
Receptionist (Roswell)



85-A Mill St Suite 200, Roswell, GA 30075

Responsibilities:

- Answer and direct phone calls, take messages, and assist callers as needed.
- Greet and welcome visitors and employees in a courteous and friendly manner.
- Maintain telephone extension list, RPA Calendar and coordinate quarterly birthday celebrations.
- Manage conference room scheduling and ensure conference rooms are clean, organized and stocked.
- Offer visitors coffee, water etc., and regularly check-in on meetings to ensure client needs are met.
- Organize catered meals for clients, staff meetings and lunch and learns.
- Assist with the planning and set-up for company special event (RPA Awards, retreats, holiday party etc.).
- Monitor and maintain office supplies. Order, receive and deliver supplies and keep supply closets stocked.
- Oversee office maintenance (lights, HVAC, recycle). Follow-up on maintenance/troubleshooting requests to ensure resolved in a timely manner.
- Assist with various clerical and administrative tasks. Complete assigned onboarding and offboarding tasks, maintain contact database, and prepare v-cards for Principals. Manage contacts/projects in two (2) databases.
- Manage incoming and outgoing mail, packages, and deliveries.

Qualifications:

- High school diploma or equivalent work experience as a Receptionist, Administrative Assistant or Office Manager.
- Proficiency with Microsoft Office (Outlook, Word, Teams).

Monday - Friday

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

Source: Indeed

Office Coordinator (Perimeter)



6 Concourse Parkway Suite 3100. Atlanta, Georgia 30328

Responsibilities:

- Welcome visitors, clients, and staff in a friendly, positive manner
- Answer multi-line phone with professionalism and enthusiasm; direct calls to appropriate personnel
- Responsible for receiving, sorting, and routing mail received at the reception desk
- Maintains the reception area to look neat and professional at all times
- Responsible for ordering, receiving, and organizing all office supplies
- Perform other clerical duties as needed such as entering time and billing

Qualifications:

- Bachelor's degree preferred or equivalent combination of education and experience
- Minimum 2 years of experience working in a professional environment
- Proficient in Microsoft Office

Apply Online at: <https://tinyurl.com/yowf8x93>

Source: Indeed

Office Administrator / Receptionist PT (Alpharetta)



1125 Sanctuary Pkwy #515, Alpharetta, GA 30009

Responsibilities:

- Answer incoming calls and direct them appropriately
- Maintain filing system and other important documents
- Make travel arrangements for staff members as needed
- Schedule meetings, appointments, and other events as required
- Order office supplies and maintain inventory
- Order daily staff lunches
- Prepare documents such as invoices, memos, letters, meeting agendas, etc.
- Assist with general administrative tasks such as copying, emailing, faxing, and archiving records
- Greet visitors in professional manner

Qualifications:

- High school diploma or equivalent; some college preferred
- At least 2 years working in an office environment
- Experience working with a highly professional firm, professional or financial services experience preferred

Part time, 9am-2pm, M-F

\$15 - \$20 an hour

Apply Online at: <https://tinyurl.com/yqkmb2m>

Source: Employer Website

Administrative Operations Specialist (Buckhead)



3630 Peachtree Rd NE Ste 1480, Atlanta, GA 30326

Responsibilities:

- Work with operations to schedule and input 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, including taking and directing phone calls and reception.

Qualifications:

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

Apply Online at: <https://tinyurl.com/ykauh4fr>

Source: Indeed

Personal Assistant (Alpharetta)



9075 Barkston Way, Alpharetta, GA 30022

Responsibilities:

- Perform data entry and transcribe documents accurately and efficiently
- Proofread documents for errors and inconsistencies
- Assist with document signing using platforms such as DocuSign
- Provide excellent customer service to clients and stakeholders
- Manage and organize files, both physical and digital
- Maintain and update Outlook Calendar with appointments and meetings
- Answer phone calls and direct them to the appropriate person or department
- Assist with general clerical tasks as needed

Qualifications:

