
PT Administrative Assistant / Program Coordinator (Alpharetta)



591 N Main St #100, Alpharetta, GA 30009

Atlantic Institute is a Non-Profit organization based in Alpharetta and provide various academic and educational platforms to promote diversity in our society.

- Coordinate and schedule meetings, events, and program activities
- Assist in the preparation of presentations, reports, and other materials
- Maintain accurate and up-to-date records, databases, and files
- Manage the organization's social media accounts and website content
- Assist in the planning and implementation of programs and events
- Provide support for fundraising and outreach efforts

Qualifications:

- Proficient in Microsoft Office and Google Suite

\$28 an hour

Apply Online at: <https://indeedhi.re/42b4Ldu>

Source: Indeed

Claims Administrator (Sandy Springs)



5565 Glenridge Con Suite 900, Atlanta, GA 30342

Responsibilities:

- Assists adjusters with tracking status of pending claims as needed.
- Maintains documents in the Riskmaster or File Trac system. Opens and closes files in Riskmaster or File Trac, in keeping with established processes and procedures.
- Assists in compiling and preparing financial information for claims.
- Enters data in time and expense system for adjusters as needed.
- Serves as office receptionist as required.
- Schedules appointments as necessary or assigned.
- Utilizes stored templates for electronic and hard-copy business memos, reports, and correspondences. Proofreads documents for accuracy. Prepares and files electronic and hard-copy documents, using various software applications as required.
- Posts mail for standard and expedited delivery; routes incoming mail to appropriate recipient and safeguards confidentiality of mail as necessary.
- May serve as liaison with office's building manager or plant operations resource to assure timely and reasonable response to routine maintenance matters.
- Makes travel arrangements in accordance with EM policies and procedures.
- Prepares and submits company invoices.
- Communicates with IT representatives to identify and help resolve technical support issues, including, but not limited to, telephone system and network connections.
- Maintains office files and records and accesses documents on behalf of adjusters, manager(s), and clients

Qualifications:

- 1-3 years of experience in an administrative role preferred
- Demonstrates thorough skill set in, or demonstrates ability to quickly master, a variety of office software, including Microsoft Office Suite (including but not limited to Word, Excel, PowerPoint, Outlook, and SharePoint)

Apply Online at: <https://bit.ly/3Atz3N1>

Source: Employer Website

PT Youth Activities Counselor (Roswell)



2500 Club Springs Dr, Roswell, GA 30076

The Youth Activities Counselor is responsible for all activities related to youth activities at the club including but not limited to assisting in creating, implementing, and overseeing family-friendly events and youth programs, set-up, clean up, and supervising younger members.

- Greet members and guests in a professional and friendly manner.
- Respond to member questions by providing correct information and professionally answering the telephone.
- Assist with set-up, decorations, and safety checks before events.
- Host and engage children and families in activities, including pool activities, events, camps, and holiday events.
- Assist parents in signing their children in and out and checking identification.
- Be knowledgeable of and comply, at all times, with the Club's standards, policies, and regulations to encourage safe and efficient operations.
- Ensure knowledge of all children's allergies and special needs.
- Supervise children and use good judgment when in our care. Adhere to all rules regarding younger members.
- Assist with handling kids' meals.

Qualifications:

- High school education or equivalent required.
- Must possess CPR and First Aid certification.
- Knowledge of Outlook, internet applications, and use of office equipment.
- Must know about age-appropriate activities and enjoy working with all age groups.

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

Source: Indeed

Administrative Assistant (Alpharetta)



1165 Sanctuary Pkwy #350, Alpharetta, GA 30009

This position is responsible for administrative support for an Executive within a dynamic, high-paced environment. The day-to-day responsibilities require strong collaboration across a wide range of business partners both inside and outside.

- Handles a wide range of administrative and support tasks and independently initiates and implements processes to manage projects and information.
- Manages the executive's schedule, meeting preparations, follow-up tasks, and complex travel arrangements.
- Develops positive relationships at all levels of the organization.

Qualifications:

- Proficiency in Microsoft Outlook and Office, including Word, PowerPoint and Excel
- Minimum 6+ years of experience supporting executives with complex calendars and travel
- Bachelor's degree a plus

Apply Online at: <https://indeedhi.re/424el2t>

Source: Indeed

Receptionist / Administrative Assistant (Alpharetta)



Robertson, Anschutz, Schneid, Crane & Partners PLLC

12600 Deerfield Parkway Alpharetta, GA 30004

Responsibilities:

- Answering and routing incoming calls;
- Assisting with receiving and sending mailings/packages;
- Assisting with routine legal assistant tasks; data entry; etc.

