
Data Entry Clerk / Admin Specialist (Dunwoody)



2402 Mt Vernon Rd # 255, Atlanta, GA 30338

The successful candidate will be responsible for entering data into our system accurately and efficiently, as well as maintaining records and supporting customers.

- Enter data into databases accurately and efficiently.
- Organize and maintain records of data entry activities.
- Communicate effectively and professionally.
- Process accounting transactions for wholesale business.

Qualifications:

- Proficient with Microsoft Office as well as online customer and vendor portals.

\$42,000 - \$52,000 a year

Apply Online at: <https://tinyurl.com/2n67ecyj>

Source: Indeed

CSR Administrative Assistant (Alpharetta)



960 North Point Pkwy Suite 300, Alpharetta, GA 30005

This position will be responsible for all administrative functions associated within a transportation office.

- Customer Service-including notifying dealerships and others of delay with a sense of urgency
- Answering phones using polite phone etiquette
- Completing daily and weekly reports with extreme accuracy using Excel.

Qualifications:

- Three to four years of previous administrative experience, preferably in a transportation environment.
- Strong computer skills in MS Office, Excel, Word

The hours currently are 6 am – 3pm, Monday-Friday.

Apply Online at: <https://tinyurl.com/2zshqlhj>
Source: Indeed

Customer Service Specialist (Buckhead)



3630 Peachtree Rd NE Ste 1480, Atlanta, GA 30326

Responsibilities:

- Assist customers via phone and email to determine their needs and take their work order requests.
- Work with operations to schedule and ensure execution of new customer orders.
- Assist business development team with onboarding new customers.
- Assist in obtaining and organizing compliance-related documentation for the Department of Transportation, Department of Natural Protection, and local municipal governments.
- Assist accounting with invoicing and account receivables reports.
- Plan and coordinate team calendars.
- Perform other administrative duties.

Qualifications:

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Related work experience preferred
- College degree preferred

\$15 an hour

Apply Online at: <https://tinyurl.com/2gzepkh4>

Source: Employer Website

Training Coordinator (Dunwoody)



4891 Ashford Dunwoody Rd NE, Atlanta, GA 30338

This position is responsible for conducting new employee orientation and other training as needed within the Georgia district.

- Conduct the safety training requirements portion of new employee orientation
- Oversee or assist with departmental training
- Oversee, implement or assist with the implementation of annual safety training
- Ensure training on SOP bulletins and/or updates are implemented in a timely manner
- Schedule, review and assess the completion of annual competency requirements
- Travel within the district to conduct training sessions and ensure training by branch trainer is implemented consistently and effectively
- Audit department personnel to ensure staff performs procedures consistently and within SOP/Training guidelines and requirements

Qualifications:

- Associate's degree; an equivalent combination of education, training, and experience may be substituted
- Valid driver's license. Must also meet and maintain LifeSouth driver's eligibility requirements
- Strong computer skills including Microsoft Office applications
- Bachelor's degree preferred
- Training and/or education experience preferred

\$19.75 - \$21.73 an hour

Apply Online at: <https://tinyurl.com/2e72vp8r>

Source: Employer Website

Client Specialist PT (Sandy Springs)



800 Mount Vernon Hwy NE # 140, Sandy Springs, GA

Responsibilities:

- Greeting and welcoming patients
- Answering telephone calls
- Process Payments
- Schedule appointments

Qualifications:

- 1 year experience in a front desk environment
- An understanding of insurance is a plus

\$17 - \$18 an hour

Apply Online at: <https://tinyurl.com/2mxxp2kyc>

Source: Indeed

Administrator for Tutoring Center PT (Sandy Springs)



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

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
- Use Excel, Word, email and scheduling software
- Help with social media postings

Qualifications:

- Must have a Bachelor's Degree
- Prefer people experienced with staff scheduling

During the school year, the typical hours will include weekdays, Saturdays and Sundays, as needed.

\$19 - \$21 an hour

Apply Online at: <https://tinyurl.com/2dvr9v7s>

Source: Indeed

Receptionist – Weekend (Brookhaven)



3535 Ashton Woods Drive, Atlanta, GA 30319

Responsibilities:

- Answers incoming telephone calls and direct to appropriate person or department.
- Types documents, reports, letter, etc. at least 50 words per minute with high accuracy.
- Communicates with and support residents, families, visitors, etc.
- Prepares and mail statements in accordance with established billing procedures.
- Assists in preparing time cards and distributing payroll checks.
- Maintains current file and listing of residents, emergency phone numbers of on-call personnel, key personnel, etc.