- Excellent proofreading skills to ensure error-free documents
- Proficiency in using DocuSign or similar electronic signature platforms
- Proficiency in using Outlook Calendar for scheduling appointments and meetings

From \$60,000 per year

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

Source: Indeed

Patient Administrative Coordinator (Roswell)



1570 Holcomb Bridge Rd #205, Roswell, GA 30076

Responsibilities:

- Greet patients in a friendly, outgoing manner. Verify appointment and assist in completing any necessary paperwork.
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care - including any necessary follow-ups.
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate number of visits. May include coordinating with the Physical Therapist and other staff members to accommodate the patient's needs.
- Assist patients with any insurance-related questions. Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed
- Accurately update and maintain records in the electronic medical and billing record system, including billing changes. Follow up for any additional information when appropriate.
- Collect copayments and process in an accurate, timely and professional manner. Issue any receipts and handle any billing-related tasks.
- Accurately input data collected from in-house research. This information provided is pivotal in determining clinic performance.
- Support the clinic performance by preparing management information, imputing data from in-house research and assuming basic maintenance of clinic supplies and equipment.

Qualifications:

- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage, but is not necessary
- Experience in other positions requiring customer contact and service is also useful

Apply Online at: <https://tinyurl.com/yw65cgf5>

Source: Employer Website

Volunteer Coordinator (Sandy Springs)



1303 Hightower Trail, Atlanta, GA 30350

The Volunteer Coordinator is a member of the interdisciplinary team who is responsible for representing the volunteers and advocating for volunteer services, identifying needs for volunteers, recruiting volunteers, and assigning volunteers with patients/families.

Qualifications:

- Bachelor's Degree preferred or four years related experience
- Healthcare/hospice or volunteer administration experience preferred
- Previous volunteer experience preferred
- Current automobile insurance and valid driver's license

Aoa <https://tinyurl.com/ymtx5zsl>

Source: Indeed

Entry-Level Office Assistant (Roswell)



1080 Holcomb Bridge Rd Building 100, Suite 350, Roswell, GA 30076

As an Office Assistant at Privacy Bee, you will play a vital role in supporting our daily operations and contribute to our company's growth. This is an excellent opportunity for someone who is inexperienced, but enthusiastic about starting their career in a dynamic and supportive environment.

[No qualifications specified in ad.]

\$10.00 per hour

Apply Online at: <https://tinyurl.com/2xange4n>

Source: Indeed

Posted 9/17/2023

Workforce Development Coordinator (Roswell)



11275 Elkins Rd, Roswell, GA 30076

The Workforce Development Coordinator is a valuable member of the Assistance/Education/Client Services team. This team member is responsible for developing programs and services for NFCC clients and students seeking employment, post-secondary education, or other career options. The workforce development coordinator collaborates with local employers to help match job seekers to open positions. The role also works directly with clients on the job application, resumes, and interview preparations and provides tips for successfully securing and improving employment to foster financial stability.

Qualifications:

- Bachelor's degree in a human services, human resources, or other related field. 2 years of professional experience in human services, human resources or career counseling preferred.

Apply Online at: <https://tinyurl.com/ymc8fur9>

Source: Employer Website

Office Administrator (Roswell)



Caliber Collision

740 Holcomb Bridge Rd, Roswell, GA 30076

Qualifications:

- 2+ years of experience within a customer facing environment
- 1+ years of experience with Accounts Payable, Accounts Receivable and Payroll (Preferred)
- Must have a valid drivers license and be eligible for coverage under our company insurance policy

Apply Online at: <https://tinyurl.com/ypxjkvo4>

Source: Employer Website

Job File Coordinator (Sandy Springs)



8850 Dunwoody Place, Atlanta, GA 30350

Qualifications:

- Computer efficient

Both digital and extensive on-the-job training

\$16 an hour

Apply Online at: <https://tinyurl.com/yw4rmm6a>

Source: Indeed

Posted 9/17/2023

Payroll Administrator (Sandy Springs)



