
Admin Assistant (Perimeter)



5 Concourse Pkwy, Atlanta, GA 30328

Provide administrative support and coordinate offices services for the Atlanta corporate office and Southeast regional timberlands division.

- Implement and maintain office procedures and administrative systems.
- Liaise with Human Resources and Information Technology departments.
- Partner with HR to maintain office policies.
- Organize induction programs for new Atlanta office employees.
- Reception and general support for office visitors.
- Reception of deliveries and general mail services.
- Meeting planning and organization.
- Provide document filing and record retention services.
- Provide certain support to Real Estate operations (e.g., notary services).
- Manage contract and price negotiations with office vendors and service providers.
- Order, receive and stock office and breakroom supplies.
- Manage facilities and meeting space.
- Prepare contracts for silviculture and harvesting operations along with stumpage sales.
- Process and code invoices for regional and district office related payments and forward to next-level supervisor for approval or to Accounts Payable for payment.

Qualifications:

- High school/G.E.D required. Associates Degree in Office Administration or related field preferred.
- A minimum of five (5) years previous administrative office experience preferred but not required.
- Intermediate proficiency in MS Office Word, Excel, Outlook, Access and PowerPoint.

\$45,830 - \$76,384 a year

Apply Online at: <https://tinyurl.com/23w63myn>

Source: Indeed

Front Desk - Resident Support Specialist (Alpharetta)



2855 Marconi Dr #310, Alpharetta, GA 30005

The FRONT DESK - RESIDENTIAL SUPPORT SPECIALIST will be responsible for handling a high volume of calls, accurate data entry, accepting payments, reviewing tenant information in a database, email correspondence, and other general administrative duties.

Qualifications:

- High school diploma or equivalent
- Experience handling a high volume of calls, inbound and outbound.
- CRM database management a plus
- Familiarity using Google Drive is preferred.

\$22 an hour

Apply Online at: <https://tinyurl.com/2a3zcztx>
Source: Indeed

Senior Administrative Assistant (Brookhaven)



1424 Northeast Expressway, Atlanta, GA 30329

Relieves the Territorial Women's Department Leadership of administrative detail; performs advanced, complex, and confidential secretarial work with a broad scope of responsibilities; coordinates information and arrangements for meetings, seminars, and special events; works independently and with little or no direct supervision for extended periods of time; ensures the office runs smoothly and with limited interruption while the supervisor is absent.

Qualifications:

- High School Diploma or G.E.D. required supplemented by secretarial courses from a technical or vocational school preferred, and Six years progressively responsible experience performing secretarial work in a general office with proficient experience to work independently in Microsoft Word and Excel, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Valid State Driver's License

Apply Online at: <https://tinyurl.com/277ghpe4>

Source: Employer Website

Customer Service Admin Coworking (Alpharetta)



100 North Point Center E Suites 125 & 200, Alpharetta, GA 30022

Responsibilities:

- Providing a professional welcome to visitors and users of the lab at reception
- Handling phone and in person requests for assistance effectively
- Opening and closing the lab location so that its ready for business and meeting our standards
- Properly stocking and maintaining the appearance of the lab including reception, meeting rooms, Café, Member, and common areas.
- Light cleaning duties and a strong attention to detail to standards and member needs.
- Assist in delivering Meeting & Events booked into the lab including set-up, catering, clean-up.
- Creating a community through a contribution to member events and ways to engage members inside and outside the lab.
- Generating interest in the lab by assisting with certain local marketing activities

Qualifications:

- Minimum 1 year experience in a hospitality position
- Knowledge of Microsoft Office suite, including Word, Excel and Outlook
- Minimum 1 year experience in a hospitality position

\$16 an hour

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

Source: Indeed

Weekend Event Coordinator (Roswell)

the
BUNNY
HIVE
Roswell, GA 30075

Responsibilities:

- Manage day-of logistics for private event rentals of The Bunny Hive.
- Assist clients as needed before, during, and after events with tasks such as setting up decorations and ensuring the party is picture perfect and begins on time. You will be the party host's "right hand person" during their event and help to make sure the party is special, memorable, and stress-free for all families in attendance.
- Direct event partners like photographer, caterer, and balloon artist.
- Ensure The Bunny Hive is returned to normal after event by completing studio cleaning and reset checklist.

