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# Administrative Assistant (Alpharetta)



1015 Windward Ridge Parkway Alpharetta, GA 30005

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## **Responsibilities:**

- Provide administration support to the Projects Division managers
- Verify and process paperwork & photos daily with accuracy
- Create purchase orders
- Process invoices upon job completion
- Request payment to subcontractors
- Accurately look over the team work logs and approve daily
- Make sure the techs are planning out their monthly schedules proficiently and completing those assignments on time.
- Communicating to Project Manager or Customer when they do not have access, need to reschedule, or other various day-to-day issues
- Submit travel arrangements as needed
- Attend team and customer calls
- Provide communication with customers, including making customer notification calls
- Maintain general online files, including job files, vendor files, and other files related to the company's operations

## **Qualifications:**

- Excellent Computer skills required, MS Office (Excel, Word, Powerpoint, Outlook)
- High School Diploma or equivalent.
- Project administration/coordination experience a plus
- Experience in an office environment is a plus
- Experience working with federal/governmental or financial institutions is a plus

Apply Online at: <https://tinyurl.com/yld49av3>

Source: Indeed

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# Entry Level-Office Assistant (Sandy Springs)



8409 Dunwoody Place, Sandy Springs, GA 30350

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## **Responsibilities:**

- Answer and direct incoming calls, emails, and inquiries to the appropriate personnel.
- Greet and assist visitors, clients, and employees with a friendly and professional demeanor.
- Maintain and update office records, including filing, scanning, and data entry.
- Assist in the preparation and distribution of internal and external correspondence.
- Maintain the office's cleanliness and organization, ensuring a tidy and presentable workspace.
- Monitor and replenish office supplies, such as stationery, printer supplies, and kitchen items.
- Coordinate and schedule appointments, meetings, and conference room reservations.
- Accurately enter and update data into spreadsheets, databases, and other software applications.
- Assist in creating and editing documents, reports, and presentations.
- Manage and maintain physical and electronic filing systems for easy retrieval of documents.

## **Qualifications:**

- High school diploma or equivalent; some college coursework or a relevant certification is a plus.
- Proficiency in basic office software (e.g., Microsoft Office Suite).
- Basic data entry and computer skills.

Monday to Friday

\$15.00 - \$16.00 per hour

Apply Online at: <https://tinyurl.com/2dh3neaa>

Source: Indeed

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# Administrative Assistant PT (Alpharetta)



69 North Main Street, Alpharetta, GA 30009

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## Responsibilities:

- Answer phones in a friendly, welcoming voice-understanding that for many you are the first “face” of AM
- Monitor front door, answer and welcome visitors, directing them to the appropriate location
- Provide administrative support to the Executive Pastor
- Process work orders and maintenance requests for maintenance team to complete
- Work closely with Events Coordinator to ensure that calendar and events are processed accurately
- Assist with Ministry Platform (church database) data entry and setup
- Assist Executive Assistant with services by preparing Funeral/Memorial service bulletins
- Assist Executive Assistant by coordinating charge conference and year-end reports
- Order paper and office supplies and organize and staff workroom
- Assist Director of Operations with workroom office machines and equipment maintenance. Assist staff and volunteers with proper use of the workroom machines
- Sort/distribute mail and packages to staff, committees, and Sunday School classes
- Complete copier usage report and postage usage report monthly
- Print and distribute weekly calendar for maintenance team members/preschool desk/office desk

## Qualifications:

- Ability to learn and effectively use Ministry Platform, Constant Contact, Outlook, MS Word and Excel.

Monday-Thursday, 9-4 pm, 28 hours/week

Apply Online at: <https://tinyurl.com/29lnn89t>

Source: Indeed

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# Operations Specialist (Alpharetta)

**HEALTH PLUS TRANS**

11175 Cicero Dr Ste 100, Alpharetta, GA 30022

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## **Responsibilities:**

- Transfer data from online formats/computer files or database systems
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation

## **Qualifications:**

- Microsoft Excel: 2 years (Required)
- Data entry: 2 years (Required)
- Contract negotiation: 1 year (Preferred)
- Compliance: 1 year (Required)
- Call center: 1 year (Preferred)
- Reliable transportation

From \$19.50 per hour

Apply Online at: <https://tinyurl.com/27xe8yuu>

Source: Indeed

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# Receptionist / Administrative Assistant (Alpharetta)