Inspire Brands

3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Answer high call volume professionally while responding to internal and external inquiries
- Maintain a high level of customer service through timely response to emails and tickets
- Scan and distribute agency mailings
- Process and deliver lockbox checks for U.S. and Canada
- Ensure Withholding Orders are scanned and uploaded to ADP in a timely manner
- Support the Payroll team with data entry, data validation and special projects as needed.
- Process stop payments, direct deposit reversals, and off-cycle payments
- Complete employment and wage verifications

Qualifications:

- High school diploma or GED required
- Computer literacy and experience using Microsoft Office suite (Word, Excel, Outlook)

Apply Online at: <https://tinyurl.com/yl3u74j7>

Source: Employer Website

Client Support Specialist, Tier 1 (Perimeter)



301 Perimeter Center N, Suite 225 Atlanta, GA 30346

BOLD Integrated Payments is seeking a Client Support Specialist, Tier 1 responsible for being the principal contact for the service side of the client relationship including supporting our Client Support Specialist, Tier 2 position and assisting our clients in connecting with the appropriate department to resolve their needs.

- Answering incoming calls and email inquiries to resolve client/partner questions and concerns
- Act as the first point of contact for the client's day to day operational requirements
- Create descriptive cases for all department specialists that accurately documents client conversation, information, and questions needing resolution
- Record all work in the CRM management tool, Salesforce
- Regular communication with sales, business development, and other internal teams as necessary
- Merchant account creation in Salesforce

Qualifications:

- Previous work experience in a Customer Service role
- Previous Salesforce experience

\$45,000 - \$50,000 a year

Apply Online at: <https://tinyurl.com/ym4a4edo>

Source: Indeed

Human Resources Coordinator (Alpharetta)



5955 North Point Parkway, Alpharetta, GA 30022

Responsibilities:

- Manage accurate and timely payroll processing, ensuring compliance with federal, state, and local regulation.
- Assist in the implementation of policies and procedures, fostering compliance at all levels.
- Serve as a primary point of contact for employee concerns and queries, fostering open communication and timely resolution.
- Engage Sr. Director of People and Culture timely to seek guidance to mitigate legal and cultural risk.
- Develop and implement an employee engagement initiative that fosters a positive and inclusive workplace culture.
- Lead talent acquisition efforts, including job postings, screenings, and interviews to attract and onboard the best talent in the industry for all positions.
- Administer and manage leave of absence request, ensuring compliance with company policies and relevant laws.

Qualifications:

- Proficient with Microsoft Office Suite or related software

\$20 - \$22 an hour

Apply Online at: <https://tinyurl.com/yrm8x4ty>

Source: Indeed

Executive Administrative Assistant / Operations Coordinator (Buckhead)



3500 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Perform data entry and transcribe documents accurately and efficiently
- Proofread documents for errors and inconsistencies
- Utilize DocuSign or similar software to electronically sign and send documents
- Provide exceptional customer service to clients and internal staff
- Manage and maintain schedules using Outlook Calendar or similar tools
- Answer phone calls, take messages, and direct calls to appropriate individuals
- File and organize documents in both physical and digital formats
- Assist with general clerical tasks as needed

Qualifications:

- Proficient in data entry and transcription
- Experience using Google Suite, including Gmail, Google Docs, and Google Sheets
- Familiarity with Outlook Calendar or similar scheduling tools

\$25 an hour

Apply Online at: <https://tinyurl.com/yvo29r9l>

Source: Indeed

Receptionist (Roswell)



1225 Northmeadow Pkwy, Roswell, GA 30076

Responsibilities:

- Answer and direct phone calls in a polite and friendly manner
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Maintain the reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer
- Keep detailed and accurate records of visitor requests and calls received
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Coordinate with vendors

Qualifications:

- 1-2 years of office/administrative experience
- Strong computer and technology skills (Microsoft Office Suite - Outlook, Excel, Word, PowerPoint)

\$17 - \$21 an hour

Apply Online at: <https://tinyurl.com/yv2m5dg2>

Source: Indeed

Command Center Associate (Brookhaven)



1706 Northeast Expressway, Atlanta, GA 30329

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

- 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:

- 1 year of retail sales experience required or an equivalent combination of education and experience
- Strong computer skills and internet project coordination experience.