Qualifications:

- Events management: 1 year (Preferred)

Saturday afternoons and Sundays

\$15 - \$25 an hour

Apply Online at: <https://tinyurl.com/2b6pyxa5>
Source: Indeed

Front Desk Associate- Fitness Center (Brookhaven)



53 W Brookhaven Dr Ne, Atlanta, GA 30319

Responsibilities:

- Maintain a clean, organized, and safe working environment.
- Conduct q professional behavior while acknowledging members entering and exiting the facility.
- Enforce all fitness center policies and procedures in a consistent manner.
- Greet and check-in all fitness center members.
- Provide great customer service and communication to the members.
- Provide and assist with equipment settings and demonstrate proper usage of all equipment.
- Ensure the fitness center remains clean and organized; organize dumbbells, weights plates, and bars.
- Daily cleaning duties include disinfecting and cleaning equipment and dusting machines screens.
- Receive incoming phone calls, answer questions, book spa appointments, and respond to emails regarding the fitness center.
- Maintain attendance records.
- Responsible for the sales and charging of merchandise in the fitness center.

Qualifications:

- Proficient in Microsoft Office software (Word, Excel, Publisher and Outlook).

Apply Online at: <https://tinyurl.com/27mjdokh>

Source: Indeed

Executive Assistant (Brookhaven)



1575 Northeast Expressway, Brookhaven, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time. Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.

Qualifications:

- 4 years of administrative experience supporting vice president-level roles
- Bachelor's degree in Business, Healthcare, or related field preferred
- Advanced computer skills including full suite of Microsoft Office and other Windows-based applications

Apply Online at: <https://tinyurl.com/28cmu9x9>

Source: Employer Website

Photo Data Collector (Roswell)



United BMW | 11458 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Takes current photos and videos of vehicle inventory, meeting assigned daily quota of vehicle photos
- Drives vehicles to and from showroom, exterior vehicle display areas, service department, parking garage or other storage areas to designated location as needed to take photos or have vehicle repaired or cleaned prior to photos or videos being taken
- Performs general cleanup of vehicles on display, included but not limited to dusting, vacuuming, wiping and rinsing in order to take photos which present the vehicle well
- Maintains accurate and complete pricing and buyers guides for online inventory
- Prints window stickers, pricing and buyers guides for placement in vehicles
- Inspects online inventory daily
- Writes accurate vehicle descriptions and creates and updates the online record
- Confirms the accuracy of all online information for vehicles in inventory and updates information as needed

Qualifications:

- Able to use a computer and associated software to upload and update vehicle photos, videos and other information

\$18 an hour

Apply Online at: <https://tinyurl.com/237w8e7j>

Source: Employer Website

Customer Engagement Representative (Roswell)



11208 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Answering inbound phone calls with energy, excitement, and enthusiasm
- Schedule appointments for tires, rotations, balancing, and repairs

Qualifications:

- Customer service: 1 year (Preferred)

\$17.50 an hour

Apply Online at: <https://tinyurl.com/26peu6y8>

Source: Indeed

HR Administrative Assistant (Alpharetta)



5405 Windward Parkway, Suite 100W Alpharetta Georgia 30004

Responsibilities:

- Working with employees and managers on a range of sensitive employee matters, including work arrangements, international assignments, visa/immigration and corporate credit card program
- Performs administrative, day-to-day operational tasks for the human resources and immigration departments
- Complete, reverify and retain Forms I-9 and E-Verify in accordance with federal guidelines
- Maintain detailed, accurate and comprehensive employee and immigration databases and escalating matters when needed.
- Compile immigration applications and packages for management's review

Qualifications:

- Preferred candidates will have at least 1-2 years of experience working in a multi-national organization
- Proficient with MS Word, Excel, PowerPoint, Outlook

