
Administrative Assistant / Scheduler (Roswell)



770 Old Roswell Place, Suite B500, Roswell, GA 30076

Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls in a polite and professional manner
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Schedule and coordinate installs
- Organize and maintain filing systems, both electronic and physical
- Coordinate events, including meetings, conferences, and installs
- Perform data entry tasks such as order entry and updating customer information

Qualifications:

- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in event planning is a plus

\$30,000 a year

Apply Online at: <https://tinyurl.com/yret7jed>

Source: Indeed

Receptionist PT (Buckhead)



5750 Long Island Dr, Atlanta, GA 30327

Responsibilities include greeting parents, visitors, staff, and late students upon arrival, directing each appropriately while maintaining security procedures; answering and directing phone calls; processing incoming and outgoing mail and deliveries; assisting with after-school student dismissals; and other general office duties.

Qualifications:

- Proficient in Microsoft Office, comfortable with technology, and experienced in an office setting

Mondays and Fridays (7:30 am - 6:00 pm)

\$16.00 - \$20.00 per hour

Apply Online at: <https://tinyurl.com/ytwu42fb>

Source: Indeed

Office Coordinator – Entry Level (Roswell)



10800 Alpharetta Highway, Roswell, GA 30076

An Office Coordinator is an entry-level office role that is responsible for maintaining pleasant and consistent daily operations of the clinic.

- Greets everyone who enters the clinic in a friendly and welcoming manner.
- Schedules new referrals received by fax or by telephone from patients, physician offices.
- Verifies insurance coverage for patients.
- Collects patient payments.
- Maintains an orderly and organized front office workspace.

Qualifications:

- High School Diploma or equivalent preferred.
- A strong level of comfort navigating a computer and ability learn new computer programs.

Apply Online at: <https://tinyurl.com/ys4rd4fx>

Source: Employer Website

Front Office Coordinator (Sandy Springs)



8601 Dunwoody Pl #565, Sandy Springs, GA 30350

Responsibilities:

- Register and create charts for new patients.
- Verify insurance.
- Collect payments from parents based on insurance coverage/copays.
- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival, reviewing service delivery compared to schedule, and reminding providers of service delays.
- Maintains the reception area.
- Types letters and memos.
- Faxes, photocopies and files documents.
- Sends referrals and follow up with parents.
- Maintains office email and text system.
- Maintain office calendar including physician schedule and appointments.

Qualifications:

- Minimal associate degree or significant experience
- Minimum of one (2) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred.
- Computer skills (excel and word required), familiarity with electronic medical records required
- Types 25 words per minute

Apply Online at: <https://tinyurl.com/y1t34f9a>

Source: Indeed

Concierge / Receptionist (Buckhead)



Lenbrook

3747 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Greet and assist visitors and residents in a friendly, professional, and helpful manner.
- Maintain resident apartment and telephone list, out-of-town list, package log, guest suite reservation log, and limo reservation log.
- Provide wake-up calls each morning to residents who have requested and report non-responses for follow up.
- Assist residents in making reservations for guest suites, dining, shopping trips, limo reservations, change of address, voters registration, etc.
- All shifts responsible for keeping front desk and surrounding area neat, clean, and organized.
- Observe and follow uniform policy and cleanliness standards.
- Maintain knowledge of Lenbrook emergency procedures.

Qualifications:

- High school diploma or equivalent
- Basic computer skills - must be proficient in Microsoft products (primarily Word, Excel, & Outlook)
- Experience in upscale, service-oriented position, preferably with seniors

Apply Online at: <https://tinyurl.com/ymkoer5b>

Source: Indeed

Receptionist PT (Roswell)



1109 Green Street, Roswell, GA 30075

Responsibilities:

- Greet, screen, and direct guests upon arrival at the facility
- Answer, screen and forward incoming phone calls
- Receive inquiries and release information in accordance with established policies and procedures
- Perform clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Qualifications:

- No experience required. On-the-job training provided.

