning, faxing, sending of confidential files and records
- Supporting client service and financial planning departments with special projects and other administrative support as required

## Qualifications:

- 2+ years of similar work experience in a professional office environment, ideally in the financial services industry
- 2+ years of similar work experience in a professional office environment, ideally in the financial services industry

\$19 - \$21 an hour

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

Source: Indeed

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Posted 4/23/2023

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# Customer Service Specialist - Call Center (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

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## Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners
- Identifies more effective and efficient processes and procedures
- Special order liaison between vendor and customer

## Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus
- Call Center experience, highly preferred

Shifts include evenings, weekends, and holidays

Apply Online at: <https://bit.ly/43R0FZW>

Source: Employer Website

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# Housing Associate (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

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## Responsibilities:

- Assisting incoming participants in settling into their living quarters and conducting a search of baggage and personal belongings.
- Maintaining residential apartments for participants by decorating and ensuring appliances, furniture, and fixtures are all working and are in clean and safe condition.
- Documenting any participant encounters, incidents, progress, and concerns while on shift.
- Completing daily electronic communications between shifts, submitting work orders and other administrative documentation to your supervisor.
- Providing transportation services as needed in residential vehicles.

## Qualifications:

- A minimum of a High School Diploma or GED, with 1-3 years of related work experience.
- Working knowledge of CARES or CPS preferred.
- Experience driving 15 passenger van preferred.
- Moderately skilled using the Microsoft Office Suite.
- Good 3- year Motor Vehicle Report (MVR)

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

Source: Employer Website

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# Front Desk Coordinator PT (Buckhead)

varnish lane

3872 Roswell Rd NE Suite C3, Atlanta, GA 30342

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## **Responsibilities:**

- Greet and welcome clients in a friendly, personable and professional manner.
- Answer phone calls to assist clients.
- Organize and manage appointments in our booking system
- Maintain shop cleanliness, assign clients to stylists,
- Assist with inventory by uphold the operational rotation of the floor.
- Regularly check retail and back bar supplies.

## **Qualifications:**

- Worked in an front desk setting or similar position

\$15 an hour

Apply Online at: <https://indeedhi.re/41lp7ki>

Source: Indeed

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Posted 4/23/2023

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# Concierge PT (Buckhead)



3755 Peachtree Rd NE NE, Atlanta, GA 30319

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## **Responsibilities:**

- Greet residents and provide general assistance to visitors, prospective residents, and families.
- Answer telephone calls.
- You may be asked to ensure the safety of the residents and property by monitoring surveillance cameras, door alarms, life safety systems, building alarms and investigating any unusual activity.
- Process reports for such things as work orders, incidents and concerns.
- You will receive packages, plants, prescription drugs, etc. and deliver or hold as requested.
- Maintain the sign in/out log for the issuance of community keys, and gate passes.
- You will assist other departments with administrative functions.
- Ensure that resident/family/employee concerns receive timely response and follow up, thus striving to provide a high level of customer satisfaction.

## **Qualifications:**

- Three (3) months of related experience is preferred.

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

Source: Employer Website



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# Administrative Specialist (Sandy Springs)



1260 Hightower Trail, Sandy Springs, GA 30350

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Under general supervision of the Business Office Manager, the Admin Specialist performs assigned administrative duties for the facility.

**Qualifications:**

- High school diploma or equivalent
- Work history in an office setting
- Familiarity with Windows and Microsoft Office products

Apply Online at: <https://indeedhi.re/3KU4bKh>

Source: Employer Website

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# Administrator PT (Sandy Springs)



5920 Roswell Rd suite d-203, Sandy Springs, GA 30328

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## **Responsibilities:**

- Handle manual and computer-based records, maintaining privacy at all times
- Help owner with scheduling of tutoring sessions
- Communicate professionally with parents and students, whether in person, on the phone or in writing
- Proctor practice tests and score them promptly
- Help with social media posting

## **Qualifications:**

- Bachelor's Degree

2+ weekdays after school, plus Saturday and/or Sunday during the school year.

\$19 - \$21 an hour

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

Source: Indeed

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

## **Host (Perimeter)**

**\$11.00 - \$15.50 an hour**

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

<https://bit.ly/3GYc9kl>

## **Crew Worker I - Transportation (Roswell)**

**\$14.86 - \$19.30 an hour**

City of Roswell

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

## **Server (Buckhead)**

**\$15.50 - \$17.00 an hour**

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

<https://bit.ly/41F2siD>

## **Housekeeping (Roswell)**

**\$13 an hour**

Magnolia Place / 655 Mansell Rd, Roswell, GA 30076

<https://indeedhi.re/3mE16WM>

## **Stock Associate (Alpharetta)**

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

Rooms To Go / 10845 Haynes Bridge Road, Alpharetta, US, GA, 30022

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

## **Sandwich Builder PT (Sandy Springs)**

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

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

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

## **Room Attendant PT (Perimeter)**

**From \$14 an hour**

Hampton Inn & Suites / 4565 Ashford Dunwoody Rd, Atlanta, GA 30346

<https://indeedhi.re/3MWhkF7>

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

## **Car Washer / Porter (Roswell)**

**\$10 - \$15 an hour**

Gerber Collision & Glass / 11200 Alpharetta Hwy, Roswell, GA 30076

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

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

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

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

<https://indeedhi.re/3GYfi3H>

## **Golf Cart Attendant PT (Sandy Springs)**

**\$11 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://indeedhi.re/3N3nu6t>

## **Dishwasher (Roswell)**

**\$15 an hour**

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

<https://indeedhi.re/3AjvWa8>

## **Stock Associate (Perimeter)**

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

Rooms To Go / 1201-A Hammond Dr NE Ste A, Atlanta, GA 30346

<https://bit.ly/3L3zQca>

## **Laundry Attendant (Perimeter)**

**\$13 an hour**

Heyday Skincare / 123 Perimeter Center W #300, Dunwoody, GA 30346

<https://indeedhi.re/3KWGvF7>

## **AM Steward / Dishwasher (Alpharetta)**

**\$14.50 an hour**

Hilton / 5775 Windward Pkwy, Alpharetta, GA 30005

<https://indeedhi.re/3V6cR4T>