
Academic Administrative Assistant (Roswell)



HIGH MEADOWS SCHOOL

1055 Willeo Rd, Roswell, GA 30075

Provide administrative support for the Early Years Principal & Middle Years/Connections Principal. Duties include general clerical and project-based work.

- Manage student attendance.
- Send emails for student's absences to parents and Absent Report to teachers.
- Coordinate volunteers' and maintain volunteer applications.
- Setup and coordinate goal setting and parent-teacher conferences; notify teachers of conference times.
- Manager principals' calendar.
- Prepare parent-teacher packets.
- Update door signs for teacher classrooms.
- Assist Principals in scheduling field trips, parent-teacher conferences and parent meetings.
- Prepare materials for parent meetings and open house.

Qualifications:

- Administrative: 3 years (Required)
- Minimum of associate degree (bachelor's degree preferred).
- Experience working in a school or non-profit setting preferred.
- Computer skills, particularly Office 365

\$44,000 - \$47,000 a year

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

Source: Indeed

PT Front Desk Receptionist / Scheduler (Dunwoody)



4546 Barclay Dr Dunwoody, 30338

Responsibilities:

- Greet and welcome patients and visitors in a professional manner.
- Answer incoming calls and direct them to the appropriate personnel.
- Schedule appointments for patients and maintain accurate records of all appointments.
- Maintain patient confidentiality in accordance with HIPAA regulations.
- Provide information about the practice to patients and visitors.
- Assist with any administrative tasks as needed.
- Provide support to psychiatrists as needed.

[No qualifications specified in ad.]

\$16 - \$18 an hour

Apply Online at: <https://indeedhi.re/3LTf1k0>

Source: Indeed

Office Administrator / Executive Assistant (Sandy Springs)



8850 Dunwoody Place, Atlanta, GA 30350

Responsibilities:

- Monitor receptionist/dispatcher activity.
- Monitor job file status and job file audit status.
- Monitor accounts receivable status.
- Maintain Accounts Payables
- Manage financials through Quickbooks including Time Sheets
- Financial analysis, key measurements, and compliance
- Maintain internal and external communications.
- Performing Executive Administrative tasks on behalf of company President/CEO
- Writing & editing emails
- Maintaining & organizing President/CEO's calendar, sending reminders of upcoming events & tasks

Qualifications:

- 2+ year(s) of administrative or office-related & business experience
- Experience in the commercial cleaning/restoration or insurance industry preferred.
- Experience with writing estimates in Xactimate, job file processes & quality assurance a plus
- Proficiency in Microsoft Office (i.e., Outlook, Word, Excel)
- Associates/bachelor's degree preferred.

\$50,000 - \$60,000 a year

Apply Online at: <https://bit.ly/4518Fbp>

Source: Employer Website

Event Hostess - Contract (Buckhead)



3455 Peachtree Rd NE Suite 500, Atlanta, GA 30326

Responsibilities:

- Welcoming and greeting all Guests, with an upbeat and positive attitude.
- Guide the Guests or hand them off to another host
- Communicate with Servers and Guests, using table touches, to ensure a seamless experience.
- Thanking our Guests for coming and welcoming them back
- Assisting with refreshing drinks and food.

Qualifications:

- Prior food and beverage experience a plus, but not required
- 2-3 Years of related experience

\$14 - \$15 an hour

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

Source: Indeed

Onboarding Coordinator (Alpharetta)

Jackson+Coker

LOCUM TENENS

2655 Northwinds Pkwy, Alpharetta, GA 30009

The Onboarding Coordinator is accountable for all functions through the initial review of provider information (physician, advanced practice nurse, and allied health providers) and acts as an evaluator for the PVL Department preceding the Privileging, Verifications, and Licensing processes. The PVL Onboarding Coordinator is responsible for data entry, mapping, and other pre-screening responsibilities. This can include working on primary source verifications, references, data collection and data entry. The PVL Onboarding Coordinator is ultimately responsible for securing provider and client information up front allowing for a quicker and smoother process for the customer.

- Pre-population of CVs and provider information received into the company database.
- Requesting, collecting, and/or mapping of client applications received into the company database.
- Outreach to the providers office for discrepancy and missing information
- Work with provider or group by phone, email, or mail regarding Onboarding status Assists and develops contact sheets for provider's previous work history, insurance coverage, etc...
- Develops and implements the Company's Customer Care strategies, working with all specialty teams in the company.
- Communicates with clients via phone and/or email in order to determine preferences and maintain database checklists.

