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# Administrative Assistant / Scheduler (Roswell)



1095 Old Roswell Road, Roswell, GA 30076

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## Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls, emails, and other inquiries
- Respond to Customers & Field Technicians (Via Phone & Chat)
- Monitor service activities
- Confirm Scheduled Appointment
- Prepare and modify documents & service appointments using Microsoft Office Suite and other software
- Assist with giving updated pricing and discounts to customers with unconfirmed service appointments
- Assist in the preparation of regularly scheduled reports
- Provide support to the accounting department by entering data into software

## Qualifications:

- Proven experience in a customer service, administrative or other relevant role - Proficiency in MS Office and or use of other software in daily work
- High school diploma; additional experience as a customer service rep. or as an administrative assistant is a plus

\$30,000 - \$35,000 a year

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

Source: Indeed

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# Administrative Assistant (Alpharetta)



## Colonial Pipeline Company

1000 Lake St, Alpharetta, GA 30009

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### Responsibilities:

- Schedule meetings, set up conference and training rooms, workshops, and events; including coordinating with vendors/caterers and receiving and setting up catering as needed and reorganizing the area afterward.
- Maintain physical/digital records and prepare/review expense reports.
- Know who to contact to ensure the function of office equipment (network printers, copiers, etc.)
- Assist others as needed with external/internal event and registers visitors/guests with Security in advance of visits.
- Help organize the Board Room Galley and executive closet.
- Maintain an adequate level of office supplies within budgetary guidelines.
- Partner with other departments (e.g., facilities, technology, finance, HR) to resolve issues, procure equipment, and align on internal processes.

### Qualifications:

- Computer skills with MS Office including Word, Excel, PowerPoint, and Outlook.
- Valid Driver's License with reliable transportation
- Preferred: Advanced degree such as an Associate's or Bachelor's degree from an accredited college or university
- Ideally, 2+ years of experience as an Administrative Assistant.

Apply Online at: <https://tinyurl.com/ywo25sgm>

Source: Employer Website

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# Client Services Coordinator (Perimeter)



2 Ravinia Dr, Atlanta, GA 30346

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## Responsibilities:

- Manages the main phone line, directing calls as necessary
- Welcomes guests and maintain the lobby and conference room areas
- Schedules client appointments following the legal team's guidance
- Drafts routine correspondence, forms, under the supervision of attorneys and paralegals.
- Assists in drafting a broad range of documents such as client engagement letters, deeds, limited liability company (LLC) formation documents, probate court petitions, powers of attorney and health care directives
- Proofreads completed documents thoroughly to check for errors in grammar, spelling, punctuation, and formatting
- Creates, formats, edits, and manages Word documents, Excel spreadsheets, and PowerPoint presentations.
- Proactively establishes and maintains calendar and deadline reminder systems, ensuring that attorneys and paralegals are kept up to date and are appropriately reminded of all scheduling matters. Works to anticipate needs of assigned attorneys and paralegals.
- Interfaces with clients to ensure all client needs and questions are responded to in a timely and comprehensive manner. This includes, but is not limited to, following up on proposals for new services, communicating meeting details, providing direction in preparation for meetings, administering drafts of legal documents, and drafting emails.
- Works closely with the legal team on day-to-day activities, including general administrative support, as required by legal and business needs

## Qualifications:

- An undergraduate degree in related field of study, or paralegal certificate is preferred
- Minimum of 2-year equivalent work experience, preferably in a legal office or customer service business
- Proficient with Microsoft Office Suite, Adobe, and Google Calendar

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

Source: Indeed

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# PT Patient Service / Front Desk Coordinator (Roswell)



1570 Old Alabama Road, Roswell, GA 30076

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## **Responsibilities:**

- Provide patients a personalized check in/out process experience that creates a timely, seamless, and positive experience
- Become a subject matter expert in insurance plans to help verify and educate patients on options as they check in/out for appointments
- Assist in appointment confirmations and patient outreach in partnership with Doctor availability
- Be a multitasker by managing multiple phone lines, greeting patients and walk ins, scheduling appointments and assisting office staff duties as needed

## **Qualifications:**

- Experience in a front desk, reception, or customer facing role supporting administrative duties and clerical tasks
- Computer savvy

Apply Online at: <https://tinyurl.com/yulc2d5e>

Source: Employer Website

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# Administrative Assistant PT Evening Shift (Sandy Springs)



5607 Glenridge Dr, Atlanta, GA 30342

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## **Responsibilities:**

- Answer, direct, and manager incoming calls; coordinate sorting and processing and incoming and outgoing mail; greet visitors.
- Provide clerical support to various departments as needed.