Qualifications:

- Familiarity with Microsoft Office Suite (Excel, Word, PowerPoint) is preferred.

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

Source: Indeed

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.
- Assist various departments with special projects as needed.

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://bit.ly/41YCoiz>

Source: Employer Website

Receptionist (Sandy Springs)



8205 Dunwoody Pl Building 19, Atlanta, GA 30350

Meet and greet visitors, assist visiting attorneys with conference room and office reservations, set up conference rooms with necessary supplies, maintain client files and electronic database. Answer phones and transfer calls on a multi-line phone system.

Qualifications:

- A minimum of 2 years' experience in an office environment.
- Proficiency with Windows-based software and Microsoft Office Suite required.
- Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

8:30 a.m. to 5:00 p.m.

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

Source: Indeed

Receptionist / Administrative Assistant (Roswell)



10933 Crabapple Rd, Roswell, GA 30075

Responsibilities:

- Handles associate/resident/resident family member grievances with confidentiality and escalate to the appropriate party
- Greeting Guests
- Data Entry
- Travel Coordination for all associates to site visits, meetings, and trainings
- Assist with setting up meeting/training areas
- Mail distribution
- Basic Accounting Functions which include invoice entry and providing status updates to vendors
- Reconciliation of monthly credit card statements
- Track all Attendance for meetings/training
- Participates in creating and maintaining a warm professional environment
- Maintains appropriate communication with the Director of Administration and C-team
- Maintain and update company directories, workbooks, etc.

Qualifications:

- Education: High School Diploma/ GED required
- One (1) year experience in an administrative support role, receptionist and or clerical role
- Knowledge and experience in Assisted Living industry and Dementia care preferred but not required.
- Proficient in using MS Office, Excel, and ability to learn other Phoenix applications

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

Source: Indeed

Receptionist (Buckhead)



650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training; or equivalent combination of education and experience.

\$14 - \$15 an hour

Apply Online at: <https://bit.ly/3oO70VS>

Source: Employer Website

Receptionist (Buckhead)



3355 Lenox Rd NE #300, Atlanta, GA 30326

Responsibilities:

- Maintain front desk phone system to include answering incoming calls, responding to caller inquiries, directing calls as appropriate, and taking and giving accurate messages;
- Greet and direct visitors as appropriate based on purpose of their visit;
- Assist candidates with employment applications and other pre-employment paperwork as required or needed;
- Assist with personnel file maintenance following corporate HR guidelines;
- Assist with WinTeam data entry and file maintenance as directed by Human Resource staff;
- Assist with guard card license reporting processes for new hires and perform weekly guard card audit reports as directed by Human Resource staff;
- Maintain office supplies and organization of office in general;
- May assist Human Resource Coordinator to maintain uniform program, including measuring and ordering initial uniforms, tracking issuance to existing personnel, collection of uniforms, and request for issuance of uniform refunds;
- Assist with various administrative duties as assigned by the Branch Manager or Branch Staff.

Qualifications:

- High school diploma (or equivalent) required.
- 3-4 years of prior receptionist and/or Human Resources or related experience required;
- Excellent computer skills including Microsoft Office products, Internet and websites required; prior experience using HRIS automated systems a strong plus.

Shift: 1st (8a-5p)

\$14 - \$18 an hour

Apply Online at: <https://indeedhi.re/4458vit>

Source: Indeed

HR Generalist (Dunwoody)



5901-A Peachtree Dunwoody Rd #300, Atlanta, GA 30328

Responsibilities:

- Plans, schedules, and conducts new employee training and orientation for branch and field personnel.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment with the Director of Human Resources.
- Advises management in appropriate resolution of employee relations issues; drafts counseling documents and participates in disciplinary procedures.
- Responds to inquiries regarding personnel policies, procedures, and programs.
- Communicates and administers benefits programs such as life, health, dental and disability insurance, pension plans, vacation, sick leave, leaves of absence, and employee assistance.
- Participates in company-wide Human Resources initiatives and projects; assists with implementations at the Branch Operations level.

