
Administrative Specialist (Alpharetta)



200 N Point Center E, Alpharetta, GA 30022

Responsibilities:

- Maintain/input expense reports for Chief Customer Officer.
- Distribute meeting notes for the Chief Customer Officer.
- Create and send emails on behalf of the Chief Customer Officer.
- Initiate conference calls for the Chief Customer Officer as needed (back-up).
- Prepare, compose, and/or edit documents and presentations.
- Assist with compiling/updating information using the customer management system.
- Special ad hoc projects.
- Back up for Executive Assistant to the Chief Customer Officer for when she is out of the office.

Qualifications:

- Relevant degree preferred.
- 2 or more years of relevant experience in a support role working with an executive is required.
- Comprehensive knowledge of Microsoft Office applications required.

\$45,100 - \$65,350 a year

Apply Online at: <https://tinyurl.com/25sw6kyn>

Source: Employer Website

Receptionist / Administrative Assistant (Alpharetta)



10700 Abbotts Bridge Rd Suite 170, Duluth, GA 30097

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://tinyurl.com/46j5dmxw>

Source: Indeed

Children's Center Assistant PT (Brookhaven)



53 W Brookhaven Dr NE, Atlanta, GA 30319

Responsibilities:

- Provide childcare and activity for ages 12 weeks to 10 years
- Maintain the Children's Center in a clean and orderly fashion

Qualifications:

- High school diploma or equivalent
- Experience with childcare preferable

Part-time, mostly weekend am and pm shifts available

\$12 - \$14 an hour

Apply Online at: <https://tinyurl.com/nhkm6uhf>

Source: Employer Website

Executive Administrative Assistant (Sandy Springs)

LEVOLOR

5775 Glenridge Dr Building a, Atlanta, GA 30328

This position supports the President and the Presidents direct reports, handling day-to-day support duties to include (80%) complex calendaring, creating presentations, helping cascade key performance metrics, working on HR initiatives and (20%) admin support including travel arrangements, expense reporting, major meeting setups etc.

- Prepares /compiles reports and presents to the Leadership team on various topics
- Assists SR Leadership on preparation and consolidation of PowerPoint and Excel presentations as needed.
- Works key initiatives within the company such as HR programs...setting targets and objectives within the company to assist different areas of the organization
- Performs routine and complex administrative work.
- Assists in arranging complex and detailed travel plans and itineraries.
- Handles coordination of both on-site and off-site meetings, including logistics (e.g., location, room set-up, meals, lodging, entertainment, transportation, coordination of participant/leader schedules, etc.)
- Handles processing of expense reports and miscellaneous invoices.
- Develops and maintains organized filing system to ensure information is readily available as necessary.

Qualifications:

- Minimum 3 years in a senior level executive support role, or related position of responsibility.
- Advanced capabilities in Microsoft Office products (PowerPoint, Word, Excel, Outlook, etc.).
- Demonstrated ability to plan and book complex travel and event activities.

Apply Online at: <https://tinyurl.com/yfx6fmr4>

Source: Employer Website

Administrative Assistant PT (Sandy Springs)



Heritage Property Management

500 Sugar Mill Rd #200B, Atlanta, GA 30350

Responsibilities:

- Confirm scheduled vendor appointments (i.e. general property maintenance, all tasks concerning the pool and its maintenance, fitness room maintenance, and safety equipment inspections).
- Assist with correspondence and coordinating all communications to include pool opening/closing.
- Perform regular administrative duties (i.e., scan documents, key retrieval and update, request incident report(s) from Courtesy Officer and monitor officer time on property, organize parking lot checks and maintain log of flagged and towed vehicles)
- Maintain Vantaca (i.e., Board member update, access, and all other items maintained in Vantaca)
- Document, receive, track, and report all ACC violations.
- Request and update leases.
- Parking pass implementation and updates.

Qualifications:

- Minimum of 3 years Administrative Assistant experience preferred. Experience in property management, legal, hospitality and customer service industry a plus.

Apply Online at: <https://tinyurl.com/mrxtb5kn>

Source: Employer Website

Administrative Assistant, Float (Sandy Springs)



Prelude Fertility Management

1100 Johnson Ferry Rd NE Building 2, Suite 200, Atlanta, GA 30342

Responsibilities:

- Answers telephones, screens calls, take messages.
- Provides coverage for other Administrative Assistants as needed.
- Schedules patient appointments appropriately.
- Oversee and manage physician's schedule.
- Provides support services to patients and medical staff.
- Collects payment as patients check out. Daily batch-out and deposits to bank.
- Keeps medical records up to date for patient appointments and patient requests.
- Performs receptionist/check-out duties as necessary.
- Miscellaneous office responsibilities.

