
Administrative Assistant II (Perimeter)



241 Perimeter Center Pkwy NE, Dunwoody, GA 30346

Responsibilities:

- Compose emails and review communications
- Mentor/train others
- Greet visitors and direct them to the appropriate departments or individuals
- Respond to queries in person, via telephone or email
- Maintain accurate filing system (paper and/or electronic)
- Reserve meeting rooms, set up conference calls and take messages
- Perform administrative tasks, including filing and photocopying, and ordering office supplies
- Schedule appointments and maintain calendars

Qualifications:

- 1+ years with secretarial experience supporting Leadership
- Detailed knowledge of Microsoft Office products (Excel, Word, Outlook, PowerPoint, SharePoint)
- A strong aptitude for Microsoft Excel

Apply Online at: <https://tinyurl.com/yrnh5kdo>

Source: Employer Website

Office Administrator (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
- Assist in maintaining a clean and professional office appearance

Qualifications:

- High school diploma or equivalent; some college preferred
- At least 2 years working in an professional office environment
- Financial Services industry experience a plus
- Must be proficient in MS Office/ MS 365 (Word, Teams, Excel)

Apply Online at: <https://tinyurl.com/yuv8elz7>

Source: Employer Website

Front Desk Receptionist (Roswell)



1357 Hembree Rd Suite 220, Roswell, GA 30076

Responsibilities:

- Communicating directly with patients and their needs
- Greeting Patients: checking in, collecting copay, verifying insurance, preparing charts
- Checking out Patients: scheduling, referring, verifying prescription based on individual needs
- Assisting Patients to vehicle when necessary
- Effectively process messages between patients and administration or other medical offices

Qualifications:

- Experience using eClinicalWorks or other EHR system preferred
- 1 year clinical experience preferred
- Bachelor's Degree preferred, or equivalent combination of education, training and experience
- Customer service: 2 years (Preferred)
- Must be willing to travel to other locations

Apply Online at: <https://tinyurl.com/ywf3oxup>

Source: Indeed

Receptionist / Administrative Assistant (Sandy Springs)

THE **BENOIT** GROUP

6780 Roswell Rd NE, Sandy Springs, GA 30328

This individual will handle all front desk responsibilities including greeting clients, maintaining conference rooms, setting up meetings, ordering meals, travel arrangements, running errands, distributing mail, sending overnight packages, maintaining kitchen and office supplies and assisting with various other office functions. They will also assist the Development team with proposals, calendar management, expense reports, filing, etc.

Qualifications:

- Minimum of three (3) years experience in a professional office and a high school diploma
- Proficient in Microsoft Office as well as Canva.

Hybrid remote

Apply Online at: <https://tinyurl.com/ym99talt>

Source: Employer Website

Receptionist / Administrative Assistant (Roswell)



SAINT FRANCIS SCHOOLS

9375 Willeo Road, Roswell, GA 30075

An administrative assistant will report to the Elementary School Principal in Roswell, Georgia.

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Business background
- Proficiency in MS Office (Word and Excel)
- Google Drive (will teach) docs, spreadsheets, Gmail

\$17 - \$19 an hour

Apply Online at: <https://tinyurl.com/ylg9m8z3>

Source: Indeed

Front Desk Coordinator (Dunwoody)



5555 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Greet and welcome patients in a professional and friendly manner
- Answer phone calls and direct them to the appropriate department or individual
- Manage and maintain the front desk area, ensuring it is clean and organized
- Handle incoming mail, packages, and deliveries
- Assist with administrative tasks such as retrieving previous medical histories, copying and data entry

Qualifications:

- High school diploma or equivalent required
 - Proven experience in a similar role, preferably in a professional office setting
- Proficient with AdvantX and Epic, but not required

\$17 - \$18 an hour

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

Source: Indeed

Customer Service Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries

Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus
- Call Center experience, highly preferred

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

Source: Employer Website

Guest Service Representative (Alpharetta)



16785 Old Morris Road, Alpharetta, GA 30004

Responsibilities:

- Greet guests and perform check-in/out procedures
- Follow all cash and credit card procedures required by hotel and brand standard
- Check house count to determine the rooms available for the day
- Review credit limit exception report & gets additional approval if necessary
- Check expected departures for today & clears checkouts or extends stays after check out time
- Update housekeeping room status when received from housekeeping
- Balance departments from daily activity report at the end of shift
- Performs cashier shift change when cash is in balance