## **Qualifications:**

- High School diploma or GED required
- One year administrative / clerical support experience required.
- One year experience using a computer, copier, fax machine and Microsoft Word and Excel
- One year experience in a healthcare environment preferred.

Apply Online at: <https://tinyurl.com/yue2rjod>

Source: Indeed

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# Front Desk Clerk (Perimeter)



1232 Hammond Dr NE, Atlanta, GA 30346

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## **Responsibilities:**

- Assisting guests efficiently, courteously and professionally at all times.
- Maintain a high level of service and hospitality.
- Promptly and effectively deal with guest concerns or issues and see all are met to satisfaction in timely manner.
- Post guest charges, collect payments and follow all cash handling procedures as required by Concord.
- Handle guest mail and messages with respect to privacy and professionalism.
- Be knowledgeable of the hotel brand and various programs (travel programs, special offers).
- Be a great communicator to various departments and management on guest comments and concerns.
- Respond quickly to incoming calls, lobby visitors and team members needing front desk assistance.
- Have full knowledge of hotel safety and emergency procedures.

[No qualifications specified in ad.]

Flexible Shifts

Apply Online at: <https://tinyurl.com/yl8zt29a>

Source: Employer Website

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# Front Desk Receptionist (Doraville)



2911 Northeast Pkwy, Atlanta, GA 30360

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## Responsibilities:

- Answering incoming calls on multi-line telephone system, direct calls and take messages as necessary while following proper phone procedures and policies
- Greet persons entering organization in a professional manner while restricting their access to the facility without proper escort
- Respond to visitors' inquiries about company, products and services
- Monitor/record/process incoming and out-going mail, UPS and FedEx deliveries

## Qualifications:

- High school or equivalent (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Monday to Friday

\$11 - \$14 an hour

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

Source: Indeed

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# Receptionist / Administrative Assistant (Roswell)



SAINT FRANCIS SCHOOLS

9375 Willeo Road, Roswell, GA 30075

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

## **Qualifications:**

- Business background
- Proficiency in MS Office (Word and Excel)
- Google Drive (will teach) docs, spreadsheets, Gmail

\$17.00 - \$19.00 per hour

Apply Online at: <https://tinyurl.com/ym3ztkne>

Source: Indeed



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# Customer Service Representative (Sandy Springs)



500 Northridge Rd Suite 200, Atlanta, GA 30350

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## **Responsibilities:**

- Answering inbound calls and responding to customer inquiries.
- Providing accurate and relevant information to customers.
- Assisting customers with product or service-related questions.
- Handling customer complaints and issues in a professional and timely manner.
- Documenting all customer interactions and updating customer records.

## **Qualifications:**

- High school diploma or equivalent preferred.
- Previous experience in customer service, call center, or a related field is a plus.
- Proficiency in using customer service software and technology.

Apply Online at: <https://tinyurl.com/yt2m2ftu>

Source: Indeed

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# Customer Engagement Representative (Roswell)



## Regional Headquarters

200 Mansell Court East Suite 100. Roswell, GA 30076

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### 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

No experience needed

\$17.50 an hour

Apply Online at: <https://tinyurl.com/ysha9pv9>

Source: Indeed

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# Spa Concierge (Buckhead)



3342 Peachtree Road, NE, Atlanta, GA 30326

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## Responsibilities:

- Assist guests and clients in an appropriate and timely manner
- Manage customer feedback effectively to ensure issues or compliments are escalated to enable long-term improvements in products and services
- Ensure client experience is proficient including bookings, payments, and consultation cards
- Experienced in Microsoft Office Suite, Spa Soft and able to compose and send emails to guests, members and clients.
- Adhere to cash handling procedures
- Interact and communicate effectively with guests, members, team members, and management team
- To be an effective sales person by up-selling with latest departmental incentives
- Report accidents, maintenance issues, or other incidents
- Ensure compliance with all health and safety regulations
- Specifically, you will be responsible for performing the following tasks to the highest standards:
  - Assist guests and clients in an appropriate and timely manner
  - Manage customer feedback effectively to ensure issues or compliments are escalated to enable long-term improvements in products and services
  - Ensure client experience is proficient including bookings, payments, and consultation cards

## Qualifications:

- Experienced in Microsoft Office Suite, Spa Soft

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

Source: Indeed

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# Hospitality Assistant (Brookhaven)



Brookhaven 30319

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## Responsibilities:

- Ensure the breakroom and kitchen areas are routinely cleaned, stocked, and organized, including loading, and unloading of the dish washer.
- Manage snack inventory and budget.
- Carry out catering preparation and set-up for corporate meeting.
- Prepare corporate meetings for a productive meeting experience, ensuring IT, audio-visual, and room-setup are highly functioning and ready for our customers or guests.
- Take charge in maintaining the cleanliness and organization of the space by cleaning and straightening meeting rooms and preparing for incoming guests. Be available to jump in and support colleagues as needs arise.
- Manage office supplies.
- Manage building and vendor relations, maintenance request submission/follow-up.

