

---

# Administrative Assistant (Roswell)



1544 Old Alabama Rd, Roswell, GA 30076

---

## **Responsibilities:**

- Providing reception, answering and routing calls on a multi-line phone system.
- Document scanning, copying and mailing.
- Working independently at times filing legal documents in dedicated file room.
- Consistently and accurately updating case management systems.
- Retrieving and responding to a variety of clients and internal firm requests via phone or email.
- Learning basic legal documents and terminology.
- Ensuring timely, courteous, and thorough responses to a heavy volume of email correspondence.
- Providing exceptional customer service to clients at every level of interaction.
- Providing support to attorneys in a high volume, time sensitive atmosphere.
- Maintaining strict confidentiality of client and borrower information and firm processes.

## **Qualifications:**

- Must have recently graduated from college or have 2-3 years of relevant experience.

Apply Online at: <https://tinyurl.com/26kg33aw>

Source: Employer Website

---

# Secretary / Dispatcher (Work from Home)



---

The dispatcher is responsible for answering/making phone calls, sending emails and invoices to schedule repairs for our clients.

**Qualifications:**

- Must be computer savvy, candidate required to have her/his own computer/laptop (Home stable internet), earpiece or earphones for the phone.
- MS Office: Word, Excel, Different software platforms
- Experience in an office that handled dispatching

\$15 an hour

Apply Online at: <https://tinyurl.com/2cznqu85>  
Source: Employer Website

---

# Marketing Coordinator (Roswell)



1000 Applewood Drive, Roswell, GA 30076

---

## Responsibilities:

- Provides marketing support to the community in accordance with marketing and business plans. Utilizes sales processes, systems, and forms for sales to perform job duties, track information, compile data and reports, and meet or exceed community revenue goals. Provides administrative support for the Sales Department. Attends daily sales meetings.
- Communicates daily with community sales leader and other key associates regarding the status of all prospective move-ins. Utilizes the sales systems to record pre-residency steps and to facilitate communication.
- Serves as liaison between new resident and community by coordinating the move-in process for new residents in an efficient and welcoming manner, as needed. Ensures paperwork completion, including PPOC (Physician Plan of Care), residence preparation, mover scheduling, community support. Sets up pendants, keys, mailboxes, cable, and coordinates storage for new residents.
- Coordinates with maintenance and operations on unit turn over (UTOs) and maintains unit availability listings for the sales team. Works with community sales leader to identify units to be made ready for sales pipeline.
- Assists community sales leader in scheduling and executing on events including lead generation and lead advancement events and maintaining and organizing RSVP lists for events.

## Qualifications:

- High school diploma or General Education Degree (GED) required.
- A minimum of one year administrative experience required, preferably in the retirement, hospitality, or medical industry with a proven track record of focus on customer service is required.
- Additional education can be substituted for years of experience.

\$15.34 - \$19.18 an hour

Apply Online at: <https://tinyurl.com/2675c4bd>

Source: Indeed

---

# Corporate Receptionist (Sandy Springs)



## **Rheem Manufacturing**

1100 Abernathy Road Northeast, Atlanta, GA 30328

---

### **Responsibilities:**

- General reception duties and coverage such as greet and welcoming visitors upon arrival; directing visitors to the appropriate person and meeting location; answering, screen, and forwarding incoming phone calls.
- Serve as a friendly, responsive resource for all employees, callers, and visitors.
- Courteously handle customer service calls and employee requests with professionalism by providing basic and accurate information (including serving as liaison with customer care teams and Property Management).
- Perform other clerical duties such as ordering supplies, adding postage to letters, photocopying, and scanning.
- Acts as a backup for other key administrative support roles as required.
- Maintains office security by following safety procedures and controlling access as required.
- Ensures the reception area, reception kitchenette, and conference room spaces throughout the Enterprise office are professionally maintained and tidy as needed.
- Effectively manages conference room scheduling while utilizing proper judgment to maintain confidentiality about meeting topics or attendee involvement.

### **Qualifications:**

- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- High school diploma - additional certification in Office Management is a plus; with at least 2-4 years of experience in a corporate office environment with proven work experience as a Receptionist, Front Office Representative, or similar role.

Apply Online at: <https://tinyurl.com/22ozl8ls>

Source: Employer Website

---

# Registration Coordinator (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

---

## **Responsibilities:**

- Ensure that registrations are entered accurately into the CRM registration management system.
- Manage changes to all registrations.
- Assist members with navigating the community website to register themselves for programs online.
- Enter new MJCCA program listings into our registration management system.
- Process payments for registrations (online, cash, and checks) and communicate outstanding balances to members.
- Develop and calculate payment plans for families and communicate agreed upon plans to families.
- Work with the accounting department to ensure information is properly tracked and documented.
- Assist community members with logging into the online registration system. Troubleshoot issues as they arise.
- Provide follow-up customer service (phone, email, and in person) to all families.
- Respond to all emails, phone calls, and other requests within one business day. May involve responding to emails or calls outside of the regular workday.