Qualifications:

- High School diploma or GED preferred
- One year hospitality experience required
- Customer service experience required
- Experience handling cash and credit card procedures

\$13.50 - \$14.00 an hour

Apply Online at: <https://tinyurl.com/yr5nd3z8>

Source: Indeed

Front Desk Receptionist (Alpharetta)



10905 Haynes Bridge Rd, Alpharetta, GA 30022

Responsibilities:

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copay
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and provide assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Up to 12-hour shifts during the week or weekend as needed

Apply Online at: <https://tinyurl.com/yu37tsn9>

Source: Indeed

Receptionist PT (Brookhaven)



3535 Ashton Woods Dr NE, Atlanta, GA 30319

Responsibilities:

- Answers incoming telephone calls and direct to appropriate person or department.
- Types documents, reports, letter, etc
- Prepares and mail statements in accordance with established billing procedures.
- Assists in preparing time cards and distributing payroll checks.
- Maintains current file and listing of residents, emergency phone numbers of on-call personnel, key personnel, etc.
- Greets visitors, guests, residents, sales people and others, and monitor or report suspicious persons or situations to the Administrator.

Qualifications:

- High school diploma or equivalent
- Prefer two (2) years of experience in a payroll, insurance and/or clerical position.
- Prefer courses in payroll, bookkeeping, office procedures, and other related subjects.
- Typing: at least 50 words per minute

12 Hour Weekend Shift

Apply Online at: <https://tinyurl.com/2x2no825>

Source: Employer Website

Administrative Assistant PT (Buckhead)



255 E Paces Ferry Rd Ne S, Atlanta, GA 30305

Responsibilities:

- Perform receptionist duties: greet visitors, and answer and direct calls.
- Receive and sort incoming mail and deliveries, and manage outgoing mail, and coordinates FedEx and UPS shipping.
- Performs requests directed by designated individuals.
- Functions as a liaison between corporate as well as vendors and customers.
- Orders and maintains office supplies; organizes supplies in supply room.
- Serving as key operator for copiers as well as providing copying support as requested.
- Maintains, stocks and organizes kitchen supplies; maintains kitchen areas for cleanliness.
- Processes invoices and expense reimbursement requests for payment, preparing and maintaining necessary documentation.
- Provides administrative supports to others, including visitors, as needed
- Coordinates meeting logistics.

Qualifications:

- 2 - 5 years of relevant experience, preferred experience in a professional office environment.
- Must be tech savvy and proficient in MS Office applications, particularly Outlook, Word, and Excel.

Apply Online at: <https://tinyurl.com/yuwsf2g6>

Source: Employer Website

Lobby Receptionist (Alpharetta)



Alpharetta, GA 30022

Responsibilities:

- Welcome guests, receive and catalog guest information, orient new clients, and provide answers to inquiries.
- Respond to all requests in a courteous, professional manner at all times. Via in person, phone, email, or online communications.
- Keep building secure by receiving guests and contacting associated client host, coordinating with Building Security, and managing access levels for clients.
- May support the onsite business center, which may include: office supply stocking, conference room setup up, pantry inventory, or light facilities, or mail.

Qualifications:

- 1+ year experience in concierge, administrative, retail, restaurants, or office services.
- Reception/Front Desk: 1 year (Preferred)

Apply Online at: <https://tinyurl.com/ynk2f7dh>

Source: Indeed

Office Manager (Doraville)



Turner & Bowerman

3688 Clearview Ave #202, Atlanta, GA 30340

Responsibilities:

- Basic administrative tasks including, but not limited to, filing, managing specific case deadlines, drafting basic letters, meeting with clients for document signings, scanning, and managing incoming and outgoing mail
- Basic office upkeep tasks including, but not limited to, monitoring office supplies, emptying waste baskets, keeping common areas tidy, coordinating various service providers who may be needed at the office

Qualifications:

- Bachelor's or Associate's Degree or Paralegal Certificate preferred, or equivalent on the job experience with a prior law firm.
- Experience in legal assistance preferred, but not required
- Candidates must be very comfortable with Apple products and be ready to use a Mac from the first day. Candidates with PC experience only need not apply.