Apply Online at: <https://tinyurl.com/28wrg2fm>

Source: Employer Website

Temporary Office Worker PT (Chamblee)



5105 Peachtree Boulevard, Atlanta, GA 30341

Responsibilities:

- Responding to all lines of communication (via phone, email, social media, mail and fax)
- Booking lessons and registering students for class using our appointment/database system
- Gathering information, scheduling road tests and maintaining records of these
- Maintaining and filing all records for all students, programs and certificates given (includes scanning to computer, electronic filing on state websites as well as paper filing as needed)
- Provide scheduling for instructors using our appointment system (and make changes in a timely manner) and assist with scheduling classes
- Prepare and send out rosters and certificates of completion
- Help keep database and appointment system up to date with all information

Qualifications:

- Prior office experience is preferred.
- Must possess basic math and computer skills, including Microsoft Word, Email, Excel, Power Point and Windows programming.

August-October 2023 -possible extension beyond this date

Hours: 10am-4:00pm M/T/W/F and fill in as needed
(This is a part time position- No more than 25hr. a week)

\$15 - \$17 an hour

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

Source: Indeed

Hotel Front Desk Agent (Alpharetta)



5595 Windward Parkway, Alpharetta, GA 30004

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. Providing attentive courteous and efficient service to all guests prior to arrival and throughout their stay while maximizing room revenue and occupancy.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Shift 7am-3pm

Apply Online at: <https://tinyurl.com/22t6jspd>

Source: Indeed

Office Coordinator (Alpharetta)



100 Kimball Pl, Alpharetta, GA 30009

Responsibilities:

- Manage office inventory and supplies, ensuring that there is adequate stock of necessary items at all times.
- Coordinate events and meetings, including scheduling and logistics.
- Manage incoming and outgoing mail and packages.
- Serve as the point of contact for visitors and vendors.
- Support the onboarding of new employees, including assisting with paperwork and preparing workspaces.
- Answer phones and direct calls as necessary.
- Coordinate travel arrangements for executives and employees.

Qualifications:

- Bachelor's degree or equivalent experience.
- 2+ years of experience in an administrative support role.
- Proficiency in Microsoft Office suite.

Apply Online at: <https://tinyurl.com/2xj7g5bw>

Source: Indeed

Call Center Universal Agent – Temp (Work-from-Home)



3438 Peachtree Rd NE #1800, Atlanta, GA 30326

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
- 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
- Schedule, assign, or act on any required customer follow-up in accordance with Contact Center guidelines
- 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)
- High speed internet with minimum speed of 20 Mbps

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/23bgt9e8>

Source: Employer Website

Front Desk Receptionist PT (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, with care and accuracy according to established procedures.
- Assumes coat check responsibilities
- Creating remarkable experiences for our Club Members before, during, and after every visit
- 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 - \$14 an hour

Apply Online at: <https://tinyurl.com/28wyz6af>

Source: Indeed

Front Desk Receptionist / Scheduler – Contract (Alpharetta)

KENDRA J. ♥

ADVANCED AESTHETICS

5755 North Point Pkwy UNIT 19, Alpharetta, GA 30022

Qualifications:

- Front desk: 1 year (Preferred)

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/29cdd362>

Source: Indeed

Posted 8/20/2023

Client Service Representative (Perimeter)

Proliant.

1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The WOTC Client Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 9am-6pm

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/29gcnyr2>

Source: Indeed

Administrative Assistant (Roswell)



1000 Applewood Drive, Roswell, GA 30076

Responsibilities:

- Answers telephone and provides information to callers or routes calls to appropriate associate; places outgoing calls. Greets visitors, determines nature of business, and refers visitors to appropriate individual.
- Types, edits, produces, and distributes a variety of documents including general correspondence, memorandums, statistical reports, presentation materials or other documents as requested.
- Routes incoming mail. Uses courier, U.S. mail, overnight mail, e-mail or facsimile machines to send documents as directed.
- Files correspondence and other records. Makes copies of correspondence or other printed material.
- Takes minutes at staff meetings.
- Orders office supplies and forms for associates and communities.
- Assists in the preparation and coding of invoices for payment.
- Assists in obtaining and/or completing new hire documentation for new associates.
- May maintain associate personnel and community files.
- Assists in the recruitment, orientation and retention of qualified staff.
- May conduct tours of the community.

