

---

# Membership Coordinator PT (Buckhead)



155 W Paces Ferry Rd NW, Atlanta, GA 30305

---

## Responsibilities:

- As a membership director you will assist members with updating database profile information, reset website/app passwords.
- Correspondence to and for members-Letters of introduction, change in Membership type forms.
- Update membership pages on the website monthly.
- Assist with monthly and quarterly membership events and meeting arrangements.
- Scan information into the membership file database.
- Assist with communications to staff regarding new members, in memoriam and birth announcements.
- Work with the Membership Director to create new programs for more touchpoints with new members in the first year of membership.
- Collaborate with Accounting/Finance team for EOM reporting.
- Coordinate with the communications team on emails to membership regarding various membership up-dates.

## Qualifications:

- College degree.
- Country Club experience would be preferred.

\$20 - \$22 an hour

Apply Online at: <https://tinyurl.com/ysaeg4xp>

Source: Indeed

---

Posted 11/5/2023

---

# Morning Receptionist (Chamblee)



**Jim Ellis Volkswagen of Atlanta**

5901 Peachtree Blvd, Atlanta, GA 30341

---

## **Responsibilities:**

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson
- Answers incoming phone calls. Directs caller to appropriate department or individual or takes a thorough message
- Communicates with callers and visitors in a professional, friendly, and efficient manner
- Obtains basic demographic information about each customer, using an ups card, a computer system, a log sheet, or other method established by the dealership
- Enters data into prospect tracking system and runs prospect reports for manager weekly
- Communicates messages to the appropriate parties in a timely manner
- Types memos, correspondence, reports, and other documents
- Assists service customers during the morning and evening service rush whenever possible

## **Qualifications:**

- High school diploma or equivalent preferred
- Must have a valid Driver's License

From \$15 an hour

Apply Online at: <https://tinyurl.com/yqvz7ahk>

Source: Indeed

---

# Front Desk Associate (Chamblee)



5001 Peachtree Boulevard, Suite 605, Chamblee, GA

---

## Responsibilities:

- Welcomes patients and visitors by greeting them either in person or on the telephone; Must be able to answer or refer patient inquiries.
- Optimize patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone effectively.
- Keeps patient appointments on schedule by notifying the provider of the patient's arrival; reviewing service delivery compared to schedule; reminding the provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Recording and fulfilling scripts, updating financial information; recording and collecting patient charges; filing, verifying, and expediting third-party invoicing and fulfillment.

## Qualifications:

- Educated to GED level
- Previous experience working in Customer Serving environments
- Experience in a medical setting is preferable.

\$18 - \$25 an hour

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

Source: Indeed

---

# Retail Office Assistant (Buckhead)



3256 Peachtree Road NE, Atlanta, GA 30305

---

Retail Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties as assigned.

**Qualifications:**

- Three to six months of relevant experience preferred

\$14 - \$16 an hour

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

Source: Indeed

---

# Administrative Assistant – HR/Recruiting (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

---

## **Responsibilities:**

- Coordinate interviews, manage associate files/paperwork, and provide any other administrative support necessary to the HR team at the CSC.
- Talent Selection: Guide the successful attraction and pipelining of key talent for Community by managing open positions through the full recruitment life cycle for non-exempt positions. Maintain, deliver and continuously improve an effective onboarding program for new hires aligned with home office and Community requirements driving retention of top talent
- Maintain personnel and confidential files for all Associates in accordance with all regulations, including, but not limited to background checks, drug screenings, and state required updates. Also maintains all in service records in compliance with state regulations.
- Provides administrative support to the Community leadership.
- May supervise the Concierge Team at the discretion of the Executive Director.
- Answers general questions regarding the Community to potential residents or inquiring parties

## **Qualifications:**

- One-year related experience and/or training or equivalent combination of education and experience
- Must possess a valid state drivers license free from significant violations/points