Qualifications:

- Bachelor's degree and a minimum of three years of human resources management experience and/or training; or equivalent combination of education and experience.
- Membership in the Society for Human Resource Management (SHRM). PHR or SPHR certification preferred.
- Intermediate to advanced experience with Human Resource Information Software (HRIS), workforce management technology, MS Office, internet programs, order processing systems, and Security Management System (SMS).
- Up to 20 percent travel.

Apply Online at: <https://indeedhi.re/3Hjy7i0>

Source: Indeed

PT Data Entry Clerk – Contract (Alpharetta)

HEALTH PLUS TRANS

11175 Cicero Dr Ste 100, Alpharetta, GA 30022

Responsibilities:

- Transfer data from online formats/computer files or database systems
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation

Qualifications:

- Proven experience as data entry clerk (2 years Required)
- Fast typing skills; Knowledge of touch typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Basic understanding of databases
- We are looking for someone to come into our office in Alpharetta 3/4 per week.

From \$18.50 an hour

Apply Online at: <https://indeedhi.re/3NkiZ7U>

Source: Indeed

Executive Assistant (Sandy Springs)



1100 Abernathy Rd NE #500, Sandy Springs, GA 30328

Responsibilities:

- Coordinate internal and external meetings.
- Process expense reports, including corporate card and cash reimbursements.
- Sort and distribute incoming mail, process data entry needs.
- Prepare and assemble mailings.
- Sort and distribute incoming mail.
- Various file management; photocopying; overnight mailings; faxing
- May produce information; spreadsheets, reports and PPT presentations, for use in internal and external executive meetings. This includes formatting, editing, researching, copying, or transmitting text, data, and graphics into the final written format.

Qualifications:

- High School Diploma, some college preferred.
- 3 years office administration experience
- Strong application skills in Microsoft Office / Outlook
- Technical ability to set up conference rooms for remote attendees, Ring Central or Webinar and other remote meeting technology.

Apply Online at: <https://bit.ly/3VeMBW0>

Source: Employer Website

Office Manager / Executive Assistant (Sandy Springs)



Edible Arrangements

980 Hammond Dr Suite 1000, Atlanta, GA 30328

Responsibilities:

- Greet individuals visiting our office and act as first point of contact
- Manage office supply inventory to ensure team members have the appropriate materials to complete their work
- Ensure our office looks great and professional daily
- Maintain office relationships with vendors: beverage companies, shredding company, etc.
- Organize and maintain key areas of the office where executive level meetings take place
- Manage and work on multiple projects simultaneously and efficiently
- Create structure for cataloging and managing multiple projects
- Assist Chief-of-Staff with administrative tasks supporting CEO

Qualifications:

- 2+ years of administrative support to C-level Executives
- Strong Microsoft 365 skills

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

Source: Indeed

Site Administrative Assistant (Alpharetta)



11810 Wills Rd, Alpharetta, GA 30009

Responsibilities:

- Serving as point of contact for departmental matters that may require additional research and follow-up
- Attending leadership meetings to gather information, prepare data for upcoming projects and identify project and departmental needs
- Creating letters, memos, presentations and other documentation with accuracy; make suggestions to improve existing methods of communication
- Organizing and managing schedules for self and managers (i.e. meetings, travel arrangements, events, etc.)
- Ensuring office supplies and other materials are maintained and organized; order supplies as needed
- Managing confidential information pertaining to company, division and customer-related matters

Qualifications:

- Associate's or Bachelor's degree in Business Administration, Communications or related field with at least 5yrs of relevant experience
- Some experience providing administrative support within a manufacturing or industrial environment
- Proficient with MS Office Applications (i.e. Excel, PowerPoint, Word, Outlook, SharePoint, etc.)
- Experience creating and revising presentations, reports, agendas, memos and other documentation

Apply Online at: <https://bit.ly/3Vcv2Gf>

Source: Employer Website

Receptionist (Alpharetta)



3025 Windward Plaza # 150, Alpharetta, GA 30005

Responsibilities:

- Keep track of all deliveries that come in and log them. Report on this weekly.
- Work on various projects assigned by the Manager.
- Restock kitchen daily.
- Maintain a clean kitchen throughout the day, cleaning includes wiping counters and tables, etc.
- Clean out of fridge and microwaves on Fridays, every other week.
- Start dishwasher at the end of the day and empty out in the morning the following day.
- Make sure huddle rooms / conference rooms stay clean throughout the day (check twice a day)
- Keep track of Costco Inventory and mark the calendar for orders every 6 weeks.
- Keep track of Amazon orders / invoices.
- Assist with employee events in office, includes set-up and clean-up.
- Manages calendars and schedules appointments.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- High school diploma or equivalent required.
- Clerical experience preferred.
- Entry level to 2 years' experience.