SAINT FRANCIS SCHOOLS

13440 Cogburn Rd, Alpharetta, GA 30004

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## **Qualifications:**

- Administrative Assistants & Receptionists: 1 year (Required)
- Proficiency in MS Office (Word and Excel)
- Google Drive (will teach) docs, spreadsheets, Gmail
- High school or equivalent (Required)

\$16.00 - \$18.00 per hour

Apply Online at: <https://tinyurl.com/24ms46ce>

Source: Indeed

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# Receptionist (Sandy Springs)



7400 Peachtree Dunwoody Road NE Atlanta, GA 30328

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## **Responsibilities:**

- Answers incoming telephone calls and direct to appropriate person or department.
- Maintains confidentiality of all pertinent personnel information in accordance with the Privacy Act, as well as established personnel policies governing the release of information.
- Types documents, reports, letter, etc. at least 50 words per minute with high accuracy.
- Remains at repetitious tasks for long periods of time while completing paperwork, etc.
- Recognizes, respond to and/or report resident emergency situations immediately.
- Maintains strict confidentiality on all facility data.
- Communicates with and support residents, families, visitors, 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 in a payroll, insurance and/or clerical position.

Apply Online at: <https://tinyurl.com/235lfaqa>

Source: Employer Website

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# Administrative Support Assistant (Brookhaven)



Children's  
Healthcare of Atlanta

1571 Northeast Expressway, Brookhaven, GA 30329

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## 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; research problems/complaints and initiates problem resolution.
- Performs general clerical duties to include, but not limited to, photocopying, receptionist, data entry, mail distribution, and filing.
- Types, prepares, or completes various forms, reports, correspondence, lists, or other documents within designated timeframes and per established procedures.
- Coordinates meetings, classes, and other events as required, including identifying needed resources and arranging for required support.
- Copies and distributes forms, reports, correspondence, and other documentation.
- Review files, records, and other documents to obtain information to respond to requests.
- Maintains accurate and timely documentation within applicable logs, forms, records, etc.
- Collects records and tracks data on daily and weekly reports.

## Qualifications:

- 2 years' experience in administrative role
- Bachelor's degree in business or related field preferred

Monday-Friday 8:00 AM - 4:30 PM

Apply Online at: <https://tinyurl.com/2yhf6fjh>

Source: Employer Website

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# Regional Support Specialist (Chamblee)

## ACM LLC

5616 Peachtree Road, Atlanta, GA 30341

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### Responsibilities:

- Manage administrative support activities for the Corporate Office.
- Serve as the secondary contact for telephone callers and visitors to the Corporate Office. Ensure that all complaints and requests are directed to the appropriate parties in a timely manner. Immediately report accidents emergencies, prepare associated correspondence and forwards accordingly.
- Manage incoming/ outgoing information pertaining to the Corporate Office. Screen and analyze incoming correspondence and submit to appropriate parties with supported information required to address the concerns.
- Prepare correspondence and maintain files, which consist of memos, letters, faxes, e-mails, charts, graphs, forms, advertisement of employment and rentals.
- Administer appropriate responses for New Employee, Personnel Change, and Termination Notices.
- Organize staff meetings, seminars, and travel arrangements for executives.
- Purchase necessary office supplies in accordance with Company policy.
- Review monthly Commission sheets for accuracy and submit for payment.
- Produce Community Manager Calendar.

### Qualifications:

- High School Diploma with 4 years experience or Bachelors Degree with 2 years experience

Regular weekday office hours but is subject to change at times based on office needs

\$50,000.00 per year

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

Source: Indeed



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# Resident Services Coordinator (Alpharetta)

**MANCHESTER**

A T M A N S E L L

401 Huntington Drive, Roswell, GA 30076

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## **Responsibilities:**

- Provide excellent customer service by building a good rapport with residents and going above and beyond whenever possible
- Meet and greet all visitors such as residents, guests, and prospects
- Respond to tenant questions and complaints in a timely manner
- Manage incoming phone calls and direct them to the appropriate destination
- Manage resident packages and mail, including scanning incoming and outgoing packages daily
- Acquire a broad knowledge of the community and the surrounding area
- Meet with service providers as needed and appropriate
- Assist with other administrative and/or community projects as needed
- Responsible for renewals
- Handling the escalated resident concerns
- Delegation and management of work orders with the maintenance staff

## **Qualifications:**

- 1+ year(s) experience in a Customer Service role

\$19.00 - \$21.00 / hour

Apply Online at: <https://tinyurl.com/22x7j5vq>

Source: Indeed

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# Front Office Coordinator (Sandy Springs)



**PIEDMONT**  
ORAL & FACIAL SURGERY

5252 Roswell Rd NE # 201, Atlanta, GA 30342

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The individual will be required to perform some task such as answer phones, schedule appointments, take payments, bill insurance, follow up on insurance claims, and perform all general front office tasks.