Qualifications:

- Knowledge of Microsoft Word, Excel and Outlook.
- Bachelor's degree preferred and/or relevant experience.
- Credentialing or physician licensing experience preferred
- Privileging/enrollment experience preferred

From \$50,000 a year

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

Source: Indeed

Guest Service Agent PT (Alpharetta)



5955 North Point Pkwy, Alpharetta, GA 30022

Responsibilities:

- Greets, registers, and assigns rooms to guests.
- Issues room key and escort instructions to Bell person or directly to guest as appropriate.
- Date-stamps, sorts, and racks incoming mail and messages.
- Transmits and receives messages using equipment such as telephone, fax, and switchboard.
- Answers inquiries pertaining to hotel services, registration of guests and shopping, dining, entertainment and travel directions.
- Keeps records of room availability and guests' accounts.
- Computes bill collects payment and makes change for guests.
- May make, confirm, and cancel reservations for guests.
- May post charges such as room, food, liquor, or telephone by hand or machine.

[No qualifications specified in ad.]

MUST BE AVAILABLE TO WORK ON WEEKENDS

\$16 an hour

Apply Online at: <https://bit.ly/3I0Qvwu>

Source: Employer Website

HR Coordinator (Alpharetta)



30000 Mill Creek Ave, Alpharetta, GA 30022

In this role, the human resources coordinator will help organize, coordinate, and carry out human resource department projects and processes for the company. You will work directly with and assist human resources to fulfill a variety of necessary HR tasks. This includes all hiring, separating, training, and company education procedures for new or existing employees. You must track and maintain all employee data (contact information, earning rates, absences, promotions, etc.) often using paper and HRIS (Human Resource Information System) software.

Qualifications:

- High school diploma or GED equivalent required.
- Bachelor's degree in human resources or related field preferred.
- 2+ years of relevant experience in HR work.
- Strong skills using Microsoft Office Suite.
- Experience using HR software and HRIS databases, including ADP Workforce Now and SAP SuccessFactors.

\$51,100 - \$70,228 a year

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

Source: Employer Website

Corporate Catering Staff Member (Sandy Springs)



Responsibilities:

- Serves as a point of contact for reservations, bookings, equipment, catering and other such services.
- Communicates to internal and external clients.
- Performs some administrative tasks such as arranging meetings, developing agendas and preparing progress reports.
- Coordinates logistics, setup/knockdown and on-site problem resolution.
- May assist in daily coordination of projects, including preparing and maintaining project plans, budgets and staffing requirements.
- Tracks progress and identifies/resolves obstacles.

Qualifications:

- High School diploma, GED, or equivalent experience preferred.
- 0 to 2 years related experience.

Must be able to work nights, weekends and some holidays.

Apply Online at: <https://bit.ly/42Kpl4Y>

Source: Employer Website

Executive Search Coordinator and Administrative Assistant (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

Responsibilities:

- Provides coordinator and administrative support for the Talent Acquisition team.
- Ensures an excellent candidate and client experience handling communication, scheduling, data updates, and more.
- Handles scheduling of interviews including communication to interviewers and candidates
- Works with other administrative teams as needed to coordinate complex schedules.
- Provides interview teams with necessary information and materials.
- Assists with travel arrangements for candidate interviews.
- Monitors background check process and communicates results to TA partners.

Qualifications:

- 2 or more years' experience in a coordinator or administrative role preferred, ideally in recruiting or human resources.
- Experience with applicant tracking systems preferred

Apply Online at: <https://bit.ly/41ydYf8>

Source: Employer Website

Service Assistant (Chamblee)



HENNESSY LEXUS
ATLANTA

5955 Peachtree Industrial Blvd, Atlanta, GA 30341

Responsibilities:

- Ensures an excellent customer experience while visiting our dealership lounge during service and/or vehicle purchases
- Handle inbound and outbound service calls
- Tracks and monitors service appointments and reports
- Assists with managing the loaner fleet
- Produce digital copies of files and documents for service records
- Assist with filing
- Other administrative duties when needed

Qualifications:

- GA Driver's license

Apply Online at: <https://bit.ly/42GfQ6E>

Source: Employer Website

Customer Service Rep I (Alpharetta)



5405 Windward Pkwy, Alpharetta, GA 30004

A Customer Service Representative's (CSR) primary responsibility will be guided by all inquiries received via our main contact line, to include order intake and processing, status inquiries, document retrieval requests and all information requests in general. They will provide intake on any Order Fulfillment issues including order and shipping errors.