3:30pm - 8pm (Every other weekend Required)

Apply Online at: <https://tinyurl.com/yva6o8hr>

Source: Indeed

Receptionist (Roswell)



1000 Applewood Dr, Roswell, GA 30076

Responsibilities:

- Greets all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff.
- Sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs.
- May also respond to resident emergencies by calling appropriate internal and external parties based on community protocol.

[No qualifications specified in ad.]

\$10.44 - \$13.05 an hour

Apply Online at: <https://tinyurl.com/ynbxy43h>

Source: Indeed

Administrative Support Team (Perimeter)



4300 Ashford Dunwoody Road, Atlanta, GA 30346

Responsibilities:

- Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public
- Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer
- Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management
- Input employment data in the Job Requisition System and handle all new hire paperwork, orientation, and training sessions
- Balance vault and store checkbook and perform other cash functions on a daily basis
- Act as MST liaison and train colleagues on how to call in repairs
- Complete weekly store newsletter, maintain store bulletin board program, and organize store recognition allies

Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience

Retail hours, including day, evening, weekends, and/or holidays

\$15.75 - \$20.48 an hour

Apply Online at: <https://tinyurl.com/yt63hmmo>

Source: Employer Website

Sales Administrative Assistant (Perimeter)



Westin Atlanta Perimeter North

7 Concourse Parkway Northeast, Atlanta, GA 30328

Responsibilities:

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Uses various computer word processing and other software packages to enter data, produce contracts, correspondence, forms, memorandum and other documents.
- Answer telephone and respond to caller inquiries speaking in a clear and pleasant manner. Exercise decision making skills to direct caller's request. Accurately record messages for staff and distribute the written messages to the staff members in a timely manner.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building. Retrieve documents from and place documents into proper receptacles located up to 6 feet high, such as mailboxes, file cabinets, etc.
- Handle individual reservations for VIP clients. Ensure that all arrangements, including upgrades, are handled properly, coordinating with other departments through oral and written instruction.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

Qualifications:

- Hotel experience preferred.
- High School Diploma, Bachelor's Degree preferred.

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

Source: Indeed

Administrative Assistant II (Alpharetta)



3460 Preston Ridge Rd #400, Alpharetta, GA 30005

Responsibilities:

- Calendar management, travel arrangements, meeting preparation, and follow up.
- Arrange and coordinate in-person and remote meetings for GMAE & AOEM.
- Assist in maintaining and updating calendars, employing a high degree of professional judgment with respect to prioritization, location, travel time, preparation, materials, and logistics.
- Reserve meeting location(s), confirm and follow up on technology needs, make travel arrangements, catering, reservations, and security notifications as needed.
- Assist the team in answering phone calls on the mail line.
- Capture and act on expense reports as appropriate when received with required approvals.
- Prepare electronic MFL packages for Client Service Team. Maintain MFL tracking spreadsheet.
- Assist and back-up other administrative assistants, when needed.
- Manage memberships and subscriptions across the Investments department.
- When requested, assist the Client Service Team with finding documentation for locations.
- Prepare monthly and quarterly reports for GMAE, AOEM and account engineering team.

Qualifications:

- Associate's degree or Bachelor's degree
- 5+ years of related work experience
- Excellent MS Office (Word, Excel, Powerpoint) skills

Apply Online at: <https://tinyurl.com/ypsh3aau>

Source: Employer Website

HR Assistant – Temporary (Buckhead)



1961 North Druid Hills Road, Atlanta, GA 30329

Responsibilities:

- Administer various human resources plans and procedures for all company personnel.
- Facilitate organizational training and development efforts to include new employee orientation.
- Perform benefits administration to include change reporting, approving invoices for payment, and communicating benefit information to employees.
- Assist in administration of compensation program.
- Maintains and coordinates employee recognition programs.
- Maintains employee handbook and personnel policies and procedures manual; serves as a resource for employees on benefits and policies.
- Maintains HRIS / personnel records and compiles data for various reports; files EEO-1 report annually.
- Maintain compliance with federal and state regulations as well as facility licensing and accreditation agencies concerning employment.
- Handle employee relations counseling and outplacement procedures.
- Collaborate with Senior Accountant to maintain employee information for payroll and leave-tracking.
- Work with HR Director on various research and special projects.