**Qualifications:**

- Office: 2 years (Required)

Training will be provided.

From \$16.00 per hour

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

Source: Indeed

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# File Maintenance Clerk (Alpharetta)



12870 State Highway 9, Alpharetta, GA

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## **Responsibilities:**

- Assist with preparing store signage and ensure accuracy.
- Ensure all tags & signs are hung & displayed in a timely manner.
- Assist with new and ongoing special program and promotions.
- Implement accurate and timely price changes, additions, deletions for new and existing items using the pricing software.
- Sort, log, and distribute price change paperwork, labels, and tags.
- Provide guidance & assistance for ordering & receiving tags.
- Assist with store pricing audits.
- Research price discrepancies to ensure data integrity.
- Conduct audits to ensure shelf and pricing systems are integrated.
- Create and review maintenance reports.

## **Qualifications:**

- Knowledge of basic math (counting, addition, and subtraction)
- Retail experience preferred

Apply Online at: <https://tinyurl.com/24wl4jbv>

Source: Employer Website

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# Front Desk (Alpharetta)

## BOB STEELE SALON

2500 Old Milton Parkway, Alpharetta, GA 30009

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### Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed

[No qualifications specified in ad.]

\$11 - \$15 per hour

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

Source: Indeed

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# Administrative Assistant (Dunwoody)



4549 Chamblee Dunwoody Rd, Dunwoody, GA 30338

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## Responsibilities:

- Perform general administrative tasks such as answering phone calls, managing emails, and handling correspondence.
- Maintain and update client databases and records accurately and confidentially.
- Schedule appointments, meetings, and interviews for staff and clients.
- Assist in preparing reports, presentations, and documents as required by the department.
- Coordinate the procurement of office supplies, equipment, and materials needed for the department.
- Collaborate with internal teams and external partners to streamline administrative processes.
- Provide a welcoming and professional point of contact for visitors and clients, ensuring a positive experience.
- Assist in organizing and coordinating events, workshops, and training sessions.
- Support financial operations by processing invoices, expense reports, and budget tracking.
- Prepare and submit program check requests and credit card authorizations for approval/payment to accounting staff.
- Enter client and expense data in WellSky database, training provided.
- Review invoices to ensure that proper documentation is attached.
- Serve as a liaison between Aviv case management staff and accounting personnel.

## Qualifications:

- Proven experience in administrative roles, preferably within a social services or nonprofit environment.
- Proficient in using office software (Microsoft Office Suite, Google Workspace) and databases.
- College degree preferred.

Apply Online at: <https://tinyurl.com/2detmof5>

Source: Employer Website

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# Maintenance Coordinator (Alpharetta)



2855 Marconi Dr #310, Alpharetta, GA 30005

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## Responsibilities:

- Coordinate and schedule maintenance work for single-family homes.
- Professionally answer a high volume of incoming calls, maintaining patience and de-escalating calls.
- Correspond with tenants, owners, and associates via phone, email, and chat.
- Accurately and timely enter notes into various programs.
- Load documents into Database (Rent Manager).

## Qualifications:

- MUST HAVE PREVIOUS SCHEDULING AND COORDINATION EXPERIENCE
- High School diploma or equivalent
- At least 3-years of coordination in a fast-paced environment
- Experience handling a high volume of calls
- Experience using Property Meld, Zendesk, and property management software is preferred but not required.

\$27 an hour

Apply Online at: <https://tinyurl.com/2xk9xv4q>

Source: Indeed

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# Coordinator - Human Resources (Dunwoody)



3 Dunwoody Park Suite 122, Atlanta, GA 30338

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## **Responsibilities:**

- Overall responsibility of face-to-face team onboarding process and follow up
- KPI understanding and accountability: Customer and Employee retention.
- Directly responsible for the training, development, and performance management of Branch Supervisors on related HR tasks, oversee and monitor Patrol, Dedicated, and Advanced Officers through the Signal training/onboarding process.
- Conducts daily review of urgent activities and client reports and addresses personnel issues in the field or internally. Communicates information to Director or Franchise Owner while working with the Branch Supervisor to resolve challenges.
- Monitors company policies and procedures through spot checks and consistent evaluations of direct reports. Issues disciplinary action in accordance with the employee handbook.
- Responsible for fostering a positive working environment through feedback, recognition programs, and performance reviews.
- Conducts Progress Reports with employees to review performance and career advancement interest and opportunities. Spot checks Supervisors Quarterly Progress Reports with officers.
- Develop relationships with current vendor and client partnerships.
- Before services start to ensure the client will be fully staffed Performing personnel assessments for a successful start.