Apply Online at: <https://tinyurl.com/ynegy4x7>

Source: Indeed

---

# Guest Services Rep (Alpharetta)



1950 Rock Mill Rd., Alpharetta, GA 30022

---

## Responsibilities:

- Management system. Assists guests at all times; responds to guest requests with diligent follow through. Job functions include empowerment to resolve guest issues through the Make it Right process. The GSR must embrace ESA's service culture and treat all guest and associates with the utmost of respect and kindness.
- Must be able to process reservations, registration, payment, and departures in accordance with company guidelines and procedures.
- Job functions to include handling collection efforts of all in-house balances. The GSR is responsible for accounting all cash, check, credit card and city ledger accounts through the property
- Job functions to include setup, maintenance and takedown of the breakfast when required by time of day; and maintaining an organized and clean work area behind the front desk, in the lobby and guest commons in compliance with company standards.
- Job functions to include selling the value of ESA to all inquiries (via telephone and in person) and striving to convert them into reservations and occupied rooms in compliance with company standards.
- Responsible for maintaining overall hotel cleanliness, including assisting with cleaning any areas of the hotel as assigned by the manager when needed, including but not limited to front desk, associate breakroom, guest laundry, fitness room, vending areas, stairwells and common areas.

## Qualifications:

- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

\$13.50 - \$22.73 an hour

Apply Online at: <https://tinyurl.com/yr8u7bdy>

Source: Employer Website

---

# Human Resources Coordinator (Perimeter)



4891 Ashford Dunwoody Road, Dunwoody, GA 30338

---

## **Responsibilities:**

- Serve as a liaison between the district and Corporate Human Resources/Legal department
- Ensure the district is in compliance with current rules and regulations on all HR/Legal functions
- Manage hiring needs and coordinate travel for the district
- Conduct biweekly New Employee Orientation for the district
- Coordinate with Human Resources to handle disciplinary issues within the district
- Work with HR and local managers/supervisors to ensure performance evaluations are completed correctly and in a timely manner
- Ensure all employees are properly enrolled for all available benefits
- Communicate with Corporate HR/Legal on ADA, FMLA, EEOC, Worker's Compensation and Unemployment claims within the district
- Coordinate pre-employment and random drug screenings
- Travel within the district to facilitate Human Resources matters

## **Qualifications:**

- Associate or Bachelor's degree
- Two years of previous human resources experience
- Valid driver's license.

\$21.50 - \$23.65 an hour

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

Source: Employer Website

---

# Receptionist - Evening and Weekend (Roswell)



PORSCHE

**Hennessy Porsche**

990 Mansell Road, Roswell, GA 30076

---

## **Responsibilities:**

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

## **Qualifications:**

- Previous customer service or administrative experience in a high volume environment.

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

Source: Indeed



---

# Concierge (Buckhead)



3424 Peachtree Road Northeast, Atlanta, GA 30326

---

## **Responsibilities:**

- Greet and welcome visitors, guests, vendors, and investors, creating a positive atmosphere
- Serve as the point of contact for office services and vendors
- Assist associates and visitors with various inquiries, requests, and resource access
- Manage building and parking access cards and validation tickets
- Coordinate meetings, catered meals, and events as needed
- Assist with set up, maintenance, and organization of work spaces and equipment
- Purchase, stock, and maintain all office supplies
- Perform opening and closing duties to ensure a successful work day

## **Qualifications:**

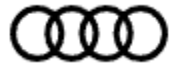
- 3+ years of experience in a customer service role; hospitality industry experience is preferred
- Working knowledge of mail processes and familiarity with postage machines, FedEx, and UPS
- Proficiency in Microsoft Office Suite, email and scheduling tools

Apply Online at: <https://tinyurl.com/yo4kfty4>

Source: Employer Website

---

# Greeter- Service (Roswell)



Audi North Atlanta

11505 Alpharetta Highway, Roswell, GA 30076

---

## **Responsibilities:**

- Greet customers and direct to appropriate dealership representative and/or to the waiting area
- Communicate with appropriate dealership staff about customers arrival and needs
- Work hand and hand with service department to keep scheduled appointments on track
- Move vehicles through the service lane to the shop
- Bring vehicles back up to the service lane for customers when work has been completed

## **Qualifications:**

- Must have a high school diploma or military equivalent experience

Apply Online at: <https://tinyurl.com/ymd6xwdb>

Source: Indeed

---

# Party Host/Hostess –PT Weekends (Roswell)



1425 Market Blvd ste 100-a, Roswell, GA 30076

---

## **Responsibilities:**

- Create a fun, exciting and memorable experience for children and families of all ages.
- Greet event participants in a fun and inviting manner.
- Escort event participants from the party room to the courts.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/ypeddm73>