Qualifications:

- High school diploma or equivalent
- At least six (6) months experience in payroll, insurance and/or clerical position.
- Prefer two (2) years of experience
- Courses in payroll, bookkeeping, office procedures, and other related subjects preferred
- COVID-19 vaccinated

Apply Online at: <https://tinyurl.com/2opvyh88>

Source: Employer Website

Reception / Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Answer incoming phone calls in a way that achieves a maximum level of customer satisfaction. Coordinate messages and follow up with the team to make sure that each message is received and addressed timely.
- Answer incoming phone calls within the first ring.
- Greet each customer and employee with a level of enthusiasm so that it makes a lasting impression. Answer each call with a smile.
- Assist the guests by physically directing them to their needed department.
- Actively engage with each guest by making sure they are comfortable and are not in need of any items including transportation, snacks, drinks, storage of personal items and more.
- Manage incoming phone traffic efficiently and relay messages as needed via trello board.
- Assist the service department as needed to follow up with the customer's vehicle status
- Manage the cleanliness and level of comfort in the customer lounge.
- Make sure the store is presentable to the public each morning.
- Take out trash daily, check with other offices as well.

Qualifications:

- 1 to 3 years related experience and or training as a receptionist or hospitality concierge
- MVR Must be insurable under our insurance and have the ability to drive on occasion when needed for errands.

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/2lhh7j4t>

Source: Employer Website

Construction Administrative Assistant (Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Administrating the construction process by receiving and filing RFI's and Submittals received by email notification to the appropriate Project file
- Logging RFI's and Submittal information into the company software program
- Distributing RFI's and Submittals to the appropriate consultants
- Coordinating and managing project construction files for each project: proper labeling/naming, organization
- Ability to manage and effectively use software provided by General Contractors and/or clients
- Working closely with our consultants in providing them with the information needed to respond to RFI's and Submittals in a timely manner
- Assist CA with tracking information to help meet deadlines for each project

Qualifications:

- Proficiency in Microsoft Office Suite applications

\$18 an hour

Apply Online at: <https://tinyurl.com/2efur54j>

Source: Employer Website

Human Resources Coordinator

(Alpharetta)



2575 Westside Pkwy Ste 100, Alpharetta, GA 30004

Responsibilities:

- Processes daily employee changes in the HR information system addressing employee status, location, compensation adjustments and supervisor changes in a timely manner.
- Assists with the processing of terminations and offboarding documentation, including communication with other staff.
- Maintain files, data entry, and validation of information in the HRIS system.
- Responsible for the overall completeness and accuracy of all employment data entries
- Supports HR Projects and employee recognition initiatives (birthdays, anniversaries and retirement)
- Assists with the administration and support of the day-to-day operations of the HR team (benefits, compliance, employee relations, etc)

Qualifications:

- Requires a high school diploma and a minimum of 2 years administrative/HR experience
- Bachelor's Degree in related field (preferred)
- Advanced computer skills to include the use of computer programs, such as Microsoft Office (Outlook, Word, Excel, PowerPoint); other HR systems experience, preferred.

\$17 - \$19 an hour

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

Source: Employer Website

Receptionist PT (Chamblee)



GLOBAL a Sonic
IMPORTS Automotive
MINI ® Dealership

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:

- Will have at least 1-year of experience as a receptionist in a professional business environment.
- High School Diploma

Apply Online at: <https://tinyurl.com/2klcqsu9>

Source: Employer Website

Front Office Receptionist PT (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Processing orders & transactions

Qualifications:

- Proficient in Microsoft Office and other computer related skills

Monday-Thursday from 5 PM to 10 PM and Saturday/Sunday from 10 AM to 4 PM.

\$16 an hour

Apply Online at: <https://tinyurl.com/2kmojxn6>

Source: Indeed

Executive Assistant (Brookhaven)



4004 Perimeter Summit, Brookhaven, GA 30019

Provide administrative support to the CEO, including managing the CEO's calendar, scheduling.