## **Qualifications:**

- Bachelors degree preferred
- 2+ years or more in Human Resources, or similar capacity
- Must have valid drivers license and a good driving record

Apply Online at: <https://tinyurl.com/29twuz4x>

Source: Indeed

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# Front Desk / Administrative Assistant (Alpharetta)



12315 Crabapple Road, Alpharetta, GA 30004

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## **Responsibilities:**

- Answer and Return Phone Calls
- Create and Post to Social Media Accounts
- Respond to Email Inquiries
- Register New Students
- Assist in Keeping Academy Pristine
- Give Tours of Academy to Prospective Students
- Respond to student needs, requests, and complaints
- Collect payment from students
- Create and Send Communications to Student Base
- Keep records
- Contact absent students
- Run and print reports through student database software

## **Qualifications:**

- Previous experience in customer service, front desk service, or other related fields
- Reliable transportation

\$15.00 - \$20.00 per hour

Apply Online at: <https://tinyurl.com/ykqrtb9y>

Source: Indeed



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# Part-Time Receptionist (Roswell)



Roswell INFINITI of North Atlanta

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Responsible for answering and directing phone calls, as well as greeting and directing customers in store.

**Qualifications:**

- High school diploma or equivalent.
- Prior front desk receptionist experience is a plus.

Weekly Saturday shift from 9AM-6PM

\$13.00 per hour

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

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/10/23

## **In-Store Free Sample Associate (Roswell)**

**\$14.00 per hour**

Advantage Solutions / Kroger 2300 Holcomb Bridge Rd, Roswell GA 30076

<https://tinyurl.com/27dmc8j9>

## **Floor Staff (Alpharetta)**

**14.00hr**

Regal / 3950 1st Street, Alpharetta, GA 30009

<https://tinyurl.com/yprwqxgt>

## **Seasonal Retail Fulfillment PT (Buckhead)**

**\$15.75 - \$19.43 an hour**

Macy's / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/28ru2g52>

## **Dishwasher (Dunwoody)**

**\$15.00 per hour**

Morrison Living / 3055 Briarcliff Road, Atlanta, GA 30329

<https://tinyurl.com/27u3c7s3>

## **Cashier/Customer Service (Buckhead)**

**\$10.50 - \$12.00 per hour**

Le Macaron French Pastries / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/25bub52q>

## **Front Counter Associate & Laundry Attendant (Sandy Springs)**

**\$15.00 - \$16.00 per hour**

Fabricare Center Cleaners / 8611 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/298dbebo>

## **Dishwasher (Roswell)**

**\$15 per hour**

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

<https://tinyurl.com/2cgz543w>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/10/23

## **Building Custodian I (Alpharetta)**

Alpharetta High School / 3595 Webb Bridge Rd, Alpharetta, GA 30005

<https://tinyurl.com/2dbgvz3u>

## **Food Service Worker (Buckhead)**

**\$19 per hour**

Sodexo / 950 East Paces Ferry Road NE, Atlanta, GA 30326

<https://tinyurl.com/266r6ops>

## **Warehouse Associate 1:00pm - 10:00pm (Doraville)**

**\$17.00 to 18.00 Hourly**

Savannah Distributing / 2860 Bankers Industrial Dr, Atlanta, GA 30360

<https://tinyurl.com/2235tju2>

## **Dishwasher (Dunwoody)**

**\$17.00 per hour**

Compass Group / 6655 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://tinyurl.com/23d4dmkf>

## **Receiving Support PT (Buckhead)**

**\$15.75 - \$20.48 Hourly**

Bloomington's / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/27y2d29o>

## **Receiving Associate (Buckhead)**

**14.25 an hour**

Frontgate / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/24n3bfke>

## **Team Member (Alpharetta)**

**\$11 - \$12 an hour**

Cafe Bora and Bang Bang Katsu House / 5250 Windward Parkway, Alpharetta, GA 30004

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