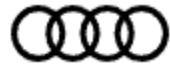
Qualifications:

- High School Diploma
- 1-3 Years of Experience Customer Service
- 3-5 Years of Relevant Work Experience Basic Microsoft Suite Competency (Outlook, Word, Power Point)
- Previous SAP experience or other Order Management Systems a plus but not necessary
- Salesforce.com knowledge a plus but not necessary
- Associates Degree preferred

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

Source: Employer Website

Receptionist (Roswell)



Audi North Atlanta

11505 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet walk-in customers and determines the nature of their visit
- Answer incoming phone calls. Direct callers to appropriate department or individual
- Answer basic inquiries, take detailed messages and provides basic information to all callers
- Communicate with callers and customers in a professional, friendly and efficient manner
- Communicate messages to the appropriate parties in a timely manner
- Assist with clerical duties as requested

Qualifications:

- Advanced computer & phone skills (Internet, MS Outlook) a must

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

Source: Employer Website

Representative I, Guest Services (Roswell)



300 Colonial Center Pkwy STE 300, Roswell, GA 30076

Responsibilities:

- Respond to all incoming phone calls and emails received by the Guest Services department resulting in resolution or escalation
- Accept parking reservations and process payment for various services offered
- Maintain a working knowledge of all policies and procedures within the Guest Services department as well as other departments within the company
- Maintain knowledge of all services offered at company Travel Centers
- Maintain working knowledge of all company software aligned with guest or team member needs

Qualifications:

- High school diploma or equivalent certification required
- Experience in retail operations or call center preferred
- Intermediate Microsoft Office skills

\$14.00 - \$20.88 / hour

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

Source: Employer Website

Human Resources Administrative Assistant (Roswell)



9800 Old Dogwood Rd, Roswell, GA 30075

Responsibilities:

- Assist with 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.; know when to refer more complex questions to appropriate supervisor or senior-level HR staff or management.
- 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.
- Assists with planning and execution of special events.

Qualifications:

- Administrative: 3 years (Required)
- 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.
- Ability to drive to local hiring events occasionally and represent the company.
- Associate degree or higher in a related field is preferred.

From \$21 an hour

Apply Online at: <https://indeedhi.re/42GXFO4>

Source: Indeed

Call Center Seasonal Agent PT (Work from Home)



Responsibilities:

- First point of contact for Carter's customers via Phone, Email and/or Chat
- Communicate effectively in both written and verbal communication fluently
- Demonstrate strong customer service and sales skills to optimize the experience for each customer contact
- Identify and handle all customer inquiries completely and accurately via Phone, Email and/or Chat as determined by the business needs
- Alert management of issues or concerns that require escalation for complete resolution or which may indicate a larger, underlying problem
- Educate and recommend Carter's and OshKosh products to the customer maximizing opportunities to upsell or cross-sell company products and services
- Complete necessary documentation to manage customer complaints, uses and subsequent solutions
- Resolve customer complaints and concerns to the satisfaction of the customer and escalate as needed to a call center lead agent

Qualifications:

- High school diploma or a GED preferred (not required)
- Minimum 6 months of customer service experience
- Call center, Retail and/or Ecommerce experience is a plus
- Technical aptitude is a plus, but not required
- Access to a reliable computer with a mouse, keyboard, ethernet port, and input for a headset(Carter's-provided headset)

\$13 - \$15 an hour

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

Source: Employer Website

Administrative Assistant



38 Hill St, Roswell, GA 30075

Coordinates and provides administrative/clerical support for an assigned department or division; processes a variety of documentation within designated timeframes and per established procedures; works with and provides guidance and assistance to administrative/clerical staff assigned to divisions or work units within the department to ensure uniform and cooperative work efforts.

Qualifications:

- Requires a High School Diploma or equivalent; supplemented by three (3) years of office administration or responsible administrative experience; or any equivalent combination of education, training, and experience.
- May be required to possess and maintain a Notary Public License.
- Ability to accurately type a minimum of 40 words per minute and be proficient in Microsoft Word, Excel, and Outlook.