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

Source: Indeed

PBX Operator - Night Shift (Roswell)



Wellstar North Fulton Hospital

3000 Hospital Blvd, Roswell, GA 30076

Responsible for the functions of the switchboard and patient information areas. This includes the efficient operation of the phones/switchboard, pager and paging system. Assists patients, their families, physicians and staff with general information. Monitor all emergency systems. Serve as the main source of communication during hospital emergencies, such as codes etc. Direct visitors, guests and family members to their requested destinations. May be called upon to assist with monitoring/putting away supplies, retrieving mail, updating directory/manual, training and representing our department as pertains to performance improvement (PI).

Qualifications:

- High school diploma
- Associate's Degree Preferred
- 12 months call center or customer service experience, preferably in a health care setting

Friday through Monday at 9pm - 7:30am

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

Source: Employer Website

PT Evening / Weekend Receptionist (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Responsibilities:

- Answers phone and greets Members
- Responds to inquiries and questions
- Answer telephones and process dining and event reservations, changes and cancellations, and confirmations.
- Assumes coat check responsibilities
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish

[No qualifications specified in ad.]

\$13.00 - \$14.00 per hour

Apply Online at: <https://bit.ly/449lAYb>

Source: TheAhaConnection

Middle School Administrative Assistant (Sandy Springs)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

- Supports the Middle School Principal and Grade Level Deans to establish a safe and secure learning environment for students and staff.
- Provides administrative support to ensure efficient operation of the Middle School.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for faculty and staff as needed.
- Supports the Middle School team by performing tasks related to organizational success.
- Provides information to students, parents and visitors by answering questions and requests.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Qualifications:

- Bachelor's degree required.
- Certified Administrative Professional (CAP) certification preferred.
- Minimum of 3 years prior experience in an administrative role.
- Advanced skills in Microsoft Office suite required.

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

Source: Indeed

Administrative Assistant (Dunwoody)



1742 Mount Vernon Rd Suite 305, Atlanta, GA 30338

Responsibilities:

- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the team by performing tasks related to organization and strong communication.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Vendor Liaison (IT company, Phone vendor, Insurance etc)
- Order office supplies
- Help the CEO with calendaring/scheduling.
- Create estimates for clients utilizing Excel
- Creating mailing and packages and deliver to post office
- Develop and maintain a filing system Maintain contact lists
- Submit and reconcile expense reports
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Qualifications:

- Proficient with Microsoft Office Suite (Word and Excel in particular)
- Experience with QuickBooks Online preferred

Apply Online at: <https://indeedhi.re/429yqny>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 4/30/23

Dishwasher (Alpharetta)

\$12.00 - \$16.50 an hour

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

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

Dishwasher (Sandy Springs)

\$15 an hour

Mount Vernon Towers / 300 Johnson Ferry Road Sandy Springs, GA 30328

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

Dishwasher (Buckhead)

\$13 - \$14 an hour

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

<https://indeedhi.re/3n6cOJU>

Server (Sandy Springs)

\$14 - \$15 an hour

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

<https://indeedhi.re/3AwizU5>

PT Laundry Attendant - AM Shift (Alpharetta)

\$15.50 an hour

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

<https://indeedhi.re/3V9hY4r>

Kitchen Prep (Buckhead)

\$16 - \$18 an hour

Postino WineCafe / 3655 Roswell Rd NE Ste 300, Atlanta, GA 30342

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

Breakfast Attendant PT (Perimeter)

\$13 - \$16 an hour

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

<https://indeedhi.re/41JY6r4>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/30/23

Dishwasher (Alpharetta)

\$12 - \$14 an hour

Theo's Brother's Bakery / 12280 Houze Rd #6, Alpharetta, GA 30004

<https://indeedhi.re/42b4esd>

Dishwasher (Alpharetta)

\$17 - \$19 an hour

Rays at Killer Creek / 1700 Mansell Rd, Alpharetta, GA 30009

<https://indeedhi.re/41LrU6J>

Dishwasher (Roswell)

\$12 - \$16 an hour

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

<https://indeedhi.re/4281EmQ>

Housekeeping Attendant (Sandy Springs)

\$11.73 an hour

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

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