
Administrative Assistant (Alpharetta)



1111 Alderman Drive, Alpharetta, GA 30005

Responsibilities:

- Performs customer service functions; greets and directs visitors, answers and directs calls, provides information/assistance regarding department/division services, activities, distributes forms/documentation as requested; responds to routine questions or complaints and relays messages.
- Performs general clerical duties to include, but not limited to, photocopying, data entry, mail distribution, and filing.
- Maintain inventory of office supplies and replenish when necessary.

Qualifications:

- A minimum of 1-2 years experience as an Administrative Assistant
- Extensive experience with data entry, record keeping and computer operation.
- Proficiency in Word, Excel and Outlook.
- Experience in human resources/benefits administration is appreciated, but not required.

From \$15 an hour

Apply Online at: <https://tinyurl.com/2y8vjxwv>

Source: Indeed

Administrative Assistant / Receptionist (Brookhaven)



2970 Clairmont Rd Suite 945, Atlanta, GA 30329

Responsibilities:

- Greets all persons on telephone or in person with a pleasant, welcoming, and accommodating manner
- Receives and distributes incoming mail
- Ensures the office is well kept and visually appealing.
- Answer inbound telephone calls, taking accurate messages and handling requests, if possible
- Receives and organizes received mail and packages
- Books and manages trips / reservations for our associates
- Maintains organized database of office expenses.
- Responds to and resolves administrative inquiries and questions.
- Maintains office supplies and coordinates maintenance of office equipment.
- Types, prepares, proofreads, and/or completes various forms, reports, correspondence, lists, logs, notices, schedules, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, agendas, minutes, motions, ordinances, resolutions, accident/incident reports, inventory records, charts, graphs, spreadsheets, or other documents.

Qualifications:

- Post high-school education is a plus
- Significant executive support experience
- Proficiency in Microsoft Office (MS Word, Excel, Outlook, PowerPoint, and Publisher)

\$15 - \$16 an hour

Apply Online at: <https://tinyurl.com/293za5fu>

Source: Indeed

Posted 8/27/2023

Friday Night Attendant – Kids (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Responsibilities:

- Opening & Closing Operations
- Clean & Organize designated space and child facilities.
- Restock snacks & juices and other supplies
- All toys, games and other kid items should be organized and cleaned.

Qualifications:

- CPR/First Aid/AED Certified (preferred)
- Customer Service

Friday Evenings 5:30 – 10:00pm

Thursdays 5:30 – 9pm (once a month – YEAR ROUND) **potential**

\$11.00 – \$12.00 per hour

Apply Online at: <https://tinyurl.com/2yhs6fov>

Source: TheAhaConnection

Corporate Administrative Assistant (Buckhead)



Impellam Group

3475 Lenox Rd NE Suite 450, Atlanta, GA 30326

Responsibilities:

- Greet & direct office visitors.
- Manage Corporate Phone Calls
- Assisting colleagues whenever necessary
- Office Management: maintain office equipment and supplies, general office upkeep, mail, order business cards, assisting with on-boarding new office employees, conference room management, etc.
- Coordinate office activities and operations
- Process Executive Expense Reports, Coordinate Travel Arrangements and Executive Meetings
- Administrative Support to upper management as needed
- Facilities & Corporate Services Department administrative Support

Qualifications:

- 4+ years of admin experience preferred
- Bachelor's Degree preferred (not required)
- Strong skills in Microsoft Office, organization and experience supporting C-Level Executives preferred

\$47,840 - \$52,000 a year

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

Source: Employer Website

Receptionist PT (Buckhead)



650 Phipps Boulevard 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.

\$15 - \$16 an hour

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

Source: Employer Website

Mailroom Coordinator I (Alpharetta)



CANON BUSINESS PROCESS SERVICES

1505 Windward Concourse, Alpharetta, GA 30005

Responsibilities:

- Receive, sort, and deliver all incoming mail & packages according to assigned floors and within established time frames
- Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations
- Prepare special outgoing inter-office pouches sent to client affiliates as scheduled (if applicable)
- Package and process outgoing overnight items, i.e. Federal Express, UPS, etc., to meet client and vendor deadlines. Deliver incoming overnight packages within established time frames
- Organize and distribute supplies to client employees as detailed in job requests. Verify and log orders upon delivery. Monitor inventory of copy supplies, stock paper and toner and keep supply area neat (inclusive of convenience copiers)
- Handle items for distribution to a segment of or all of client employees, affiliates, dealers, etc
- Estimate runtime on the small to medium photocopy jobs. Check all copies produced for quality and accuracy. Produce bound copies of work when requested. Deliver and pick up copy jobs
- May provide minor maintenance of photocopy machine such as solving paper jams, placing service calls and routine cleanings

Qualifications:

- High school Diploma or equivalent
- Some computer skills preferred

Apply Online at: <https://tinyurl.com/27w3p9kq>

Source: Employer Website

Regional Administrative Assistant (Roswell)



Discount Tire Corporate HQ

200 Mansell Court East, Roswell, GA 30076

Responsibilities:

- Provides administrative support to ensure efficient operation of the Region
- Assists Office Manager in planning all regional events
- Organizes activities such as meetings, travel, trainings, and conferences
- Stays current on the latest industry technologies, trends, and strategies
- Develops and updates administrative processes to make them more efficient
- Assists in the reconciliation of employee timecard information
- Processes required Human Resources paperwork for employee transfers, changes in job classification, pay increases, and other related employment matters
- Assists with preparation of Human Resource / Payroll reports such as, but not limited to: timecard audits, training completions, and turnover reports
- Provides administrative onboarding support for new hires
- Ensures operation of equipment by completing preventative maintenance requirements, calling for repairs and maintaining equipment inventory

Qualifications:

- This position requires a minimum of three years of recent administrative experience in an office environment. Human Resource experience is preferred. Workday and Kronos experience highly desirable.
- Advanced level computer experience, including a high level of proficiency in Microsoft Office Suite programs (Outlook, Excel, Word, PowerPoint, etc.) is necessary
- This position requires a high school diploma or GED. Additional college level administrative, computer or business-related classes are beneficial.

\$19 - \$21 an hour

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

Administrative Assistant (Dunwoody)



4549 Chamblee Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Open and or close the clinical or general reception area(s).
- Ensure that the reception area(s) are kept orderly.
- Be available to cover the main reception desk as needed.
- Communicate clearly in person and on the phone to establish/maintain cooperative relationships with patients, families, physicians, staff, and management.
- Answer all incoming phone calls and route them to the appropriate employee. Back up general reception during the day to answer incoming calls.
- Monitor the voicemail system and route messages to the appropriate employee.
- Greet clients and visitors, creating a warm and welcoming atmosphere.
- Operate security doors to ensure safety by confirming guest appointments.
- Inform staff of their visitors/clients by phone and/or email.
- Monitor daily appointments through scheduling software. Update client information, working closely with Billing Specialist to ensure accurate fees.
- Communicate and be proactive with clinical staff to ensure the best client experience.
- Provide necessary forms to patients for completion and signature. Review all forms for completeness and accuracy.
- Assist in billing appointments, addressing any balance inquiries, or billing issues that may occur.
- Ensure accuracy of payments, both private pay and insurance fees and process payments using payment software and tools.

Qualifications:

- 2+ years experience.
- High School Diploma or equivalent

Apply Online at: <https://tinyurl.com/265pytae>

Source: Employer Website

Executive Assistant - Tax Department (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

Responsibilities:

- Provide administrative support to the PYA Tax Department
- Support executives which includes calendar management, scheduling and coordination of client meetings in person, via telephone and video, and travel logistics
- Maintain confidentiality and work diligently to keep executives on track
- Edit and create various client deliverables, including reports, project lists, and proposal letters, performing research as appropriate
- Communicate with clients to request additional information or documentation
- Enter time, expenses, and other reporting using Salesforce
- Assists with general office duties and back-up to other Administrative Assistants as needed

Qualifications:

- 5+ years of administrative work experience at a fast-paced professional services firm preferred
- Experience with tax preferred

Monday – Friday from 8:30 am – 5:30 pm

Apply Online at: <https://tinyurl.com/2cye6xz7>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



5405 Windward Parkway, Alpharetta, GA 30004

Responsibilities:

- Answer phones timely and professionally, directing callers to appropriate departments.
- Meet and greet visitors.
- Oversee stocking of office supplies.
- Process department invoices.
- Liaison between the company and property management company.
- Receiving, sorting, and distributing daily mail and packages.