- Coordinate meetings and events on behalf of the CEO, including preparing materials and ensuring all logistics are in place.
- Exhibit strong interpersonal skills and a high level of client focus, serving as a courteous and professional point of contact and a positive representative of both the executives and the Company.
- Handle confidential and sensitive information with discretion and professionalism.
- Handle special projects as assigned by the Executive Administrator or CEO.
- Provide phone coverage, meticulously record messages, and alert executives of important phone calls as necessary.
- Prioritizes conflicting needs, handles matters expeditiously, proactively, and follows-through to successful results.
- Exercise good judgment in a variety of situations with appropriate written and verbal communication.
- Schedule appointments, coordinate calendars (business and personal), coordinate international and domestic travel logistics and assist with personal requests from the CEO as needed.
- **Qualifications:**

Qualifications:

- Bachelor's degree in business administration, communications, or related field preferred.
- Minimum of 5-7 years of experience as an executive assistant or similar role, preferably supporting a CEO or other senior executive.

Apply Online at: <https://tinyurl.com/2k7zdk4w>

Source: Employer Website

Recruiting Coordinator (Roswell)



Lennar Homes

1000 Holcomb Woods Pkwy bldg 400 suite 450, Roswell, GA 30076

Responsibilities:

- Provide recruitment related administrative support which may include but is not limited to, facilitating the opening of new positions (OJRs), dissemination of applications and the creation of offer letters.
- Assist recruiting process with sourcing and resume distribution.
- Coordinate virtual and on-site interview arrangements and logistics between candidates and recruiters, managers, and interview teams.
- Correspond with candidates throughout the interview process to ensure a smooth and positive candidate experience.
- Provides support with background checks, monitor background report status and alert Recruiter/Hiring Manager to any potential issues that may result in an adverse action.
- Schedule, coordinate, and support specialized recruiting events or fairs including registration, logistical and marketing collateral needs.
- Leverage travel platform to facilitate travel requests, accommodations & reimbursements for applicable candidates.
- Generate and distribute various tracking reports to Recruiters and/or HR Leaders.
- Process payments and relevant invoices associated with recruitment, marketing and/or events.
- Ensures all job descriptions are in the same format and up to date.
- Administer the New Hire Referral Bonus Program.

Qualifications:

- High School Diploma or GED required. Bachelor's degree in HR strongly preferred.
- Preferred at least 1 year in corporate working environment with a high-volume recruitment function.
- Intermediate skills in Microsoft Office (Word, Excel & PowerPoint) and Outlook.
- Experience with HR technology and systems required. Experience with Workday, and/or iCIMS is a plus.

Apply Online at: <https://tinyurl.com/2fpms3d8>

Source: Employer Website

Front Desk Agent (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel at Avalon

9000 Avalon Blvd, Alpharetta, GA 30009

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.
- Field guest complaints, conducting thorough research to develop the most effective solutions and negotiate results. Listen and extend assistance in order to resolve problems such as price conflicts, insufficient heating or air conditioning, etc.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

Apply Online at: <https://tinyurl.com/2lo6caw9>

Source: Employer Website

Engagement Coordinator (Brookhaven)



1575 NE Expy NE, Atlanta, GA 30329

The primary responsibilities of this position are to provide a best-in-class pre-boarding and onboarding experience to pre-hires and new employees. This role will provide support for all pre-employment processes within Workday HCM Core. Additionally, this role will serve as an ambassador to new employees on their first-year employment journey.

Qualifications:

- 1+ years of customer service experience
 - Strong computer skills including PowerPoint and Excel
- Preferred:**
- Experience in recruitment and/or onboarding specialist role
 - Experience in employee engagement or employee experience
 - Working knowledge of Workday

Apply Online at: <https://tinyurl.com/2pkvx3ap>

Source: Employer Website

Customer Care Specialist (Sandy Springs)



2 Concourse Parkway, Suite 300 Atlanta, GA, 30328

Responsibilities:

- Answer incoming phone calls from healthcare providers, clients and members nationwide and identify the type of assistance the customer needs.
- Attempt first call resolution through provider education on both inbound and outbound calls.
- Ask appropriate questions and listen actively to identify specific questions or issues while documenting required information in computer systems
- Attempt first call resolution through provider education, and by researching and exploring answers and alternative solutions; implementing solutions with leadership; escalating unresolved problems to the appropriate department.

Qualifications:

- 2+ years of experience within healthcare industry, preferable in a call center environment.
- Knowledge of MS Outlook, MS Word, MS Excel & Internet Explorer
- High School Diploma and some College

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

Source: Employer Website

Scheduling Staffing Admin (Sandy Springs)



5925 Roswell Rd NE, Sandy Springs, GA 30328

The Scheduling and Staffing Administrator supports store leadership through administrative duties related to staffing, scheduling, talent acquisition training, compliance, and payroll. This role maintains associate paperwork, organizes the break and training rooms, and updates time and attendance records, according to Lowe's policies and procedures. This role also assists the Store Manager and Assistant Store Manager in reviewing, scheduling and processing prospective candidates through the talent acquisition process. In addition, the Scheduling and Staffing Administrator supports a strong safety culture by handling all administrative tasks related to Worker's Compensation, General Liability, and Auto Claims.

