
Reception & Executive Administrative Support (Alpharetta)



4800 North Point Pkwy #250, Alpharetta, GA 30022

Responsibilities:

- Manage client & guest visits
- Open and close the office (requires a schedule of 9 am to 5 pm, Monday through Friday)
- Light office cleaning as needed and organization
- Manage office and break room supply inventory & ordering
- Sort and direct mail to proper departments
- Assist in organization of company events
- Assist with internal communications
- Assist Executive leadership team with miscellaneous administrative tasks such as:
 - Calendar Maintenance
 - Meeting Planning
 - Travel Planning
 - Creating Spreadsheets
 - Research

Qualifications:

- Minimum of 3 years related administrative experience in an office environment.
- Advanced capabilities in all aspects of Microsoft Office and Adobe.

Up to \$40,000 a year

Apply Online at: <https://bit.ly/42vKobi>

Source: Employer Website

Administrative Assistant PT (Sandy Springs)



7171 Glenridge Dr, Atlanta, GA 30328

St. Jude the Apostle Preschool, in Sandy Springs, seeks a part-time Administrative Assistant to the preschool director. The admin assistant is responsible for supporting the director and the preschool staff in varied administrative needs, some of which include: phone reception, email correspondence, registrations and data entry, attendance records, calendaring, classroom supply tracking, room reservations and special event management.

Qualifications:

- Proficient in Microsoft Outlook, Word and Excel.
- Three-five years' experience providing administrative support

25 hours a week; 10 months a year

Candidates can submit a cover letter and resume to: Preschool Director, Molly Dean, at MDean@judeatl.com.

Source: The Georgia Bulletin

Legal Receptionist (Sandy Springs)

Ugwonali Law Group

750 Hammond Dr Building 12 Suite 200, Atlanta, GA 30328

Responsibilities:

- Take incoming phone calls and respond to emails and ensure the appropriate people receive all relevant information
- Assist with other administrative tasks, such as data entry, copying, filing etc.
- Handle deliveries and manage incoming and outgoing mail
- Welcoming clients and visitors upon arrival at reception.
- Answering, screening, and forwarding phone calls in a professional manner.
- Assisting clients and visitors with the location of legal staff.
- Scheduling and confirming appointments.
- Observing business etiquette, and maintaining a professional appearance.
- Directing the flow of mail, faxes, and deliveries to reach the intended recipients.
- Ordering and replenishing office supplies.
- Managing the maintenance and repair of office equipment.
- Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.
- Preparing meeting facilities, and arranging refreshments, if required.

Qualifications:

- 1+ year of front desk receptionist experience or related job experience
- Proficient computer skills and knowledge of Microsoft Office
- Prior experience as a legal receptionist will be advantageous.
- High school diploma or GED.
- Qualification in paralegal studies or similar preferred.

\$27,000 a year

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

Source: Employer Website

Administrative Assistant (Chamblee)



1835 Savoy Dr Suite 100, Atlanta, GA 30341

Responsibilities:

- Welcoming, greeting, and assisting any on-site visitors
- Answering and directing phone calls
- Responds to and resolves administrative inquires and questions in a timely manner
- Assisting recruiters and managers with hiring and onboarding processes
- Assisting with the maintenance, organization and completing of new hire files
- Performing verification of employments
- Working with your team of office peers to meet client needs in a timely manner
- Assisting with time and attendance approvals
- Maintaining office supplies

Qualifications:

- Proficiency in Microsoft Office Suite
- 2 years experience in the role of Administrative Assistant
- Previous knowledge and/or experience with DOT regulations preferred

Apply Online at: <https://indeedhi.re/44wTtIS>

Source: Indeed

PT Nursery Worker (Buckhead)



4400 Peachtree Dunwoody Rd, Atlanta, GA 30342

St. James UMC Atlanta (stjamesatlanta.org) is seeking nursery workers Sundays from 9:30am-12:00pm starting May 1st. Starting in September there will be additional hours on Sunday and Wednesday Evenings.

Duties include caring for children 6 months-3 years old.

Anyone 16 and older is welcome to apply!