Source: Employer Website

---

# Pre-Registration Representative (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

---

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:**

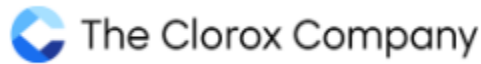
- High school diploma or equivalent.
- Working knowledge and ability to perform accurately and efficiently on computer.
- Typing skills of 30 wpm
- Prior clerical, customer service, insurance, registration, or call center experience in a medical or hospital setting preferred

Apply Online at: <https://tinyurl.com/ywdd3l2d>

Source: Employer Website

---

# Executive Administrative Assistant (Alpharetta)



1150 Sanctuary Pkwy, Alpharetta, GA 30009

---

## Responsibilities:

- Interact with internal and external customers responding timely and appropriately to meeting and/or information requests
- Work alongside other assistants and facilities team to coordinate logistics for meetings, events, and interviews for the Alpharetta site
- Formulate information for internal and external communication – memo, emails, presentations, reports
- Support executive team with internal and external responsibilities activities such as printing presentation materials, scheduling meeting, ordering and handling office supplies
- Manage complex calendars to support Functional Executive and direct reports
- Book and arrange travel, including prioritizing detailed itineraries, Visa processing
- Handles details of highly confidential and critical nature
- Manages and maintains expense reports in a timely and accurate manner
- Reconcile all P-card activity using Concur by providing accurate documentation
- Handle conference room set-up including teleconference meeting set-up for virtual and hybrid team members; coordinating with IT team
- Coordinate functional and team celebrations

## Qualifications:

- 8+ years administrative assistant experience supporting c-suite level executive or experience supporting a CEO and Board of Directors is preferred
- Bachelor's degree or equivalent experience is preferred
- Intermediate to advanced Microsoft Word, SharePoint, and Power Point skills; beginner to intermediate Microsoft Excel skills
- Advanced experience with Outlook email and calendaring program

Apply Online at: <https://tinyurl.com/yv2666gu>

Source: Employer Website

---

# Customer Care Associate (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

---

## Responsibilities:

- Manage customer's purchase orders and process transactions utilizing SAP through the entire order fulfillment process in an accurate and timely manner and continue to build proficiency in SAP and other order management tools.
- Build and maintain exceptional working relationships with internal/external customers, such as transportation, pricing and distribution teams and other cross functional teams.
- Collaborate and own daily communication and resolution of order management and supply chain issues by addressing queries from internal/external customers.
- Coordinate with internal Customer Care teams on customer return/cancellations, quality complaints, overages, shortages and damages.
- Achieve Key Performance Indicators: order entry cycle time and phone metrics (quality and availability).

## Qualifications:

- Bachelor's Degree or a minimum of 3 years of related experience
- Experience in a customer facing role and/or supporting customers over the phone and proven ability to satisfy customer expectations

Hybrid remote

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

Source: Employer Website

---

# Administrative Specialist II



38 Hill St, Roswell, GA 30075

---

## Responsibilities:

- Provides administrative/clerical support for an assigned department/division; processes a variety of documentation within designated timeframes and per established procedures.
- Processes and issues yard sale sign, photo, and temporary sign permits.
- Intake and process zoning applications.
- Creates legal advertising for zoning applications going to Public Hearing and Mayor and Council including newspaper ads, large signs, postcard notices to abutting neighbors, and website notifications .
- Maintains and updates the Planning and Zoning public notices on the Roswell.gov website weekly.
- Creates and publishes agendas for Planning and Zoning boards and commissions as well as legal meetings.
- Prints and collates all Planning and Zoning packet items for Mayor and Council meeting packets.
- Attends nighttime public hearings for Planning and Zoning board and commission meetings.

## Qualifications:

- Requires a High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination
- Ability to accurately type 35 words per minute and have experience with Microsoft Word, Excel, PowerPoint, and Outlook.