## **Qualifications:**

- Bachelor's Degree preferred or equal experience in related administrative office environment.
- Experience: 1 year minimum of customer service, registration, or database management.
- Proficient in Microsoft Office applications (PowerPoint, Word, Excel, Outlook)
- Experience with data management software or content management systems

Apply Online at: <https://tinyurl.com/28d6d3c3>

Source: Indeed

---

# Customer Engagement Representative (Roswell)



200 Mansell Court East Suite 100. Roswell, GA 30076

---

## **Responsibilities:**

- Answering inbound phone calls with energy, excitement, and enthusiasm
- Schedule appointments for tires, rotations, balancing, and repairs
- Provides helpful, friendly, and responsive customer service

## **Qualifications:**

Customer service: 1 year (Preferred)

Apply Online at: <https://tinyurl.com/2awj69kq>

Source: Indeed

---

# Human Resources Administrative Coordinator (Chamblee)



2050 Chamblee Tucker Rd, Atlanta, GA 30341

---

The Human Resources Administrative Coordinator assists in the overall daily office and Human Resources operations; including personnel file management, onboarding and offboarding, vendor relationships, record keeping.

## **Qualifications:**

- High school diploma or GED required; some post secondary education preferred, or equivalent combination of education, training, and experience.
- 3 years of experience in administration or customer service required; Human Resources experience preferred.

Apply Online at: <https://tinyurl.com/29ba65hx>

Source: Employer Website

---

# Guest Service Agent (Perimeter)



1030 Crown Pointe Parkway, Atlanta, GA 30338

---

Welcoming and serving each guest with exceptional service either in person or by phone and ensuring that guests are checked in and out in a friendly and timely manner.

## Qualifications:

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- One to three months in related experience and/or training.

May be required to work nights, weekends, and/or holidays.

\$16 an hour

Apply Online at: <https://tinyurl.com/272jgwgu>

Source: Indeed

---

Posted 9/24/2023



---

# Office Administrative Assistant (Buckhead)



Fifteen Piedmont Center, 3575 Piedmont Rd NE #1150, Atlanta, GA 30305

---

## **Responsibilities:**

- Provides administrative support to ensure efficient operation of the corporate office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Manage and restock office supplies.
- Distribute mail to appropriate departments.
- Use judgment and experience to schedule, confirm and redirect meeting requests.
- Support travel coordination for meetings including preparing and distributing itineraries/agendas.
- Meets and greets external visitors in a courteous and professional manner.
- Compose and distribute professional correspondence and memoranda via email/fax using individual initiative and as assigned.

## **Qualifications:**

- 2+ years of experience as an Office/Administrative Assistant supporting Senior Level Executives.
- Bachelor's Degree preferred.

Apply Online at: <https://tinyurl.com/267sr5f2>

Source: Indeed

---

# Executive Assistant (Sandy Springs)



980 Hammond Dr Suite 1000, Atlanta, GA 30328

---

## **Responsibilities:**

- **Calendar Management:** Efficiently manage the CEO's schedule, including scheduling and coordinating meetings, appointments, and travel arrangements. This requires interaction with both internal and external executives and assistants, as well as consultants and business partners.
- **Email and Communication:** Screen and manage the CEO's emails, draft and respond to messages on their behalf, and ensure that urgent matters are addressed promptly.
- **Meeting Preparation:** Prepare meeting agendas, materials, and briefings to ensure the CEO is well-prepared for meetings and presentations.
- **Travel Coordination:** Arrange travel itineraries, accommodations, and transportation for the CEO, both domestically and internationally.
- **Document Management:** Organize and maintain important documents, reports, and files, ensuring easy access and retrieval when needed.
- **Information Flow:** Ensure timely and effective flow of information to and from the CEO's office, keeping them informed of critical developments.
- **Follow-Up:** Track action items and deadlines resulting from meetings and initiatives, ensuring that the CEO is aware of and follows through on commitments.
- **Technology Support:** Assist the CEO with technology-related tasks, such as setting up virtual meetings and troubleshooting technical issues.

## **Qualifications:**

- 3-4 years' experience supporting executive leadership
- Experience scheduling domestic and international travel arrangements for management, including commercial and private aviation.
- Experience assisting management with the creation of PowerPoint presentations.
- Strong knowledge of MS Office, including Word, Excel, PowerPoint, and Outlook.
- Bachelor's degree or equivalent experience

5 days per week, Monday-Friday.

Apply Online at: <https://tinyurl.com/2b5ff2ph>  
Source: Indeed

---

# Front Desk / Concierge (Alpharetta)



2725 Holcomb Bridge Road, Alpharetta, GA 30022

---

## **Responsibilities:**

- Greet and assist residents and visitors in a polished, professional, discrete manner. Manage the front desk sign-in and out process for visitors and vendors. Handle and direct incoming phone calls. Inform residents or staff of the arrival of guests, packages, and flowers.
- Accommodate residents' requests for assistance - referring to other staff as necessary.
- Provide marketing information to visitors.
- Assist Activities Department with program / event reservations; collect program / event fees; maintain accurate records.
- Maintain and regularly update database of resident general information and update/distribute resident phone list. Handle other clerical duties as assigned.
- Support other departments as needed to ensure high quality resident service.