Contact:

Rev. AnnaKate Rawles

(318) 572-5012

annakate@stjamesatlanta.org

Source: TheAhaConnection

Posted 5/7/2023

Salon and Spa Service Coordinator (Roswell)



1003 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Lead and train the Service Desk Team, and manage the Team's work schedules
- Welcome service guests, check-in and offer refreshments
- Prepare Service Tickets for guests
- Enter the Guest Information Cards, Service guest formulas and Guest Service Folios into computer system using Service Desk software (Meevo)
- Daily management of the Service Desk Operations, including handling of point-of-sale system and daily cash/credit card receipts
- Ensure Service completion and checkout
- Answer the telephone promptly; redirect callers to appropriate department; follow-up on voicemails
- Accurately book, change, confirm and cancel appointments
- Resolve service guest challenges
- Product knowledge for sales and guest recommendations
- Mentor, train, and assist the Service Desk Team and Future Professionals in service and retail skills

Qualifications:

- Minimum of high school diploma or GED with at least three years of relevant work experience
- Proven professional success working in retail sales and/or customer service roles, preferably in a salon setting
- Salon or Spa experience a plus
- From \$17 an hour

Apply Online at: <https://indeedhi.re/44tlieL>

Source: Indeed

Administrative Assistant (Roswell)

MRLP

McCalla Raymer Leibert Pierce, LLC

1544 Old Alabama Rd, Roswell, GA 30076

Responsibilities:

- Providing reception, answering and routing calls on a multi-line phone system.
- Document scanning, copying and mailing.
- Working independently at times filing legal documents in dedicated file room.
- Consistently and accurately updating case management systems.
- Retrieving and responding to a variety of clients and internal firm requests via phone or email.
- Learning basic legal documents and terminology.
- Ensuring timely, courteous, and thorough responses to a heavy volume of email correspondence.
- Providing exceptional customer service to clients at every level of interaction.
- Providing support to attorneys in a high volume, time sensitive atmosphere.

Qualifications:

- High school degree required.
- College degree strongly preferred.
- Must have recently graduated from college or have 2-3 years of relevant experience.

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

Source: Indeed

Talent Administrative Assistant (Dunwoody)



CRH Americas Corporate

900 Ashwood Pkwy #600, Atlanta, GA 30338

Responsibilities:

- Collaborate with the team to coordinate training programs and meetings both in person and virtually. Includes reserving space, ordering meals, ordering materials, etc.
- Send communications to participants including invites, follow up reminders, post completion surveys, etc.
- Manage the administration of KF 360, DiSC, and other assessments (processing orders, managing chargebacks, maintaining certificate holder document) as requested by the business.
- Responsible for following up with the business on status reports and ensures that bills are paid and charged back to the appropriate group.
- Coordinate HR Community Calls on a bi-monthly basis and manage HR Contact list.
- Assist with maintaining the SharePoint sites including HR Hub, Performance Management, and others as appropriate.
- Perform a variety of tasks with the LMS (record completions, launch/assign learning, run reports, etc.) as needed.
- Coordinate and schedule 3 to 4 annual CRH wide career events/expos.
- Manage the payment and chargeback of invoices for the team.
- Provide administrative support to the CRH Talent Team.

Qualifications:

- Associate degree preferred or equivalent in experience.
- Minimum of 1+ years in an administrative role supporting a team required.
- Meeting/event planning experience highly desired.
- Must be proficient in Microsoft Word, Excel, PowerPoint, and Outlook.

Apply Online at: <https://bit.ly/41YAM8V>

Source: Employer Website

Client Services Specialist (Alpharetta)



2580 Westside Pkwy, Alpharetta, GA 30004

Responsibilities:

- Provide prompt, courteous, and professional customer service to all internal and external clients of CSI Laboratories.
- Triage calls, handle questions and direct callers to appropriate personnel/department.
- Resolve all client and internal case concerns via email and ticket in a timely manner.
- Learn to navigate laboratory information systems to identify cases and distribute final diagnostic reports to appropriate clients.
- Fulfill client requests for specimen kits and materials, RPMI and other needed supplies.
- Schedule specimen pick-ups.
- Maintain accurate and up-to-date logs, worksheets and comments to database to assure immediate access to information.
- Provide support to Company's Medical Directors in obtaining additional clinical history from clients, tracking cases and final reports.
- Accurately add/cancel tests; provide specimen requirements.
- Process Add-on forms (Blue Sheets) in a timely manner.
- Research test availability.
- Assist with tracking incoming packages on Fed Ex website and open Fed Ex traces when necessary.
- Assist in updating Client information, Client Listing, and/or Client Special Instructions in the Lab Management section of the LIS.
- Assist Sales with resetting eCSI passwords for Clients.

Qualifications:

- 2+ years of proven customer service and/or administrative experience in a fast-paced environment (prefer experience in healthcare/laboratory setting).
- Proficient with Microsoft Office programs.
- High School Diploma. Some college preferred.

Apply Online at: <https://indeedhi.re/3ASQHd6>

Source: Indeed

Executive Assistant (Buckhead)



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

Responsibilities:

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly, or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Plan and organize team calls, all hands, off-sites, and large meetings.