Qualifications:

- Bachelor's degree in Human Resources/Business Administration/Industrial Psychology and two to three years' practical experience in the HR field OR six years' experience in Human Resources or any similar combination of education and experience.
- Microsoft Office proficiency
- Experience with HRIS & ATS Systems

Apply Online at: <https://tinyurl.com/yqg8ywua>

Source: Indeed

Kids Events Team Member PT (Sandy Springs)



5580 Roswell Rd, Sandy Springs, GA 30342

Responsibilities:

- Engages children in interactive activities including organized arts and crafts, singing, sports activities, games while maintaining a safe environment
- Leads a group of up to 10 children ages 3-13 with a fun, positive and outgoing attitude while acting as a role model
- Demonstrates positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers
- Maintains cleanliness and order of activities and programming in order to ensure safety
- Promotes monthly events and activities in order to increase participation and revenue
- Ensures use of supplies, snacks and drinks follow the amount prearranged by the department budget

Qualifications:

- 1 year of related experience

Evenings and weekends

Apply Online at: <https://tinyurl.com/yog5ndzo>

Source: Employer Website

Treasury Services Clerk (Brookhaven)



1200 Lake Hearn Dr NE #250, Atlanta, GA 30319

This position is responsible for receiving and processing tickets for funding requests from our management team, accountants, and clients. Tickets must be processed with accuracy and based on urgency communicated in the ticket request. This position will also handle various administrative tasks including processing payables in the Yardi database, collecting monthly bank statements, uploading checks for Positive Pay, assisting with shipping bank supplies, filing, and other tasks as needed.

Qualifications:

- High School Diploma or Equivalent
- Computer software experience to include MS Word, MS Excel, MS Outlook.

Apply Online at: <https://tinyurl.com/ypdc9sbp>

Source: Indeed

Receptionist (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom amenities.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Maintain customer contact notes in our CRM system and manage our "up-list".
- Maintain a neat and professional appearance at all times.

Qualifications:

- High school diploma or the equivalent.
- Previous experience in a similar role with similar responsibilities is required.

Shifts vary

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

Source: Indeed

Customer Service Desk Associate (Perimeter)

VON MAUR®

4400 Ashford Dunwoody Road, Atlanta, GA 30346

A Customer Service Desk Associate provides excellent customer service to customers and employees at the service desk, answers telephones, provides customer charge account services, gift wraps packages, and prepares packages for shipping.

- Answers a multi-line telephone and handles the telephone call, or directs callers to the appropriate person or area.
- Provides customer charge account services, including opening instant accounts, accepting payments, answering customer questions, and giving approvals as requested.
- Prepares and wraps gifts with attention to detail, accuracy, and in a timely manner.
- Completes customer tickets for gift wrap orders and verifies customer tickets at pick-up for order accuracy.
- Completes necessary cash work, including balancing the service desk drawer, balancing sales floor cash reports, and preparing the bank deposit.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/yrwkshs3>

Source: Indeed

Medical Office Receptionist (Roswell)



11111 Houze Road, Roswell, GA 30076

Responsibilities:

- Greeting and checking patients in/out in a courteous manner; including going over all necessary paperwork, collection of co-payments/deductibles/co-ins, balances etc., at the time of service.
- Provide patients with initial assessment paperwork, evaluate for completion, and accept electronic forms into the EHR system.
- Answering calls and providing patient support with miscellaneous inquires, payment related questions, release requests, etc.
- Ensure accuracy of patient accounts, such as accurate billing address, contact information, payment authorization and collection.
- Assisting patients with scheduling follow-up appointments, rescheduling appointments as needed, and managing (Tele/In-person) appointments scheduled for accuracy.
- Assisting patients with Vsee access, Patient Portal, and navigate LifeStance website platforms
- Answering emails and Patient Messages via Patient Portal and voicemails
- Auditing the scheduler daily for appointment cleanup
- Office upkeep and making sure common space is clean and clutter free
- General office duties, such as sorting the office mail, scanning documents, and Efaxes

Qualifications:

- High School Diploma or equivalent; Associate's degree preferred
- 2 years of customer service care experience; experience in healthcare is highly preferred
- Prior knowledge of OSHA/HIPAA regulations would be advantageous