Qualifications:

- High school diploma or equivalent. Bachelor's Degree preferred.
- 1 year of experience in a retail environment.
- 2 years of administrative experience such as processing data, scheduling, monitoring and tracking information, and using office software.

Apply Online at: <https://tinyurl.com/2kqdh4y>

Source: Employer Website

Receptionist (Sandy Springs)



Edible Arrangements

980 Hammond Dr Suite 1000, Atlanta, GA 30328

Responsibilities:

- Greet visitors warmly and ensure a friendly and professional atmosphere in the reception area.
- Answer and direct incoming phone calls, take messages, and relay them promptly to the appropriate individuals.
- Provide information about the company, its products/services, and direct inquiries to the relevant departments.
- Maintain a clean and organized reception area, ensuring it is well-stocked with necessary supplies.
- Manage incoming and outgoing mail, packages, and deliveries efficiently and distribute them to the appropriate recipients.
- Schedule appointments and meetings, and manage conference room bookings.
- Assist in coordinating company events, such as meetings, conferences, and social gatherings.
- Assist with administrative tasks, including data entry, filing, photocopying, and scanning documents.

Qualifications:

- High school diploma or equivalent; additional certification in office administration is a plus.
- Proven work experience as a Receptionist or in a similar role is preferred.
- Tech-savvy with knowledge of MS Office Suite (Word, Excel, Outlook, etc.) and basic computer skills.

Apply Online at: <https://tinyurl.com/2k6ajn22>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 6/4/23

Maintenance Assistant (Buckhead)

\$16 - \$17 an hour

The Piedmont at Buckhead / \$16 - \$17 an hour

<https://tinyurl.com/2zk749db>

Dishwasher (Buckhead)

From \$20 an hour

Bartaco / 3802 Roswell Rd NE, Atlanta, GA 30342

<https://tinyurl.com/2kakbb64>

Shuttle Driver PM (Perimeter)

\$14 an hour

Embassy Suites / 1030 Crown Pointe Pkwy, Atlanta, GA 30338

<https://tinyurl.com/2nbc9amr>

Dishwasher (Buckhead)

\$15 - \$17 an hour

North Italia / 3393 Peachtree Rd NE, Atlanta, GA 30326

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

Cashier (Alpharetta)

\$12.00 - \$16.50 an hour

The Cheesecake Factory / 2075 North Point Cir, Alpharetta, GA 30022

<https://tinyurl.com/2qg2u6s6>

Dishwasher (Buckhead)

\$15 - \$17 an hour

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

<https://tinyurl.com/2kqwgfd0>

Sandwich Builder PT (Sandy Springs)

\$13 - \$15 an hour

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

<https://tinyurl.com/2mu6q94h>

Food Service, Housekeeping, & Other Now Hiring – Week of 6/4/23

Cashier (Buckhead)

\$12 - \$14 an hour

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

<https://tinyurl.com/2qtoehs8>

Housekeeper PT (Alpharetta)

\$14 an hour

Mansions at Alpharetta / 3700 Brookside Pkwy, Alpharetta, GA 30022

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

Room Attendant/Housekeeping PT (Chamblee)

\$12 - \$14 an hour

Studio 6 Motel / 5280 Peachtree Industrial Blvd, Chamblee, GA 30341

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

Dishwasher (Alpharetta)

\$16 - \$20 an hour

The Village Tavern / 11555 Rainwater Dr, Alpharetta, GA 30009

<https://tinyurl.com/2ngw3pgv>

Housekeeping (Perimeter)

\$13 an hour

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

<https://tinyurl.com/2mafmb6>

Housekeeper (Alpharetta)

\$12 - \$16 an hour

Comfort Inn Alpharetta / 5455 Windward Pkwy W, Alpharetta, GA 30004

<https://tinyurl.com/2gqv8ars>

Breakfast Attendant (Brookhaven)

\$14 - \$15 an hour

Residence Inn / 2220 Lake Blvd NE, Atlanta, GA 30319

<https://tinyurl.com/2kjl7ktu>