Qualifications:

- High School Diploma is required
- 1 year of work experience in a similar or related role is required

Hours: 7:30 a.m. - 4 p.m. M-F, and some weekends, occasionally 6:30a.m. -3:00p.m. required

Apply Online at: <https://tinyurl.com/rkxvnm53>

Source: Employer Website

Human Resources Generalist (Alpharetta)



2500 Northwinds Parkway Suite 500, Alpharetta, GA 30009

Responsibilities:

- Ensure positive employee relations and build the CMC culture based on our Guiding Principles
- Identify and communicate general issues and concerns to the HR Manager and participate in development of the proper response to such issues
- Responsible for day-to-day transactions such as processing new hires and employee data changes, ensuring the accuracy and integrity of information entered in the system
- Responsible for new employee orientations
- Assist in maintaining compliance with various employment regulations
- Assist with investigations and formulate proper responses to government, legal, or internally reported employee relations issues
- Participate in compensation planning, performance assessment and employee development planning
- Understand and educate employees on CMC benefits, including support of the new hire and annual enrollment process

Qualifications:

- Minimum 2 years of experience in Human Resources, preferably in a Generalist role
- Proficient with Microsoft Office, including Outlook, Word, Power Point and Excel
- Bachelor's degree in HR, Business or related field required

Apply Online at: <https://tinyurl.com/3pay89kc>

Source: Employer Website

Customer Service Desk Associate (Perimeter)

The logo for Von Maur, featuring the words "VON MAUR" in a blue, serif font with a registered trademark symbol (®) to the upper right of the word "MAUR".

4400 Ashford Dunwoody Rd NE, Atlanta, GA 30346

Responsibilities:

- Answers a multi-line telephone and handles the telephone call, or directs callers to the appropriate person or area.
- Provides customer charge account services, including opening instant accounts, accepting payments, answering customer questions, and giving approvals as requested.
- Prepares and wraps gifts with attention to detail, accuracy, and in a timely manner.
- Completes customer tickets for gift wrap orders and verifies customer tickets at pick-up for order accuracy.
- Completes necessary cash work, including balancing the service desk drawer, balancing sales floor cash reports, and preparing the bank deposit.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/3m2ym2jz>
Source: Employer Website

Administrative Assistant PT (Chamblee)



2835 Brandywine Rd #100, Atlanta, GA 30341

Responsibilities:

- Assist department manager with maintaining and organizing schedule.
- Respond to and communicate with clients via phone, email, letter, and in-person.
- Create and/or prepare memos, letters, reports, presentations, proposals, and permits.
- Prepare materials for meetings (agendas, presentations, documents, notes).
- Meeting and event coordination.
- Manage travel, as needed.
- Order supplies and maintain operations of office equipment.
- Handle sensitive information with complete discretion.
- Schedule meetings and keep organized. Schedule food and beverage services during meetings.
- Set up Microsoft Teams meetings and send reminders.

Qualifications:

- High school diploma required, Bachelor's degree preferred.
- 2+ years of office administrative experience.
- Working knowledge of MS Word, MS Excel, MS PowerPoint, MS Outlook, and Adobe Acrobat.
- Knowledge of MS Project is a plus.

Apply Online at: <https://tinyurl.com/pn7686b8>

Source: Employer Website

Receptionist PT Weekends (Buckhead)



The Piedmont at 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.

Part-time Weekends 230pm-1030pm

\$14 - \$15 / hour

Apply Online at: <https://tinyurl.com/2hz5tz2z>

Source: Employer Website

Receptionist PT (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents
- Assist in scheduling and confirming sales appointments

Qualifications:

- Valid driver's license and clean driving record

\$14 - \$15 an hour

Apply Online at: <https://tinyurl.com/43nj893t>

Source: Employer Website

HR Employee Relations Rep (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Responsible for gathering and reviewing information needed to provide the hospital's response to Georgia Department of Labor Unemployment Claims and other related requests.
- Responsible for obtaining and reviewing information needed to represent the Hospital during Department of Labor Unemployment hearings and for preparing management for the hearings.
- Assists Coordinator with scheduling meetings and departmental training for the Employee relations team.
- Represents Employee Relations during annual campus-wide Success Factors training along with the Employee Relations Assistant.
- Responsible for call intake and referral. A reference to HR policies and procedures to ensure accurate information is provided during intake and referral. Recognizes when escalation of a situation is necessary. Documents details of each intake and referral. Maintains confidentiality of all HR related information.

Qualifications:

- Bachelor's Degree in Business Administrative/related field or 5-7 years Human Resource Experience.

Apply Online at: <https://tinyurl.com/k8ucsvd2>

Source: Employer Website

Inbound Contacts Representative (Remote) Humana

1200 Ashwood Pkwy #180, Atlanta, GA 30338

The Inbound Contacts Representative 1 addresses customer needs which may include complex benefit questions, resolving issues, and educating members. Records details of inquiries, comments or complaints, transactions or interactions and takes action in accordance to it. Escalates unresolved and pending customer grievances.