\$18 an hour

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

Source: Employer Website

Posted 10/22/2023

Executive Assistant to CEO (Roswell)



100 Mansell Ct E UNIT 600, Roswell, GA 30076

Responsibilities:

- Provide phone support to executives, exhibiting a high degree of professionalism.
- Oversee the electronic/hard copy mail management, including responding to routine correspondence and inquiries.
- Scan business and industry journals and perform internet searches for industry and company related topics and communicating results.
- Provide oversight and coordination of meeting and conference call scheduling on company executives(s) calendar(s) including special meeting/program needs.
- Prepare agendas, take and transcribe meeting minutes or provide back-up for this function.
- Oversee the maintenance of department's subject files and record retention.
- Reconcile/process invoices, statements, forms and other paperwork.
- Order departmental supplies and oversee maintenance of office equipment.
- Prepare correspondence and other reports/documentation for executive review/signature as appropriate. May follow-up on communications for president and company executives requiring action or response to ensure deadlines are met and appropriate action taken.
- Closely manage all aspects of travel arrangements including air, ground, and hotel. May review and approve management travel and entertainment expenses.
- Coordinate and/or assist others with various events, functions, promotions and meetin

Qualifications:

- Associate's degree in business or related major preferred
- Three to five years of administrative experience working with senior/executive management personnel.
- Proficiency in Microsoft Office programs: Word, Excel, PowerPoint, Outlook.

\$55,000 - \$60,000 a year

Apply Online at: <https://tinyurl.com/ynod4krc>

Source: Indeed

After-School Childcare Staff Member (Buckhead)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

- Assist students with after-school homework and/or enrichment projects (arts, crafts, reading, etc.)
- Plan and organize age-appropriate games and other playground activities
- Cleaning and organizing snack stations, playground equipment and other enrichment activity locations

Qualifications:

- High School degree or equivalent required.
- Experience in childcare or other after-school care setting preferred.

Apply Online at: <https://tinyurl.com/yw9ygah6>

Source: Indeed

Receptionist (Alpharetta)

MORGAN & MORGAN

178 S Main St Unit 300, Alpharetta, GA 30009

Responsibilities:

- Greet clients and inquire into their purpose of visiting the firm
- Record all information provided by clients and forward it to attorneys.
- Answer phone calls by operating PABX systems, transferring calls, and taking messages
- Handle incoming and outgoing correspondence according to established protocols and procedures
- Ensuring that conference and shared spaces are tidy and ready for client meetings

Qualifications:

- High school diploma or GED
- Previous experience with Microsoft Office software preferred

From \$15 an hour

Apply Online at: <https://tinyurl.com/ymc2agxt>

Source: Indeed

Posted 10/22/2023

Office Administrator / Staffing Assistant

(Roswell)



918 Holcomb Bridge Rd #100, Roswell, GA 30076

Local Staffing Service is searching for a Front Office Administrator-Staffing Assistant to join our team. Responsibilities include: Managing our front desk, answering phone calls, greeting guests, scheduling interviews, onboarding new employees and assisting with applications, evaluations, drug screens, office supplies, and other administrative duties.

Qualifications:

- Word, Excel, Outlook: Intermediate to advanced
- Social Media experience a plus

\$32,000 - \$35,000 a year

Apply Online at: <https://tinyurl.com/yq9dvdhe>
Source: Indeed

Receptionist (Buckhead)



3340 Peachtree Rd NE, Atlanta, GA 30326

Responsible for managing and organizing of the front desk activities.

- Duties will include greeting visitors and maintaining visitor sign-in process using the Envoy system.
- This will also include issuing of temporary badges for employees, vendors, contractors, directing visitors appropriately and notifying company personnel of visitor arrival.
- Ensure incoming calls are answered promptly and directed to the appropriate destination.
- Follow established protocol to protect client customer and employee privacy when speaking with all callers while maintaining professional, friendly demeanor.
- Multiple administrative tasks include event support, producing monthly newsletters, and assisting with property management ticket requests.
- You will be the point of contact for onsite meetings and will provide support such as ordering lunches, printing and assisting workmates or visitors.
- The receptionist will be responsible for incoming mail and packages, as well as printing FedEx labels, and maintaining the package areas.