\$18.72 - \$24.33 an hour

Apply Online at: <https://indeedhi.re/3M3IHMS>

Source: Indeed

Receptionist / Administrative Assistant (Chamblee)



Ed Voyles Kia of Chamblee

5647 Peachtree Blvd, Chamblee, GA 30341

Responsibilities:

- Greet and assist customers with a smile and professional demeanor
- Answer multi-line telephone, screen and transfer calls, relay accurate messages
- Create and reply to correspondence
- Cashiering
- Data entry
- Scan and file paperwork
- Order supplies

Qualifications:

- Proficient with Microsoft Outlook, Word
- High school diploma or equivalent
- Auto dealership experience a plus

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

Source: Employer Website

Police Service Representative



2665 Buford Highway, Brookhaven, GA 30324

This position performs responsible clerical functions under the direct supervision of the support services division Sergeant. The position is responsible for retrieving police reports; processing citations; verifying, retrieving, entering and changing information stored on GCIC; dispersing information to police personnel and citizens; and entering and retrieving information on the in-house computer system.

Qualifications:

- High School diploma;
- Minimum of two (2) years of experience in an office clerical position preferably in a police environment
- Ability to type 35 wpm with skill and accuracy

Apply Online at: <https://bit.ly/42SUMtV>
Source: Employer Website

Office Services Coordinator (Alpharetta)



11600 Wills Rd, Alpharetta, GA 30009

Responsibilities:

- Perform routine clerical support for functional groups such as copying, distributing mail, performing simple calculations, and maintaining records
- Notifies/resolves uncollected COD's
- Purchase and manage office supply inventory
- Assist Credit Department and Receptionist with their daily activities
- In addition to the essential job functions described above, all associates will perform duties as requested by management.
- Accurately communicate with Builders on Project Status
- Maintaining files and accurate records as required
- Receive track and process work orders
- Order process for cabinet parts and hardware
- Match, confirmations, receivers, work orders
- Update installer insurance and licenses status
- Billing for AWA and EPO for accounting dept.
- Scheduling
- Prepare work orders

Qualifications:

- A Bachelor's Degree is preferred, but a high school degree combined with previous administrative experience will be considered.
- High proficiency with Microsoft Office

\$19.71 - \$26.44 an hour

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

Source: Employer Website

Customer Service Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

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

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

Varied shifts inclusive of - evenings, weekends, and holidays

Apply Online at: <https://bit.ly/41u1pli>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/14/23

Custodian PT (Roswell)

\$14.26 - \$17.17 an hour

St. David's Episcopal Church / 1015 Old Roswell Rd, Roswell, GA 30076

<https://indeedhi.re/3Bjvnh1>

Groundskeeper (Dunwoody)

\$16.00 - \$16.50 an hour

45Eighty Dunwoody Apartment Homes / 4580 Barclay Dr, Dunwoody, GA 30338

<https://bit.ly/3LTktn8>

Dishwasher (Perimeter)

\$15 an hour

Maggiano's / Perimeter Mall

<https://bit.ly/42u2NWF>

Warehouse Associate (Alpharetta)

From \$17.50 an hour

Ferguson / 11600 Wills Rd, Alpharetta, GA 30009

<https://bit.ly/41nHB2P>

Laundry Attendant - AM Shift (Alpharetta)

\$15.50 an hour

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

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

Food Prep (Buckhead)

\$12.50 - \$15.00 an hour

& Cheese ATL / 3393 Peachtree Rd NE, Atlanta, GA 30326

<https://indeedhi.re/44P09vN>

Arcade Attendant PT (Roswell)

\$15 an hour

Pizza & Gamez Entertainment / 11000 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3HZ8nb8>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/14/23

Server (Dunwoody)

\$14 - \$16 an hour

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

<https://bit.ly/42LpV23>

Janitor PT (Brookhaven)

\$15 an hour

Space Shop Self Storage / 3751 Buford Hwy NE, Atlanta, GA 30329

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

Parts Delivery (Sandy Springs)

O'Reilly Auto Parts / 7878 Roswell Rd, Sandy Springs, GA 30350

<https://indeedhi.re/3o0HNaM>

Steward/Dishwasher/Busser (Alpharetta)

\$15/hour

Taffer Tavern / 33 S Main St, Alpharetta, GA 30009

<https://indeedhi.re/3Mi8ilj>

Server/Waitstaff (Alpharetta)

From \$14 an hour

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

<https://bit.ly/3M1FJqY>

Custodian (Buckhead)

\$13 - \$15 an hour

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

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

Dishwasher (Alpharetta)

\$14 - \$16 an hour

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://indeedhi.re/42AD1Qb>