Qualifications:

- Bachelor's Degree in Business or related field preferred
- 3 – 5 years of administrative experience, preferably in a manufacturing environment
- Strong analytical skills with advanced proficiency in Excel.

Apply Online at: <https://bit.ly/3VwnU7w>

Source: Employer Website

Front Desk Receptionist (Brookhaven)



4400 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copay
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and provide assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Ability to work up to 12-hour shifts during the week or weekend as needed
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Apply Online at: <https://bit.ly/416i79W>

Source: Employer Website

Private Event Coordinator (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Ln, Roswell, GA 30076

Responsibilities:

- Perform general office duties to support the Sales and Banquet team (e.g., filing sending emails, typing, faxing and copying).
- Prepare sales-related documents throughout the sales process (e.g., proposals, contracts, or banquet event orders).
- Follow up on banquet and event inquiries.
- Assist with event coordinating and outlining all event details to the staff, assist with pre-event details such as place cards, menus, and centerpieces, and assist with promoting and marketing club functions.
- Plan, promote and generate enthusiasm and interest for the Clubs golf and social programs; coordinates the efforts of the Clubs professional staff and members.
- Oversee coordination of 20 person or less catered meetings and events.
- Assists in overseeing cleaning and maintenance of meeting space and corresponding heart of the house areas.
- Assist in overseeing furniture and equipment maintenance and that inventory levels are kept in accordance to guidelines.
- Research and analyze new products, pricing and services of competition.

Qualifications:

- High School diploma required, four-year college degree preferred.
- One to three years of customer service in a similar setting preferred.
- Advanced knowledge of computer and Microsoft Office is required.

Apply Online at: <https://bit.ly/42m90mG>

Source: Employer Website

Administrative Specialist (Perimeter)



400 Perimeter Center Terrace Suite 1000, Atlanta, GA 30346

Responsibilities:

- Provide administrative and executive support to the Retail Leadership Team and to the Senior Vice President of Retail Operations
- Organizing and facilitating both in person and virtual meetings
- Planning and booking travel itineraries including detailed scheduling of meetings, conferences, and other special events
- Assist in managing budgets/costs related to various marketing campaigns
- Assist with Accounts Payable transactions while ensuring all work is performed in accordance with deadlines
- Complete the setup and maintenance of vendor accounts
- Conduct research and analysis for vendor accounts
- Prepare materials including reports, spreadsheets, presentations, and other communications

Qualifications:

- College degree preferred or combination of training and equivalent work experience
- Proficient in Microsoft Suite (Word, Excel, Outlook, PowerPoint)

Apply Online at: <https://bit.ly/3LVING7>

Source: Employer Website

Administrative Assistant (Sandy Springs)



5901 Peachtree Dunwoody Rd Suite A-310, Atlanta, GA 30328

Responsibilities:

- Answering phones, transferring calls, taking accurate messages
- Receive, sort, stamp, and distribution of mail
- Attending to visitors
- Receiving packages and arranging for courier services
- General office duties including typing, filing, copying, etc.
- Completes operational requirements, administrative projects, and assists in expediting work results.

Qualifications:

- Data entry proficiency and computer skills - Word, Excel, etc.
- High school diploma or equivalent at minimum

Monday to Friday

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

Source: Indeed

Front Desk Agent (Buckhead)



Courtyard Atlanta Buckhead

3332 Peachtree Rd NE, Atlanta, GA 30326

Front Desk Agents are responsible for greeting and registering the guest providing outstanding guest service during their stay and settling the guest's account upon completion of their stay. Primary responsibilities include: registering guests making and modifying reservations hotel operator and concierge duties.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.
- An operational knowledge of Microsoft Office suite

Apply Online at: <https://indeedhi.re/3nz7oHu>

Source: Indeed

Service Clerk (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Rd, 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

Apply Online at: <https://bit.ly/3NJ7kzA>

Source: Employer Website

PT Office Administrator / Receptionist (Alpharetta)



Vident Financial, LLC

1125 Sanctuary Pkwy #515, Alpharetta, GA 30009

Responsibilities:

- Answer incoming calls and direct them appropriately
- Maintain filing system and other important documents
- Make travel arrangements for staff members as needed
- Schedule meetings, appointments, and other events as required
- Order office supplies and maintain inventory
- Order daily staff lunches
- Prepare documents such as invoices, memos, letters, meeting agendas, etc.
- Assist with general administrative tasks such as copying, emailing, faxing, and archiving records
- Greet visitors in professional manner
- Assist in maintaining a clean and professional office appearance

Qualifications:

- High school diploma or equivalent; some college preferred
- At least 2 years working in an office environment
- Experience working with a highly professional firm, professional or financial services experience preferred

Part time, 9am-2pm, M-F

\$15 - \$20 an hour

Apply Online at: <https://bit.ly/3M0yO2z>

Source: Employer Website

Front Desk Agent (Roswell)



1075 Holcomb Bridge Rd, Roswell, GA 30076

Welcoming and serving each guest with exceptional service either in person or by phone and ensuring that guests are checked in and out in a friendly and timely manner.