Qualifications:

- 2 years of customer service experience
Preferred:
- Associate's or Bachelor's Degree
- Previous inbound call center or related customer service experience
- Healthcare experience

Apply Online at: <https://tinyurl.com/45r48dt2>

Source: Employer Website

Concierge (Alpharetta)



11450 Morris Rd, Alpharetta, GA 30005

Responsibilities:

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable
- Maintains and updates basic contact information and emergency contact information for residents
- Receives, sorts, and delivers, all mail, packages, and newspapers for residents and the Community
- Checks in visitors, vendors and 3rd party providers

Qualifications:

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience
- Efficiency with Microsoft Office applications, including Word, Excel and Outlook

Apply Online at: <https://tinyurl.com/4beb9kj2>

Source: Employer Website

Spa Coordinator PT (Alpharetta)

WOODHOUSE

The Woodhouse Day Spa - Avalon
7150 Avalon Blvd, Alpharetta, GA 30009

Responsibilities:

- Serves as primary support for the spa's manager, therapists and guests
- Ensures that every guest has a friendly, inviting and memorable experience
- Have a welcoming and warm personality, outgoing, never met a stranger
- Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services
- Partners with the therapists to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products
- Educates guests on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Drives service and retail sales/awareness by educating guests on products, services and treatments

Qualifications:

- Have strong computer skills and prefer previous experience with scheduling software

Must be willing to work shifts Monday through Sunday and able to be flexible with your schedule.

Apply Online at: <https://tinyurl.com/4jkhznd4>

Source: Employer Website

Command Center Associate (Brookhaven)



1690 NE Expy NE, Brookhaven, GA 30329

This position is responsible for greeting customers and managing the customer storage pick-up process.

- Meet and greet storage buy customers.
- Manage the storage buy pick-up process with the company's car topper program.
- Demonstrate knowledge and comply with the company's phone answering standard operating procedures (SOP).
- Verify the identity of the person picking up the storage buy order(s) to ensure he/she is authorized to do so.
- Obtain the required customer information on all storage buy pick-ups.
- Deliver customer storage buy orders in POS.
- Comply with the company's safety standard operating procedures for lifting practices.
- Be an expert in all product knowledge and assist customers with product questions and selections.
- Clean and stock products according to Floor & Décor's brand standards.

Qualifications:

- year of retail sales experience required or an equivalent combination of education and experience sufficient to perform the essential functions of the job, as determined by the company.
- Strong computer skills and internet project coordination experience.

From \$15.15 an hour

Apply Online at: <https://tinyurl.com/v6dv7wjk>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 5/28/23

Maintenance Associate (Roswell)

\$15 - \$16 an hour

Westside Market / 606 Holcomb Bridge Rd Suite 140, Roswell, GA 30076

<https://tinyurl.com/thyzcuxh>

Cashier/Customer Service (Chamblee)

\$15 - \$18 an hour

Gu's Dumplings / 4897 Buford Hwy NE #104, Chamblee, GA 30341

<https://tinyurl.com/bders447>

Housekeeper (Alpharetta)

\$15.00 - \$16.58 an hour

Arbor Terrace at Crabapple / 12200 Crabapple Rd, Alpharetta, GA 30004

<https://tinyurl.com/mryy5py8>

Dishwasher (Alpharetta)

\$14 - \$16 an hour

TBB 122 / 122 Marietta St, Alpharetta, GA 30009

<https://tinyurl.com/tzucvcft>

Dishwasher PT (Alpharetta)

\$15.50 - \$18.50 an hour

PF Changs / 7925 North Point Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/4bb2un79>

Houseman / Housewoman (Buckhead)

\$13 - \$15 an hour

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

<https://tinyurl.com/yf98fddn>

Dishwasher (Alpharetta)

\$16.00 per hour

Compass Group / Verizon Corporate Offices 5055 North Point Parkway Alpharetta, GA 30022

<https://tinyurl.com/5bz3bcw5>

Food Service, Housekeeping, & Other Now Hiring – Week of 5/28/23

Sanitation Worker I (Chamblee)

City Of Chamblee

<https://tinyurl.com/mfj88mc2>

Dishwasher (Alpharetta)

From \$17 an hour

Café Intermezzo / 100 Avalon Blvd, Alpharetta, GA 30009

<https://tinyurl.com/yc3byrwr>

Dishwasher (Perimeter)

\$15 - \$19 an hour

Grana / 4500 Olde Perimeter Way, Atlanta, GA 30346

<https://tinyurl.com/4wr9kccp>

Houseman/Housekeeper (Sandy Springs)

\$14.00 - \$15.50 an hour

Holiday Inn Express and Suites / 765 Hammond Dr, Sandy Springs, GA 30328

<https://tinyurl.com/2s3dads2>

Housekeeper (Alpharetta)

From \$15 an hour

Village Park Alpharetta / 12300 Morris Rd, Alpharetta, GA 30005

<https://tinyurl.com/3ejrxmuf>

Dishwasher PT (Buckhead)

\$17 an hour

Flower Child / 3400 Around Lenox Rd NE, Atlanta, GA 30326

<https://tinyurl.com/4jbx6mu>

Housekeeper (Buckhead)

\$14 an hour

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

<https://tinyurl.com/vjf83usk>