Qualifications:

- High school diploma or general education degree (GED); and minimum of one year related experience and/or training; or equivalent combination of education and experience.
- Basic typing skills essential along with basic knowledge of PC's and word processing software,

\$13.15 - \$16.44 an hour

Apply Online at: <https://tinyurl.com/23ujrm6f>

Source: Indeed

Office Manager (Alpharetta)



305 S Main St, Alpharetta, GA 30009

Responsibilities:

- Monitors inventory and orders office supplies
- OTC inventory management
- Orders OTC labeling for instore products
- Accurately sorts mail
- Manages office maintenance , equipment and building certifications
- Pays vendor invoices and coordinates with bookkeeper
- Triage IT support requests and needs
- Collaborates with Pharmacists to manage prescription templates
- Interviews and trains new employees in coordination with Lead Pharmacist
- Organizes and maintains new employee paperwork and handbook
- Monitors and responds to customer online comments (Facebook, Google, etc.)
- Collaborates with marketing company on monthly in store specials and social media posts/blogs

Qualifications:

- Bachelor's degree in business administration, communications or any related field
- Two to four years of experience as an administrative or office manager
- Advanced computer skills

From \$50,000 a year

Apply Online at: <https://tinyurl.com/24olactm>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 8/20/23

Housekeeper (Alpharetta)

\$12 - \$16 an hour

Comfort Inn / 5455 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/2bu47wzk>

Dishwasher PT (Perimeter)

\$12.00 - \$16.50 an hour

The Cheesecake Factory / 4400 Ashford Dunwoody Road, Atlanta, GA 30346

<https://tinyurl.com/28okxurd>

Dishwasher (Alpharetta)

\$13 - \$16 an hour

The Union Restaurant / 14275 Providence Road, Alpharetta, GA 30004

<https://tinyurl.com/2dpfc3uo>

Room Attendant (Sandy Springs)

\$15 an hour

Home 2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://tinyurl.com/2aq5om9q>

Food Runner (Brookhaven)

\$11 - \$13 an hour

Capital City Club / 53 W Brookhaven Dr Ne, Atlanta, GA 30319

<https://tinyurl.com/2bu9zodh>

Sanitation Worker I (Chamblee)

City Of Chamblee

<https://tinyurl.com/28njvsm>

Food Runner - 6am-2pm (Perimeter)

\$15 an hour

Atlanta Marriott / 246 Perimeter Center Pkwy NE, Atlanta, GA 30346

<https://tinyurl.com/2d33jezk>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/20/23

Custodian (Buckhead)

\$14 an hour

Primrose School of Buckhead / 3355 Lenox Rd NE, Atlanta, GA 30326

<https://tinyurl.com/2bl8bwjk>

Janitor Overnight/Early Morning PT (Alpharetta)

\$16 an hour

Regal / 3950 1st Street, Alpharetta, GA 30009

<https://tinyurl.com/2dowtv3m>

Utility Worker I (Alpharetta)

\$15 an hour

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/25mwc3a6>

Housekeeper (Roswell)

From \$15 an hour

Brickmont Assisted Living / 2560 Holcomb Bridge Road, Roswell, GA 30022

<https://tinyurl.com/29ds8615>

Crew Member (Alpharetta)

\$13 - \$17 an hour

Mr. Bento / \$13 - \$17 an hour

<https://tinyurl.com/2ynww3xv>

Houseman (Perimeter)

\$15 an hour

Atlanta Marriott / 246 Perimeter Center Pkwy NE, Atlanta, GA 30346

<https://tinyurl.com/2d5q5lg4>