Qualifications:

- High School Diploma or GED equivalent
- 1-3 years' experience required
- Previous experience with computer applications, such as Microsoft Word, Excel and PowerPoint

Apply Online at: <https://tinyurl.com/ynuww6tob>

Source: Indeed

Receptionist / Admin (Chamblee)



5525 Peachtree Industrial Blvd, Chamblee, GA 30341

Responsibilities:

- Greet and assist customers who enter the store showroom.
- Answer & direct incoming calls and inquires.
- Assist the Office Manager and/or General Manager with various clerical duties as needed.

Qualifications:

- Working knowledge of Microsoft Office Suite.
- Previous receptionist experience is a plus.

Apply Online at: <https://tinyurl.com/ywha6vo3>

Source: Employer Website

Administrative Assistant PT



4362 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- Assists City Clerk and Deputy City Clerk.
- Performs other related duties as required or assigned.
- Periodically may be asked to provide administrative and clerical support to other department heads, Mayor, City Manager, and City Clerk including scheduling of meetings and appointments under certain circumstances under general direction of City Clerk and City Manager.
- Assists City Clerk in managing and maintaining the Records Information Management System, including appropriate control over the protection, retention, redaction, and destruction of records in accordance with legal and operational requirements including maintaining the database of files and utilizing and mastering use of document management and scanning software.
- Makes copies of video and audio tapes; distribute copies to requestors; use redaction software i.e. Adobe, collects fees for records, and must understand how to upload documents to Dropbox and/or other cloud-based storage software.
- Maintains current knowledge of laws, codes and regulations pertinent to the functions of the City Clerk's office including those related to records management, public meetings, and open records. Will be required to complete training for records management and open records.

Qualifications:

- Two (2) years of study at an accredited college or university;
- Two (2) years of experience performing work related to the described duties; Or equivalent education, and/or experience;

\$18.01 - \$20.71 an hour

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/22/23

Janitor PT - Overnight & Morning (Perimeter)

\$16.50 an hour

Perimeter Pointe Stadium 10 / 1155 Mt. Vernon Highway, Atlanta, GA 30338

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

Stock Associate (Alpharetta)

\$14 - \$16 an hour

Rooms To Go / 6551 North Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/ys75akyk>

Dishwasher (Alpharetta)

\$13 - \$16 an hour

Vinny's On Windward / 5355 Windward Pkwy W, Alpharetta, GA 30004

<https://tinyurl.com/ymkezqqt>

Back of House (Alpharetta)

\$17 - \$20 an hour

Firebirds Wood Fired Grill / 2665 Old Milton Parkway, Alpharetta, GA 30009

<https://tinyurl.com/yrq7r2gz>

Housekeeper (Alpharetta)

\$12.50 - \$13.50 an hour

Comfort Suites / 1005 Kingswood Place, Alpharetta, GA 30009

<https://tinyurl.com/yqxsrnpg>

Dishwasher (Roswell)

From \$15 an hour

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

<https://tinyurl.com/yrxc35ln>

Host/Hostess (Alpharetta)

From \$14 an hour

Café Intermezzo / 100 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/2xxnnp7>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/22/23

Server (Roswell)

\$14.50 an hour

Brookdale Senior Living / 1000 Applewood Drive, Roswell, GA 30076

<https://tinyurl.com/yoaph456>

Team Member (Sandy Springs)

\$10 - \$14 an hour

Clean Juice / 6125 Roswell Rd, Atlanta, GA 30328

<https://tinyurl.com/ywk968rl>

Cashier (Buckhead)

\$12 - \$14 an hour

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

<https://tinyurl.com/ylj52tkr>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy #100, Roswell, GA 30076

<https://tinyurl.com/yqq7x52p>

Hotel Housekeeper (Buckhead)

\$15 an hour

Hampton Inn / 1975 North Druid Hills Road, Atlanta, GA 30329

<https://tinyurl.com/yrb9emzm>