From \$22 an hour

Apply Online at: <https://tinyurl.com/2xg7tdq5>

Source: Indeed

Administrative Assistant (Chamblee)



3301 Buckeye Road, Atlanta, GA 30341

Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls, take messages, and respond to inquiries
- Manage calendars, schedule appointments, and coordinate meetings
- Prepare and edit correspondence, reports, and presentations
- Assist in the preparation of regularly scheduled reports
- Maintain office supplies inventory and place orders when necessary
- Organize and maintain filing systems, both electronic and physical
- Coordinate travel arrangements for staff members
- Assist with event planning and coordination
- Perform general clerical duties, such as photocopying, scanning, faxing, and mailing

Qualifications:

- Proven experience as an administrative assistant or similar role
- Proficient in using Google Suite (Docs, Sheets, Slides)
- Strong computer literacy, including proficiency in MS Office (Word, Excel, PowerPoint)

Monday to Friday 8:00 AM - 5:00 PM

\$16 an hour

Apply Online at: <https://tinyurl.com/yr5mr3jq>

Source: Indeed

Mailroom Clerk (Sandy Springs)



55 Glenlake Parkway Northeast, Atlanta, GA 30328

Responsibilities:

- Operating mailing equipment
- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude
- Shipping & Receiving
- Updating employee lists
- Pick-up and deliver mail and parcels to customers
- Lift large bundles of mail, overnight packages and shipments of paper
- Handle time-sensitive material like confidential, urgent packages
- Demonstrate flexibility in satisfying customer demands in a high volume, production environment

Qualifications:

- High school diploma or equivalent (GED) - College Degree is a plus and allows a fast track plan to management
- Customer Service/ Hospitality/ Retail background preferred
- Keyboarding and windows environment PC skills
- Must have a valid drivers license and access to reliable transportation to and from work

\$14.00 - \$14.50 an hour

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

Source: Indeed

Administrative Coordinator (Sandy Springs)



1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information, and answering telephone (answering callers' questions and providing requested information as necessary).
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials, and coordinates conference room scheduling and setup of meetings.
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Children's' style guidelines.

Qualifications:

- 2 years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred
- Proficient in full suite of Microsoft Office and other Windows-based applications
Experience scheduling multi-stakeholder meetings and coordinating meeting logistics, agendas, and minutes

M-F

Apply Online at: <https://tinyurl.com/ypdeq4on>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/29/23

Team Member (Buckhead)

\$11 an hour

Jimmy Johns / 3324 A Peachtree Rd NE, Atlanta, GA 30326

<https://tinyurl.com/yu83z5u3>

Cashier PT (Perimeter)

\$12.00 - \$16.50 an hour

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

<https://tinyurl.com/2467nqqe>

Dishwasher PT (Perimeter)

\$15 an hour

Lazy Dog Restaurant / 4532 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://tinyurl.com/yuqyxz8e>

Janitor (Roswell)

\$14 an hour

Kimco Facilities Services

<https://tinyurl.com/ykfmjtny>

Cashier (Sandy Springs)

From \$15 an hour

National Parking

<https://tinyurl.com/yn892rk8>

Dishwasher (Buckhead)

\$17 an hour

Flik Hospitality Group / The Galloway School | 215 W Wieuca Rd NW, Atlanta, GA 30342

<https://tinyurl.com/yv5fbvnd>

Donor Specialist PT (Roswell)

\$12.50 an hour

Goodwill / 10779 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/ykkkvkc6>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/29/23

Kitchen Staff (Alpharetta)

From \$15 an hour

Cookout / 11475 Haynes Bridge Road, Alpharetta, GA 30009

<https://tinyurl.com/yobotvwa>

BOH (Alpharetta)

\$16 - \$22 an hour; Opening Early Nov. 2023

Rina / Avalon

<https://tinyurl.com/yluqyngc>

Dishwasher (Perimeter)

\$14 - \$17 an hour

Seasons 52 / 90 Perimeter Ctr W, Dunwoody, GA 30346

<https://tinyurl.com/25u47ctj>

Housekeeper (Alpharetta)

\$15 an hour

Mansions Senior Living / 3700 Brookside Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/yogqz4nz>

House Attendant-Lobby (Alpharetta)

\$15.50 an hour

Hyatt Place / 5595 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/ykzneh4y>

Dishwasher (Buckhead)

\$15 - \$17 an hour

Postino / 3655 Roswell Rd NE, Atlanta, GA 30342

<https://tinyurl.com/2x4f7yhk>