## Qualifications:

- Hospitality or customer service experience with a strong operational focus.

Apply Online at: <https://tinyurl.com/yrdcb9z7>

Source: Indeed

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# Unit Secretary (Sandy Springs)



## Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

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### Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, care boards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.
- Collects daily line day data.

### Qualifications:

- 2 years of experience in a clerical role
- Preferred:
- Experience in a medical setting
- Personal computer skills, including Microsoft Word, PowerPoint, Excel, and other Windows-based applications
- Experience in medical terminology

7a-7:30p, Variable Shift

Apply Online at: <https://tinyurl.com/ynvbbkt4>

Source: Employer Website

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# Donor Operations Lead (Roswell)



11275 Elkins Rd, Roswell, GA 30076

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Lead the smooth operation of the Donation Area. Remove all merchandise from donors' vehicles. • Responsible for ensuring donors are offered a Tax Receipt. • Sort and organize merchandise. • Keep donation area neat and clean. • Maintain dumpster area behind the NFCC building. • Keep back parking area free of debris. • Keep all merchandise secure. • Provide a friendly, courteous, and attentive demeanor to all donors. • Provide backup for tallying donor door activity. • Work with community service workers and volunteers on a routine basis. • Assist with facility maintenance and truck deliveries as needed.

## **Qualifications:**

- High School Degree or equivalent preferred.
- Prior customer service experience preferred, but not required
- Prior sorting and organizing of merchandise preferred, but not required

Apply Online at: <https://tinyurl.com/ylcqeu fb>

Source: Employer Website

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# Front Desk Receptionist (Alpharetta)



Alpharetta, GA 30009

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## **Responsibilities:**

- Answer and direct phone calls using a multi-line phone system
- Greet and assist visitors in a professional and friendly manner
- Provide administrative support to the office staff
- Schedule appointments and maintain calendars
- Coordinate and organize meetings, conferences, and events
- Prepare and distribute correspondence, memos, and reports
- Maintain office supplies inventory and place orders as needed
- Perform general clerical duties such as filing, photocopying, and faxing

## **Qualifications:**

- High school diploma or equivalent

From \$10 an hour

Apply Online at: <https://tinyurl.com/yxn4s8av>

Source: Indeed

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Posted 11/12/2023

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# Administrative Coordinator (Alpharetta)



3030 Royal Boulevard South, Alpharetta, GA 30022

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## Responsibilities:

- Office Coordination: Handle incoming calls, emails, and correspondence, directing them to the appropriate team members.
- Scheduling and Coordination: Coordinate and schedule client appointments, caregiver shifts, and team meetings. Maintain up-to-date records of client schedules and caregiver availability.
- Documentation and Record Keeping: Prepare and maintain accurate documentation, including client files and employee records. Assist in the development and implementation of streamlined record-keeping systems.
- HR Support: Assist in screening new applicants and utilizing the applicant tracking system. Assist Employee onboarding, training, and maintaining personnel records.
- Communication: Facilitate communication between clients, caregivers, and other team members. Draft and proofread correspondence, reports, and other documents as needed.

## Qualifications:

- HS Diploma or GED.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Basic understanding of HR processes (training will be provided).

\$40,000 - \$45,000 a year

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

Source: Indeed



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# Call Center Representative (Roswell)



## Ryder Customer Response Center

1455 Old Alabama Rd #170, Roswell, GA 30076

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### Responsibilities:

- **CUSTOMER SERVICE:** Assist customers who are experiencing a vehicle breakdown. Execute customer communication protocol pertaining to vehicle breakdowns and PM scheduling and follow-up, and vehicle status updates. Improve the quality and consistency of customer communications and ensure customer's expectations are met. Drive improvement of Customer Satisfaction Index (CSI) scores
- **WORK FLOW MANAGEMENT:** Enhance service productivity by identifying available resources through effectively following shift scheduling including scheduled breaks and lunch times. Coordinate with on-call technicians, rental counter team, and the customer's drivers and dispatch teams to identify repair requirements and available substitute units. Coordinate outside repair with vendors and customers
- **ADMINISTRATIVE:** Effectively handle all incoming calls and follow up calls. Process customer service requests on a variety of topics for our customers. Assist with questions related to billing, warranty, compliance paperwork, and etc...All calls are monitored for Quality Assurance purposes and Call Center Customer Service Representatives will be required to participate in QA reviews

### Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required

Must have the ability to work 2nd/3rd shift, weekend and holidays

\$17 an hour

Apply Online at: <https://tinyurl.com/yoc4kujk>

Source: Employer Website

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# Executive Assistant to President and COO (Buckhead)



3344 Peachtree Rd NE #2200, Atlanta, GA 30326

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Provide complete administrative support for the President and COO: o Provide full calendar management, including arranging internal and external meetings o Coordinate logistics of meetings, including preparing agendas, taking meeting minutes, distributing action items to relevant parties, and ordering catering when necessary o Coordinate travel arrangements, including flights, accommodations, transportation, and itineraries o Prepare, print, and bind any requested meeting materials while adhering to the company's branding guidelines and standards o Track and manage corporate and personal expense reports, ensuring accurate documentation and adherence to company policies.

## **Qualifications:**

- Bachelor's degree
- 3 years of similar experience
- Expertise in the Microsoft Office suite, especially Outlook, required
- Experience with Adobe, Box, Concur, Monday.com, and Salesforce a plus

Up to \$75,000.00 per year

Apply Online at: <https://tinyurl.com/yscta9x9>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/12/23

## **Groundskeeper (Alpharetta)**

**\$17 - \$19 an hour**

Avana North Point / 900 Jameson Pass, Alpharetta, GA 30022

<https://tinyurl.com/yvkqhd4z>

## **Parts Delivery Driver PT Non-CDL (Roswell)**

**\$15 - \$17 an hour**

Carl Black Buick GMC / 11225 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/yoxnykhc>

## **Cashier (Roswell)**

**\$14 - \$17 an hour**

Sterling Culinary Mgt / Fellowship Christian School | 10965 Woodstock Rd, Roswell, GA 30075

<https://tinyurl.com/ynjzf26e>

## **Culinary Assistant (Perimeter)**

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

Veritas Collaborative / 41 Perimeter Center E, Atlanta, GA 30346

<https://tinyurl.com/yopmn4la>

## **Server (Dunwoody)**

**\$14 - \$16 an hour**

Dunwoody Pines Retirement / 4355 Georgetown Square, Dunwoody, GA 30338

<https://tinyurl.com/yoltvxdb>

## **Housekeeper (Roswell)**

**\$15 an hour**

HHS / North Fulton Hospital | 3000 Hospital Blvd, Roswell, GA 30076

<https://tinyurl.com/2x9t8nah>

## **Studio Cleaner PT (Sandy Springs)**

**\$14 - \$16 an hour**

SweatHouz Infrared Sauna Studio / 6050 Roswell Rd STE 200, Sandy Springs, GA 30328

**\$14 - \$16 an hour**

<https://tinyurl.com/ys986wyd>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/12/23

## **Crew Member PT (Roswell)**

**\$14 - \$17 an hour**

Cubanos ATL / 1007 Alpharetta St #120, Roswell, GA 30075

<https://tinyurl.com/yrklr9pw>

## **Host (Alpharetta)**

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

Rena's Italian Fishery & Grill / 240 S Main St, Alpharetta, GA 30009

<https://tinyurl.com/ypu32tx8>

## **Host PT (Buckhead)**

**\$11.00 - \$15.50 an hour**

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/yt8ypu6u>

## **Lot Attendant/Porter PT (Roswell)**

**\$14 - \$16 an hour**

Carl Black Buick GMC / 11225 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/ynhgzdoz>

## **Dishwasher (Perimeter)**

**\$15 - \$17 an hour**

North Italia / 4600 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://tinyurl.com/yvsv7arr>

## **Kitchen Team Member (Perimeter)**

**\$15.45 an hour**

Sweetgreen / 123 Perimeter Center West, Atlanta, GA 30346

<https://tinyurl.com/yuptz36z>

## **Dishwasher (Alpharetta)**

**\$14 an hour**

Ruth's Chris / 11655 Haynes Bridge Road, Alpharetta, GA 30009

<https://tinyurl.com/yvjxvowo>