## **Qualifications:**

- High school diploma or equivalent (GED)
- At least 1 year of related work experience

\$13.00 per hour

Apply Online at: <https://tinyurl.com/28e827ns>

Source: Indeed

---

# Human Resources Coordinator (Sandy Springs)



5775 Glenridge Dr, Atlanta, GA 30328

---

## Responsibilities:

- Maintains accurate and up-to-date HR digital and hard files, records, and documentation.
- Assist with periodic audits of HR files and records to ensure all required documents are collected and filed appropriately.
- Provides administrative support to the Vice President of HR department.
- Processes HR incoming mail correspondence and takes appropriate actions.
- Run reports as requested using HRIS software.
- Input all status changes to employee profile
- Update credential licenses and annual medical requirements database using Excel software.
- Processes terminations to include notification to IT to terminate access, updates Smartsheet, completes Separation Notice and sends employee notification emails.
- Create and/or revise job descriptions
- Maintains employee benefits systems and ensures new hire enrollments, life events, employee status changes, and terminations are entered and processed accurately and timely.
- Willingness to learn VNHS payroll system and serve as a back-up to the Payroll Manager as needed.

## Qualifications:

- Leadership: 1 year (Preferred)

\$22.00 - \$24.00 per hour

Apply Online at: <https://tinyurl.com/26633an7>

Source: Employer Website

---

# Pre-Registration Representative (Perimeter)



1001 Perimeter Summit Pkwy, Atlanta, GA 30319

---

Arranges for efficient and accurate collection of information for orderly registration of pediatric, adult, and geriatric patients. Collects and distributes patient information, billing information, and collection information. Makes patients and families aware of hospital policies and procedures.

## **Qualifications:**

- High school diploma or equivalent
- Working knowledge and ability to perform accurately and efficiently on computer
- Typing skills of 30 wpm
- Preferred: Prior clerical, customer service, insurance, registration, or call center experience in a medical or hospital setting

Apply Online at: <https://tinyurl.com/2dkv6zs6>

Source: Employer Website

---

# University Events Assistant (Brookhaven)

**OGLETHORPE**

4484 Peachtree Rd NE, Atlanta, GA 30319

---

## **Responsibilities:**

- Light office duties such as answering the department phone and managing the University Events department emails
- Managing the University Events Department Calendar
- Handle event-related paperwork such as invoices, event timelines, and creating floorplans
- Act as a liaison between clients, vendors, and internal teams
- Check on event setups done by our facilities department and dismantle event spaces, including decor and equipment
- Provide stellar customer service to both internal and external constituents

## **Qualifications:**

- Bachelor's degree, preferably in hospitality and/or event planning, and one year of related experience or equivalent combination of experience, education, and training.

Apply Online at: <https://tinyurl.com/2yt34umy>

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 message 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/28jvyo34>

Source: Indeed

---

# Front Desk Receptionist (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

---

## **Responsibilities:**

- Provide administrative support to other team members with data entry, paperwork, photocopying, etc. when needed
- Respond to incoming phone calls and emails and make sure the right people receive all important information
- Arrange appointments for employees and keep the calendar up-to-date
- Manage incoming and outgoing mail and handle deliveries

## **Qualifications:**

- 1+ year of front desk receptionist experience or related job experience preferred
- Has previous experience with word processing programs and basic computer skills
- Must have graduated high school, received a G.E.D. or equivalent

\$35,000 a year

Apply Online at: <https://tinyurl.com/2xol7acg>  
Source: Indeed



---

# Food Service, Housekeeping, & Other Now Hiring – Week of 9/24/23

## **Team Member PT (Roswell)**

**\$13 an hour**

Smoothie King / 1530 Old Alabama Rd #180, Roswell, GA 30076

<https://tinyurl.com/2danukz8>

## **Dishwasher (Roswell)**

**From \$15 an hour**

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

<https://tinyurl.com/235flcjf>

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

**\$19 an hour**

Sodexo / \$19 an hour

<https://tinyurl.com/29q5kfql>

## **Team Member (Sandy Springs)**

**\$12 - \$14 an hour**

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

<https://tinyurl.com/2xkdwx9g>

## **Houseman/Grounds Person (Chamblee)**

**\$13 - \$14 an hour**

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

<https://tinyurl.com/26p8wofc>

## **Room Attendant (Perimeter)**

**\$15 an hour**

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

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

## **Service Valet/Lot Attendant (Chamblee)**

Nalley Infiniti / 2550 The Nalley Way, Atlanta, GA 30360

<https://tinyurl.com/297jn95z>

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 9/24/23

## **Housekeeping (Sandy Springs)**

**\$12 - \$14 an hour**

Holiday Inn / 765 Hammond Drive Northeast, Sandy Springs, GA 30328

<https://tinyurl.com/2aenbx2u>

## **Merchandiser/Grader (Sandy Springs)**

**\$12.50 an hour**

Goodwill / 8331 Roswell Rd, Atlanta, GA 30350

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

## **Car Wash Attendant (Roswell)**

**\$10 - \$12 an hour**

Tidal Wave Auto Spa / 1564 Holcomb Bridge Road, Roswell, GA 30076

<https://tinyurl.com/23mvhk9k>