\$17.33 - \$22.52 an hour

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

Source: Employer Website

---

# Executive Team Scheduler (Alpharetta)



900 North Point Parkway, Alpharetta, GA 30005

---

## Responsibilities:

- -Manage calendars, schedule appointments, and coordinate meetings, both internal and external, ensuring all relevant documentation and information are provided in advance.
- -Prepare and edit correspondence, presentations, reports, and other documents as required, maintaining accuracy and confidentiality. i.e. Board Presentations, All Employee meetings, Strategic Planning sessions, etc.
- -Handle incoming calls, emails, and messages, prioritizing and responding on behalf of the Leaders when necessary.
- -Arrange travel itineraries, accommodation, and logistics for business trips, ensuring all arrangements are seamless and efficient.
- -Conduct research and compile data on various topics as assigned by the Leaders, presenting findings in a clear and concise manner.
- -Prepare meeting agendas, attend meetings, and record minutes as required, ensuring all follow-up actions are documented and executed.

## Qualifications:

- -Proven experience as an Executive Assistant or similar role, supporting C-level executives.
- -Expert level skill in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneDrive, Drop Box) and other relevant software.

\$45,000 - \$90,000 a year

Apply Online at: <https://tinyurl.com/yv4h6u9w>

Source: Indeed



---

# Front Desk Receptionist PT (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

---

## **Responsibilities:**

- Answers phone and greets Members
- Responds to inquiries and questions
- Answer telephones and process dining and event reservations, changes and cancellations, and confirmations, with care and accuracy according to established procedures.
- Assumes coat check responsibilities
- Creating remarkable experiences for our Club Members before, during, and after every visit
- Maintain the lobby, front entrance, workstation, and other surrounding areas clean and free of debris
- Accommodate Member and guest requests for business services, including but not limited to faxing, copying, mailing, and other concierge services, owning the request from start to finish

[No qualifications specified in ad.]

\$13 - \$14 an hour

Apply Online at: <https://tinyurl.com/ypny8kso>

Source: Indeed

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 11/5/23

## **Temporary Work (Roswell)**

**\$11 - \$14 an hour**

Honey Baked Ham / 625 W Crossville Rd Ste 106, Roswell, GA 30075

<https://tinyurl.com/ymez759m>

## **Patient Transporter - Night Shift (Sandy Springs)**

Scottish Rite / 1001 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://tinyurl.com/yvdxqftf>

## **FOOD SERVICE UTILITY PT (Sandy Springs)**

**\$16.00 per hour**

FLIK / Mercedes-Benz USA Headquarters - 1 Mercedes Drive, Atlanta GA 30328

<https://tinyurl.com/yp2n4qtk>

## **Valet Parking Attendant (Alpharetta)**

**\$14 - \$20 an hour**

PMC / The Hamilton | 35 Milton Avenue, Alpharetta, GA 30009

<https://tinyurl.com/ym4sdpod>

## **Relief Kitchen Helper (Roswell)**

**\$14.00 - \$14.25 an hour**

Resort Lifestyle Communities / 295 East Crossville Road, Roswell, GA 30075

<https://tinyurl.com/ywrbxku9>

## **Housekeeper (Buckhead)**

**\$15 - \$16 an hour**

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

<https://tinyurl.com/ym9m4jun>

## **House Attendant-Lobby (Alpharetta)**

**\$15.50 an hour**

Hyatt Place / 5595 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/yt3pdlj>

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 11/5/23

## **Busser PT (Alpharetta)**

**\$13 an hour**

Dave & Buster's / 6500 North Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/ysa9xz8o>

## **Dealership Car Wash Attendant (Sandy Springs)**

**From \$15 an hour**

Citrin / RBM of Atlanta | 7640 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/ypl3dcvo>

## **Laundry Attendant (Perimeter)**

**\$14 - \$15 an hour**

La Quinta / 6260 Peachtree Dunwoody Rd, Atlanta, GA 30328

<https://tinyurl.com/ylgaxay7>

## **PT Garden Center Loaders (Alpharetta)**

**\$13 - \$15 an hour**

Pike Nurseries / 2955 Holcomb Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/yrcxpzno>

## **Team Member PT (Alpharetta)**

**\$14 an hour**

Avalon 12 Theatre / 3950 1st St, Alpharetta, GA 30009

<https://tinyurl.com/ytb6bao6>

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

**\$15.75 - \$20.48 an hour**

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

<https://tinyurl.com/ytowdvt3>