Qualifications:

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- One to three months in related experience and/or training.

Nights, weekends, and/or holidays

\$15 an hour

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

Source: Employer Website

Health Information Specialist I (Alpharetta)



Responsibilities:

- Receive and process requests for patient health information in accordance with Company and Facility policies and procedures.
- Maintain working knowledge of Company and facility software.
- Assist with additional work duties or responsibilities as evident or required.
- Consistent application of medical privacy regulations to guard against unauthorized disclosure.
- Responsible for managing patient health records.
- Prepares new patient charts, gathering documents and information from paper sources and/or electronic health record.
- Ensures medical records are assembled in standard order and are accurate and complete.
- Creates digital images of paperwork to be stored in the electronic medical record.
- Responds to requests for patient records, both within the facility and by external sources, retrieving them and transmitting them appropriately.
- Answering of inbound/outbound calls.
- May assist with patient walk-ins.

Qualifications:

- Basic computer proficiency.
- Strong data entry skills.
- Proficient in Microsoft office (including Word and Excel)
- Experience in a healthcare environment preferred

Onsite position at a local Hospital (Alpharetta, GA); Monday-Friday 7a-3:30p

Apply Online at: <https://bit.ly/3AY4WNV>

Source: Employer Website

Receptionist (Roswell)



1109 Green St, Roswell, GA 30075

Responsibilities:

- Greet, screen, and direct guests upon arrival at the facility
- Answer, screen and forward incoming phone calls
- Receive inquiries and release information in accordance with established policies and procedures
- Perform clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Qualifications:

- No experience required. On-the-job training provided.

Apply Online at: <https://bit.ly/3LD4HfV>

Source: Employer Website

Receptionist (Buckhead)

DREAMDRY

3722 Roswell Rd NE, Atlanta, GA 30342

Responsibilities:

- Greeting and welcoming customers in a friendly and professional manner.
- Tending to customer needs, inquiries, and complaints.
- Informing hairdressers and beauticians about customer appointments and requirements.
- Managing phone calls, emails, deliveries, and office inventory.
- Processing bookings and cancellations, and managing appointment schedules.
- Ensuring that the reception area is kept clean and professional.
- Assisting with marketing and sales by providing customers with information on promotions and new products and services.
- Processing transactions and issuing receipts.
- Performing administrative tasks such as filing, updating records, and logging transactions.

Qualifications:

- Customer service: 2 years (Required)

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/42aR9PY>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 5/7/23

Dishwasher PT (Sandy Springs)

\$18 an hour

Flower Child / 6400 Blue Stone Rd, Sandy Springs, GA 30328

<https://bit.ly/42zBVnv>

Dishwasher (Sandy Springs)

\$14 an hour

Belmont Village Senior Living / 5455 Glenridge Dr, Atlanta, GA 30342

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

Housekeeping PT (Sandy Springs)

From \$14.50 an hour

Villa Pallazzo / 1260 Hightower Trail, Sandy Springs, GA 30350

<https://indeedhi.re/411zgl6>

Sandwich Builder PT (Sandy Springs)

\$13 - \$15 an hour

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

<https://indeedhi.re/3VsAK6Q>

Club Lounge Attendant PT (Buckhead)

\$14.75 an hour

Grand Hyatt Atlanta / 3300 Peachtree St NE, Atlanta, GA 30305

<https://bit.ly/44t29Kb>

Dishwasher PT (Perimeter)

\$15 - \$18 an hour

PF Changs / Perimeter Mall

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

Busboy/Dishwasher (Chamblee)

\$12 - \$13 an hour

Layaly Café / 3711 Clairmont Rd, Chamblee, GA 30341

<https://indeedhi.re/3AVnK0g>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/7/23

Housekeeper PT (Alpharetta)

From \$13 an hour

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

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

Cashier (Buckhead)

\$12 - \$14 an hour

Goldbergs Fine Foods / 4383 Roswell Rd NE, Atlanta, GA 30342

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

Server Assistant/Busser (Perimeter)

\$11 - \$13 an hour

Westin Atlanta Perimeter / 7 Concourse Pkwy, Atlanta, GA 30328

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

Breakfast Attendant (Perimeter)

From \$13 an hour

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

<https://indeedhi.re/3AWv6An>