Qualifications:

- Preferred candidates will have at least 1-2 years of experience working in a multi-national organization

Apply Online at: <https://tinyurl.com/2a7ro2so>

Source: Indeed

Receptionist Concierge PT (Buckhead)



SENIOR LIVING

5455 Glenridge Drive, Atlanta, GA 30342

Responsibilities:

- Providing resort-level service to our guests, residents, family members, vendors and service providers.
- Ensuring prompt responses to guests' inquiries and notifying the appropriate party immediately of concerns.
- Providing phone coverage for the community using a multi-line phone.

Qualifications:

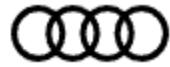
- High School diploma or equivalent

\$15 an hour

Apply Online at: <https://tinyurl.com/22oud579>

Source: Employer Website

Automotive Greeter- Service (Roswell)



Audi North Atlanta

11505 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

Qualifications:

- Must have a high school diploma or military equivalent experience

Apply Online at: <https://tinyurl.com/2b5mkb6>

Source: Indeed

Administrative Assistant, Physician Practice (Sandy Springs)



1100 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a wide range of secretarial and administrative duties to assist with the planning, management, and coordination of the department's overall objectives.

Qualifications:

- Three (3) years secretarial experience.
PREFERRED:
- One (1) or two (2) years college education.
- Prior health care experience.

Work Hours:: 8 to 5

Apply Online at: <https://tinyurl.com/2dm3f4na>

Source: Employer Website

Front Desk Coordinator PT (Dunwoody)



4512 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Greeting and checking in clients and ensure all necessary forms are fill out.
- Monitor social media and ensure message and reviews are being responded.
- Monitor email to ensure all messages are being responded.
- Monitor chat massage system timely and respond.
- Call on sales lead immediately and update daily and follow up on ones can not be reached.
- Check missed phone call after lunch or through out day and call back.
- Check out clients accurately and process payments without error and add consumed as needed.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Review to make sure no appointment is booked in wrong order and /services can't be combined together.
- Maximize appointment time by adjusting finish time as needed to open up for next appointment.
- Explain and upsell membership to client.

Qualifications:

- Experienced with customer service.
- Supervisor experience.

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

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 8/27/23

Server/Waitstaff (Alpharetta)

From \$14 an hour

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

<https://tinyurl.com/23uhzpja>

Housekeeper (Buckhead)

\$13 - \$15 an hour

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

<https://tinyurl.com/287mujs8>

Team Member (Alpharetta)

\$12 - \$15 an hour

Surcheros Fresh Mex / 91 South Main Street, Alpharetta, GA 30009

<https://tinyurl.com/2ce22wcg>

Golf Course Maintenance Worker (Roswell)

\$13 - \$16 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

<https://tinyurl.com/28s2deyo>

Stock Associate PT (Buckhead)

\$15 an hour

Psycho Bunny / 3393 Peachtree Rd NE Ste 3090C, Atlanta, GA 30326

<https://tinyurl.com/26hszdeq>

Server (Dunwoody)

\$16 - \$17 an hour

Dunwoody Country Club / 1600 Dunwoody Club Dr, Atlanta, GA 30350

<https://tinyurl.com/288spkcl>

Dishwasher (Perimeter)

From \$15 an hour

Café Intermezzo / 4505 Ashford Dunwoody Road, Dunwoody, GA 30346

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

Food Service, Housekeeping, & Other Now Hiring – Week of 8/27/23

Housekeeper (Roswell)

\$10 - \$12 an hour

Economy Hotel / 9995 Old Dogwood Road, Roswell, GA 30076

<https://tinyurl.com/2y4rygbu>

Dishwasher PT (Roswell)

\$13 - \$14 an hour

Mazzy's Sports Bar & Grill / 10729 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/28n6kgsl>

Dishwasher (Buckhead)

\$14 an hour

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

<https://tinyurl.com/23ujyvu8>

Hiring at Bowlero Chamblee PT

TUESDAY, 8/29/2023 between 5pm and 8pm

2175 Savoy Drive, Atlanta, GA 30341

<https://tinyurl.com/28ktak5u>