From \$15.15 an hour

Apply Online at: <https://tinyurl.com/ysbcm8jn>

Source: Employer Website

Receptionist – Contract (Perimeter)



Two Concourse Pkwy #500, Atlanta, GA 30328

Responsibilities:

- Provide front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
- Receive and greet all visitors in a professional and warm manner as first point of contact for the company.
- Distribute badges and parking passes to hiring managers as they onboard new team members.
- Collect and distribute all incoming mail and courier items.
- Responsible for providing parking, photo badges, and building access to new or return to office employees.
- Responsible for updating internal workorder tickets. May also submit work orders to building management.
- Responsible for tracking and ordering supplies as part of inventory and expense control management, creating par levels for in-house inventory.
- Assist in general office administration to include stocking copy rooms/comm areas with supplies.

Qualifications:

- High School diploma or General Education Degree (GED) required.
- 2-3 years in a corporate office setting.
- Intermediate knowledge of MS office suite and MS Outlook including scheduling meetings, managing calendars, and using Teams, etc.

Monday-Friday 8am-5pm

Apply Online at: <https://tinyurl.com/ywbwtqh8>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/17/23

PT Stock Team - Early Mornings (Perimeter)

\$13 - \$15 an hour

Gap / 4400 Ashford Dunwoody Road Northeast, Atlanta, GA 30346

<https://tinyurl.com/ym49glmt>

Housekeeper (Alpharetta)

\$12 - \$16 an hour

Comfort Inn / 5455 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/ypkyfpm>

Lot Attendant (Alpharetta)

\$15 - \$16 an hour

United BMW / 1501 Alpharetta Hwy, Alpharetta, GA 30009

<https://tinyurl.com/yu6wftzp>

Dishwasher for Wedding Venue PT Weekends (Roswell)

\$14 - \$15 an hour

A Divine Event / 674 Mimosa Boulevard, Roswell, GA 30075

<https://tinyurl.com/yo7njago>

Front Counter Associate & Laundry Attendant (Sandy Springs)

\$15 - \$16 an hour

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

<https://tinyurl.com/yoqvjnma>

Dishwasher (Sandy Springs)

\$14 an hour

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

<https://tinyurl.com/yystc5lx>

Dishwasher (Perimeter)

\$15 - \$18 an hour

P.F. Chang's / 4400 Ashford Dunwoody Road Northeast, Atlanta, GA 30346

<https://tinyurl.com/yp4brvur>

Food Service, Housekeeping, & Other Now Hiring – Week of 9/17/23

Warehouse Associate (Alpharetta)

\$17 - \$19 an hour

Go-Parts / 6485 Shiloh Rd STE 400, Alpharetta, GA 30005

<https://tinyurl.com/ylmmq2eg>

Dishwasher PT (Perimeter)

\$12.00 - \$16.50 an hour

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

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

Donation Attendant (Sandy Springs)

The Salvation Army / 8610 Roswell Rd, Sandy Springs, GA 30350

<https://tinyurl.com/ypc2strw>

Housekeeper (Buckhead)

\$15 - \$16 an hour

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

<https://tinyurl.com/yrx68umu>

Stock Associate (Buckhead)

\$13 an hour

Foot Locker / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/yртеed5l>

Seasonal Hiring Event (Buckhead)

Thursday September 21st, 11a - 6p

Bloomingdale's / Lenox Mall

<https://tinyurl.com/yun2guou>

Cashier (Roswell)

From \$15 an hour

Floor & Décor / 610 Holcomb Bridge Rd, Roswell, GA 30076

<https://tinyurl.com/yt6qvpgm>